

PRIMA - Croatia

Inspection Checklist

(Excerpts)

I MANAGEMENT AND ADMINISTRATION				90		%
1.		GENERAL BUSINESS PRACTICES		10		
		<i>Code of Practice</i>	<ul style="list-style-type: none"> • High teaching and educational standards providing adequate opportunities for language study • Clearly organized curriculum framework appropriate to students' age and needs, • Effectiveness and appropriacy of teaching methods, • Teachers' and academic managers' experience and competence, • Opportunities for staff training and development, • Staff professional conduct and integrity, • Observation of all terms and conditions specified in the contract between the school and the students or their representatives, • Completeness, accuracy and transparency of course and other activities information, • Efficiency of administration and auxiliary services, • Business procedures in accordance with national laws and standards, • Adequate teaching/learning facilities in accordance with local and national standards, • Adequate safety measures to ensure student safety on school premises, • Equal opportunities for all students without discrimination on grounds of social status, nationality, gender, race or religion. • Provisions for students with special needs, • Awareness of students and staff of the <ul style="list-style-type: none"> - Code of Practice, - Specification of course content by level, - Rules of Attendance, - Grievance and disciplinary procedures, • Appropriate regular assessment and reports, • End-of-course assessment procedures leading to certificate of attainment, • Regular internal supervision promoting quality assurance, • Regular, independent, PRIMA inspections to maintain standards, • Information about the possibility of referring to the PRIMA Court of Honor 	10		

2.	LEGAL REQUIREMENTS			17		
		<i>Registration</i>	In compliance with national legal requirements, if not, the inspection is terminated	1		
		<i>Articles of Association</i>	In compliance with national legal requirements (mains activities), if not, the inspection is terminated	1		
		<i>Contracts with Employees</i>	In compliance with national legal requirements, if not, the inspection is terminated	1		
		<i>Proof of ownership or lease contract – business premises</i>	In compliance with national legal requirements, if not, the inspection is terminated	1		
		<i>Business and financial records and documents</i>	In compliance with national legal requirements	13		
3.	DISCIPLINE AND BEHAVIOUR			8		
		<i>Discipline and Behavior Regulations</i>	<ul style="list-style-type: none"> • expected student behavior on school premises, • expected staff behavior, • disciplinary procedures 			
4.	ADVERTISING AND PROMOTIONAL MATERIAL			10		
		<i>Information included in advertising and promotional material</i>	<ul style="list-style-type: none"> • basic facts about the school, • languages taught, • age restrictions • school locations, • course length and dates, • number of hours taught • hour duration • class size (min. /max.) • placement and entry procedures, • specification of cost, possible discounts and mode of payment, • assessment procedures, reporting and certification, • teaching by trainees, • visits by observers. 	6		
		<i>Entry, placement and information procedures</i>	<ul style="list-style-type: none"> • documents required (Contract between the school and the students or students' representative, PRIMA charter, Rules of Attendance, course description) • makeup of groups 	4		

				<ul style="list-style-type: none"> • course time-table, • procedure for confirming time-table or informing student of possible changes. 			
5.		STAFF			30		
			<i>Staff Dossiers and contracts (full-time, part-time or temporary service employees)</i>	<ul style="list-style-type: none"> • CV • Certificate of Citizenship • Full-time, part- time or temporary service contract • Qualification documents 	14		
			<i>Recruitment procedures</i> ❖ <i>teachers</i> ❖ <i>administrative staff</i> ❖ <i>other</i>	<ul style="list-style-type: none"> • job vacancy advertisement elements, • qualifications and experience required, • 15 hours of peer observation (teachers), • 3 demonstration lessons (teachers), • probationary period length and programme, • weekly number of teaching hours during probationary period (teachers). 	6		
			<i>Teachers' (full-time, part-time or temporary) Behavior Regulations</i>	<ul style="list-style-type: none"> • basic attitude and behavior requirements in the approach to -teaching -clients -colleagues -the school • disciplinary procedures 	10		
6.		MONITORING AND APPRAISAL OF ADMINISTRATION AND AUXILIARY SERVICES			15		
			<i>Administration and Auxiliary Services Performance Regulations</i>	<ul style="list-style-type: none"> • procedures for keeping staff informed about the status and ownership of the school and of the organizations and associations it belongs to • procedures for keeping staff informed about the day-to-day activities of the school • accessibility of relevant documentation • delegation of responsibilities • regular staff meetings 	5		
			<i>Questionnaire to clients and staff</i>		10		