

OPTIMA – BULGARIA

Inspection and Accreditation Scheme and Scoring System

Summary

<i>Category</i>	<i>Total</i>	<i>Pass</i>
I.MANAGEMENT	20	14
1. Accuracy and veracity of information	6	4
2. Administrative management	14	10
II.ACADEMIC MANAGEMENT	24	17
1. System of tuition	14	10
2. System of professional guidance	10	7
III.STANDARDS OF TEACHING	38	26
1. Planning the lesson	6	4
2. Conducting the lesson	12	8
3. Teaching methods	10	7
4. Teacher's linguistic and communicative competence	10	7
IV.GENERAL	18	12
1. Working environment	12	8
2. General facilities and other	6	4
TOTAL	100	69

OPTIMA – BULGARIA
 Inspection and Accreditation Scheme
Excerpts

I.MANAGEMENT

total: 20

pass: 14

1. Accuracy and veracity of information

Total: 6

pass: 4

Focus points	Points to check	Score	Comments
1.1. Course description	Information about course length and dates, class size, age restrictions, range of levels, course types	0/2	
1.2. Course procedures	Information about placement procedures, ongoing assessment, certification ❖ Check brochures, leaflets and other recent publicity materials including website.	0/2	
1.3. Price specification	Check whether before enrolment clients are provided with clear information on: number of hours taught, dates of closure and holidays, what is included in the course fee / enrolment fee, materials, exam fees; methods of payment, cancellations, and withdrawals. ❖ Check brochures, price lists, speak to admin staff and students.	0/2	

2. Administrative management

total: 14

pass: 10

Focus points	Points to check	Score	Comments
2.1. Organizational structure, distribution of responsibilities, communication	❖ Check management structure, organogram. Are Teachers aware of it? ❖ Check channels of communication /notice board, meetings, memos, other forms.	0/2	
2.2. Job descriptions	Check availability of job description of staff involved in management	0/2	
2.3. Observation of legal requirements	Check legal registration	0/2	
2.4. Observation of financial requirements	Check tax registration, social security registration, annual profit and loss account	0/2	
2.5. Procedure for dealing with staff grievances	Check for relevant documents /talk to staff.	0/2	

2.6. Recruitment policy aimed at employing appropriately trained, qualified and experienced staff	<ul style="list-style-type: none"> ❖ Ways of employing staff are they interviewed? ❖ Check staff files for CVs and copies of qualifications. 	0/2	
2.7. Specified procedure for dealing with complaints and indiscipline	Speak to teachers and students and look for oral or written regulations.	0/2	

II.ACADEMIC MANAGEMENT

1. System of tuition

total: 14

pass: 11

Focus points	Points to check	Score	Comments
1.1. Availability of syllabuses	<ul style="list-style-type: none"> ❖ Check syllabuses, level description –whether they are available to teachers. ❖ Can DOS specify what methods are used and if they correspond to what is stated in publicity materials? 	0/2	
1.2. Use of entry/ placement procedures, needs analyses	<ul style="list-style-type: none"> ❖ Check: placement tests and procedures. ❖ Speak to staff/ DOS, teachers, administration/ and students. 	0/2	
1.3. Guiding/ providing students with teaching materials	Check textbooks and materials used for teaching particular levels and age groups, appropriateness and availability.	0/2	
1.4. On –going assessment and end-of-course testing	<ul style="list-style-type: none"> ❖ Check records of progress, final tests. ❖ Speak to DOS, teachers and students. 	0/2	
1.5. Continuous evaluation of teaching and learning by the students.	Speak to DOS teachers and students and relevant documentation optional.	0/2	
1.6. Maintaining coherence of teaching standards	Check system of communication between teachers, DOS and teachers	0/2	
1.7. Awarding students with certificates	❖ Check format and wording of leaving certificates – do they explain on what basis they are issued?	0/2	

2. System of professional guidance**total: 10****pass: 7**

Focus points	Points to check	Score	Comments
2.1. Keeping records	<ul style="list-style-type: none">❖ Check records of materials used and lessons taught.❖ Check attendance records.	0/2	
2.2. Availability of teacher replacement procedure.	Speak to teachers and students	0/2	
2.3. Maintaining the quality of and discussing teachers performance	Check teaching observation and feedback record and talk to DOS and teachers.	0/2	
2.4. Availability of teacher induction system	Check procedures and relevant written documentation – talk to teachers.	0/2	
2.5. Opportunities for continuous training and development of teachers.	<ul style="list-style-type: none">❖ Check whether there is a coherent in-service training scheme.❖ Is support provided for conference participation?❖ Do teachers' meetings take place regularly? (Any relevant documentation).	0/2	