

# YALS – YUGOSLAVIA

## Examples of YALS Inspection Documents

### 1.1. Employment Procedures and Quality Control of Teachers' Work

#### **QUESTIONNAIRE 1.1** to staff regarding the implementation of the **CODE OF PRACTICE**

CHECK SPECIFICATIONS	QUESTIONS FOR SCHOOL STAFF
<i>Staff awareness of guidelines of the CODE OF PRACTICE / the Document and its implementation in practice</i>	<ul style="list-style-type: none"> <li>• Were you informed of the existence of the Code of Employment and Quality Control?</li> <li>• Have you read the CODE / the Document?</li> <li>• Has anyone who is responsible for teachers checked whether you are familiarized with the CODE/ the Document?</li> <li>• Do you find the CODE / the Document easily accessible to all the staff?</li> <li>• Is there a person who you can talk to about objections to the CODE/ the Document?</li> </ul>
<b>POINTS: 0 - 3</b>	

### 1.2 Academic Management of the School

#### **QUESTIONNAIRES 1.2** for Teachers and for Students to check whether the Document / Code on Academic Management is implemented

##### A. Questionnaire to Teachers

CHECK SPECIFICATIONS	CHECK POINTS FOR TEACHERS
<i>Staff's awareness of guidelines of the CODE/ the Document and its</i>	<ul style="list-style-type: none"> <li>- Were you informed of the existence and contents of the CODE/ the Document which regulates the area of Academic Management when you employed?</li> <li>- Are your classes regularly observed? Who does it?</li> </ul>

<i>implementation in practice</i>	<ul style="list-style-type: none"> <li>- Are you informed about opportunities for professional advanced training in and out of school?</li> <li>- Is the ACADEMIC MANAGEMENT always at your disposal?</li> <li>- Are you asked to do any sort of evaluation?</li> </ul>
<b>POINTS: 0 - 3</b>	

### B. Questionnaire to Students

CHECK SPECIFICATIONS	CHECK POINTS FOR STUDENTS
<i>Students' awareness of implementation of the CODE/ the Document</i>	<ul style="list-style-type: none"> <li>- Do you have the impression that teaching activities have regularly been monitored by the school and if so, how?</li> <li>- Have you been asked for your opinion on teaching activities, teaching material, the school?</li> <li>- How did you give it?</li> </ul>
<b>POINTS : 0 - 3</b>	

### **QUESTIONNAIRE 1.3** to Teachers and Students to check their awareness of the SYLLABUS and teaching methods

CHECK SPECIFICATIONS	QUESTIONS FOR THE STAFF	QUESTIONS FOR STUDENTS / CONTRACT SIGNERS
Awareness of the SYLLABUS for all levels and the language you teach in this school?	<ul style="list-style-type: none"> <li>• Do you have your own copy of the detailed SYLLABUS for all levels and the language you teach in this school?</li> <li>• Do you know which languages and which levels are taught in the school?</li> <li>• Do you know which language competence each level implies?</li> <li>• To what extent do you use this information in your class planning? Does anybody check it?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you have your own copy of the general SYLLABUS for the language and level you attend?</li> <li>• Do you know which languages and which levels are taught in the school? Where did you get the information from?</li> <li>• Do you know in what way the levels taught in school correspond to an international standardization? Which one? How did you find out?</li> <li>• What will you be able to do using the language you learn once you have completed</li> </ul>

	<ul style="list-style-type: none"> <li>• Which method is used in your school? Where did you get this information from?</li> </ul>	<p>the course?</p> <ul style="list-style-type: none"> <li>• Has this information been of use to you?</li> <li>• How would you describe the method used in teaching?</li> </ul>
<p><b>POINTS : 0 - 3</b></p>		

(see also the [YALS Criteria Summary](#) and the [YALS Inspection Checklist – Excerpts](#))