QA8 Accreditations

Professional Accreditation Submissions: Guidance and Timeline

This guidance document is primarily intended for:
Staff involved in preparing for a professional accreditation
Assistant Registrars in the Faculty/School
Heads of Departments/ equivalents

1. Introduction

The University process for oversight of professional accreditation is set out in detail in QA8 Professional Accreditation. This document provides practical guidance to assist in preparing for and follow-up from a professional accreditation exercise.

2. Key points of principle

- Academic Departments are best placed to compile professional accreditation documents but they do so on behalf of the University and therefore they must be approved by the Department/School Learning, Teaching & Quality Committee (D/SLTQC), signed off by the Chair of the Faculty Learning,Teaching and Quality Committee (FLTQC) and on behalf of the University by the Courses and Partnerships Approval Committee (CPAC) prior to submission.
- The response to a professional body following an accreditation event needs to be approved by the D/SLTQC before being submitted to the PSRB.

3. Some practical points

- Remember to allow time for the submission to be seen by D/SLTQC, FLTQC Chair and CPAC (including any amendments needed) before submission to the PSRB. Committee scrutiny is often undertaken by Chair's action as this can be more effective due to volume of documentation and deadlines, but prior notice and negotiation is needed.
- Involve the Assistant Registar as soon as possible. They can help with the planning and drafting of the submission as well as the response.
- Where bespoke submission documentation is not required (eg for some renewals), details of any visit and the list of existing documents to be provided should be passed to the D/S/FLTQC and to CPAC for noting.

4. Timeline

	Action	Date
	AT LEAST A YEAR IN ADVANCE:	
1.	<u>Plan the process</u> for preparation and approval of the submission: Talk to the Assistant Registrar in the Faculty/School informally early in the preparation process to establish a timeline for seeking input on drafts and faculty and institutional endorsement of submissions for accreditation.	
	IN PREPARATION FOR SUBMISSION OF DOCUMENTATION TO THE PSRB:	
2.	Draft the accreditation submission and assemble evidence base. Professional accreditation submissions are often substantial documents, and you will need to think about the best way of sharing material with individuals and committees, eg via a wiki, or other electronic format. The professional body is likely to have its own requirements in terms of format of submission.	
3.	Seek comments and input on draft documents from: • colleagues across the Department/School/LPO/Faculty or institution. • the Assistant Registrar in the Faculty/School, who may also seek preliminary advice from Academic Registry.	
4.	Submit key documents to the D/SLTQC for review and approval.	
5.	Revise documentation in line with comments from D/SLTQC and submit to Chair of FLTQC for approval, with copy to Secretary. (*This step is not applicable to School of Management.*)	
6.	After approval by the Chair of FLTQC, submit a copy of the accreditation documents to Academic Registry who will check for accuracy of institutional information before the documents are submitted to the Courses & Partnerships Approval Committee (CPAC) for institutional endorsement.	
7.	Following approval by CPAC and completion of any amendments required, **make the submission to the accrediting body**.	
	IN PREPARATION FOR ACCREDITATION VISIT (where held)	
8.	If relevant, invite institutional representatives to be present for the accreditation visit, via Academic Registry.	
9.	Circulate key accreditation documentation to all participants to whom it has not already been supplied, at least seven days before the accreditation visit.	
	ACCREDITATION VISIT	
	ON RECEIPT OF THE ACCREDITATION REPORT:	

| 10. | Prepare any necessary response and action plan and submit to D/SLTQC. Distribute copies of report, departmental response and action plan to:
• Vice-Chancellor
• Dean/Head of Learning Partnerships Office
• Secretaries of F/SLTQC (Assistant Registrar) and CPAC (Academic Registry)
 If a further report is received (e.g. confirming that conditions attached to initial report have been met), copies should be similarly distributed. | |
| 11. | Consider any feedback from the D/SLTQC who will also decide on the form of any future monitoring report/action plan they may wish to receive.
 The Assistant Registrar will inform Academic Registry of the outcome. Academic Registry will update the University's Register of Accreditations. | |

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