**Documentation Review - Submission Requirements**

Please provide a copy to the auditor of the following documentation or provide a link to the document on your web-site. Please note that some intranets are not accessible by the auditors.

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|  | **Items to Submit** | **Note(s) or link to document**  **on web-site** |
|  | Teacher Qualification Summary (TQS) updated (new form is available at [www.orioncan.com](http://www.orioncan.com). If you have done one previously, your auditor will email your most recent approved copy).  In addition to the TQS, please note that verified true copies of each teacher’s degree and TESL certificate must be seen by the auditor. This can be done on-site or by scanning and emailing the documents to the auditor prior to the on-site visit. |  |
|  | Current brochure of your program |  |
|  | Statement of fees, and refund policy |  |
|  | Copy of policy regarding health insurance |  |
|  | Sample package sent to prospective students |  |
|  | Sample package sent to agents, including a sample contract |  |
|  | Overview or sample schedule of orientation given to new students |  |
|  | Copy of problem resolution policy and/or procedure for handling complaints. |  |
|  | Sample of most recent calendar of extra-curricular activities |  |
|  | Sample homestay contract |  |
|  | Organizational chart |  |
|  | Sample performance appraisal for teachers, including details on frequency |  |
|  | Listing of recent Professional Development options for teachers |  |
|  | Sample student feedback form on school (including homestay experience) |  |
|  | Samples of Program and level information, including course descriptions, outlines, expected outcomes, resources, assessments/grading |  |
|  | Samples of student and teacher timetables /schedules |  |
|  | Sample of Final report and/or certificate given to students |  |
|  | Copy of the most recent curriculum review (dated) |  |
|  | Copy of the latest operational review (dated) |  |
|  | Written records maintenance policy |  |
|  | Junior Program (policies / procedures) |  |

Please ensure the following documents are available for the on-site review.

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|  | Staff and Student Manuals |  |
|  | Procedure for Orienting new staff (non-academic) |  |
|  | Position descriptions for academic and non-academic staff |  |
|  | Fire and Safety Inspection Reports |  |
|  | Sample of Student Testimonial and Photo release |  |