

PRIMA – CROATIA

INSPECTION CHECKLIST

School: _____

Date of inspection: _____

Inspectors: 1. _____
 2. _____
 3. _____

		max 500	min 350	ACHIEVED	%
I MANAGEMENT AND ADMINISTRATION	1. General Business Practices 2. Legal Requirements 3. Discipline and Behavior 4. Advertising and Promotional material 5. Staff 6. Monitoring and Appraisal of Administration and Auxiliary Services	90	63		
II PREMISES AND EQUIPMENT	1. Premises 2. Facilities	40	28		
III PROFESSIONAL STANDARDS	1. General 2. Curriculum 3. Records 4. Assessment and certification 5. Monitoring and evaluation of teacher activities	170	119		

IV QUALITY OF TEACHING			200	140		
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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 • course time-table, • procedure for confirming time-table or informing student of possible changes. 	4		
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), 	6		

			<ul style="list-style-type: none"> probationary period length and programme, weekly number of teaching hours during probationary period (teachers). 			
		<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 <ul style="list-style-type: none"> -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		