**Self-Evaluation Document (SED) for BALEAP Accreditation Scheme (BAS)**

The BAS is a peer-review quality assurance and quality enhancement scheme, i.e. people in similar roles in other institutions are assessors, A central purpose of the Scheme is to provide support for development of courses and individuals in EAP centers.

This SED provides a framework for you and your center to assess your pre-sessional course(s) ahead of the accreditation visit. It has six questions which are intended to enable you and your center to identify best practice and also areas which are under development. The way in which you use the SED is up to you but could include bringing the Course team together on one or more occasion, to discuss the questions ahead of the inspection, for example, on several occasions before the visit. If you wish to record notes of the discussion and provide the Assessors with a summary, this would be welcome as evidence of involving the team in evaluation.

***Reflect on the Course/s for accreditation in the light of the following:***

1. What rationale underpins the design of your Course syllabus and its delivery?
2. How does your Centre and the Course articulate with relevant parts of the institution; for example how do you interact with receiving departments?
3. How do you ensure teaching and delivery of the syllabus are at a high standard (you could check for alignment with the TEAP Competency Framework)?
4. What forms of assessment are used and how do these link to the aims and learning outcomes of the syllabus and to assessment practices in the wider institution?
5. How do you ensure that the student experience is positive? Here, you could include reference to communication of both pre- and on-course information; welfare and the social programme.
6. How do you gather feedback from students and staff and how do their comments contribute to Course development?