

Accreditation Consultancy Service (ACS)

Accreditation UK, which is managed by the British Council in partnership with English UK, is the quality assurance scheme for the UK ELT sector. Accreditation is awarded after a successful inspection from a small team of independent experts who use the most rigorous quality management standards in the world of ELT. Full details about the Accreditation UK scheme, the criteria and the costs involved can be found on the British Council website <http://www.britishcouncil.org/accreditation.htm>

The Accreditation Consultancy Service (ACS) was set up by English UK in order to assist and advise English language teaching providers on how to successfully negotiate the accreditation process for the first time. This service is separate from the formal accreditation process. Subscription to the English UK ACS service entitles your organisation to a one-day consultancy visit, perhaps best described as an accreditation “pre-MOT test”, ongoing advice on accreditation and generous discounts on a range of English UK professional development events.

The onsite consultancy visit is the central feature of the service and may result in an organisation applying for inspection with greater confidence or it may be that the centre will be advised to delay taking the step until certain areas have been developed further. After all, no organisation wishes to fail an inspection, and a consultancy is a cost-effective way of identifying details which can easily be overlooked.

Benefits of Subscribing to the Accreditation Consultancy Service

- A one-day pre-inspection consultancy visit by an experienced specialist including comprehensive oral feedback followed up with a written report.
- A complimentary copy of the official Accreditation UK handbook
- Continuing access to ongoing advice from English UK’s Deputy Chief Executive for the duration of the service as the organisation prepares for inspection.
- Generous discounts on all English UK professional development events.
www.englishuk.com/training
- The opportunity to attend English UK conferences at a discounted rate.
- When accreditation is achieved the candidate will receive up to a £500 credit towards the first subscription charge to the association upon full membership of English UK*.
- Subscription to the ACS scheme lasts for one year with the discretionary possibility to extend for one further year.

English UK ACS Consultants

The imminent UK Government move towards requiring compulsory accreditation for language schools for study visa purposes has markedly increased the demand for the English UK accreditation consultancy service. All the consultants are extremely well placed to offer consultancies, providing a wealth of experience of managing all types of ELT operations, have extensive experience of the accreditation process and proven ELT track record.

The Recommended Route to Accreditation and Full Membership of English UK

Step One: The organisation applies to become a Candidate of English UK by submitting the completed ACS application form and two copies of all relevant promotional material with payment.

Step Two: English UK scrutinises the application form to check that the ELT provision is eligible under the Accreditation UK scheme criteria. If this is so, English UK confirms acceptance

into the consultancy service. The 12-month subscription period commences and the Candidate is sent an Accreditation UK handbook. If the provision is ineligible and the consultancy service cannot proceed, payment will be refunded.

- Step Three:** The Candidate receives a telephone consultation from the Deputy Chief Executive (Professional Services) and the following outcomes are agreed: either a) the organisation is not ready for the consultation and is advised to take further steps towards accreditation with a date for a follow up telephone consultation being agreed or b) a provisional consultancy date is set and a consultant is assigned.
- Step Four:** The consultant contacts the organisation with details of the documentation required in advance of the consultancy and confirms the date.
- Step Five:** The consultancy takes place. During the consultant's visit the organisation will be reviewed based on the criteria stipulated by the Accreditation UK Scheme. If required, the consultant will advise on completing Accreditation application documentation and give insight into how a typical inspection is conducted. Oral feedback will be given at the end of the day.
- Step Six:** A formal written report is sent to the organisation by the English UK consultant.
- Step Seven:** The organisation applies to the British Council Accreditation Unit for an inspection, in accordance with the application deadlines given in the Accreditation UK handbook, and is invited to attend a Pre-Inspection Briefing Day. www.britishcouncil.org/accreditation. It is highly recommended that Candidates attend a pre-inspection briefing at some stage in advance of the inspection.
- Step Eight:** A date for the inspection is agreed between the institution and the British Council.
- Step Nine:** The required inspection documentation is sent to the British Council inspectors at least three weeks prior to the visit.
- Step Ten:** The Accreditation UK inspection takes place. The duration and cost of the inspection depends on the size of ELT provision at the institution.
- Step Eleven:** A written report is submitted to the Accreditation Scheme Advisory Committee (ASAC), which is made up of respected academics and professionals from the ELT profession. The ASAC discusses the report and makes a recommendation to the Accreditation UK Executive Board on whether to confer accreditation.
- Step Twelve:** The British Council Unit notifies the institution of the result of the inspection.
- Step Thirteen:** Full English UK membership may be applied for as soon as an institution has achieved accreditation status.

Please note that a realistic timescale between the original application to English UK and full membership is typically not less than six months.

ACS Subscription Rates (*Payable to English UK*)

- | | |
|---|------------|
| ▪ English UK ACS subscription fee for the first year | £500 + VAT |
| ▪ If applicable, at the start of Year 2 a Candidate registration renewal charge is levied | £100 + VAT |
| ▪ Year 2 Consultancy Visit (if requested)
<i>This an additional and optional consultancy visit</i> | £500 + VAT |

Accreditation Consultancy Service costs are not part of the costs of the formal accreditation process.

Please note that all fees incur VAT.

Organisations may subscribe to the Accreditation Consultancy Service for a maximum of two years by the end of which period it is expected that accreditation will have been achieved. Second year renewal is at the discretion of English UK.

The Terms of Subscription are shown below.

TERMS OF SUBSCRIPTION

1. Establishments subscribing to the Accreditation Consultancy Service are termed 'Candidates'.
2. Candidates must be establishments which provide the teaching of English as a Foreign Language at locations within the United Kingdom.
3. Candidates will undertake not to use the title of English UK or to claim membership of English UK in any publicity material; and to safeguard the confidentiality of any information they receive through the service.
4. Candidates will undertake to keep English UK up-to-date with their progress towards accreditation and also to inform English UK of any changes in their intention to become accredited by the British Council through the Accreditation UK scheme.
5. English UK will confirm commencement of subscription. Subscription will be for a 12-month period. The possibility to extend for a second year will be at the discretion of English UK.
6. Payment for any training courses, conferences or materials must be made in advance.
7. The Board of English UK reserves the right to remove Candidate status at its sole discretion and to reject an application without specifying a reason.
8. A Candidate may withdraw from the service by giving two weeks' notice in writing to English UK but no refunds on subscriptions will be made whatever the date of withdrawal.
9. A former Candidate may apply for reinstatement - acceptance will be dependent on the circumstances of their earlier departure from the scheme.

Further Information

If you would like to know more about the English UK Accreditation Consultancy Service, please contact:

Mark Rendell
Deputy Chief Executive (professional services),
English UK,
219 St John Street,
London
EC1V 4LY.

Tel: 020 7608 7960
Fax: 020 76087961
E-mail: mark@englishuk.com

****English UK Membership Discount Offer:** Please note that a Candidate centre which applies for membership of English UK within six months of becoming accredited under the Accreditation UK scheme will receive a **discount on the first subscription charge** to the association. This discount will be the equivalent of the first year's subscription to the ACS excluding VAT). Where this discount would reduce the membership subscription charge to a position of credit (i.e. below £0) only the amount up to the zero charge will be discounted.*