

## QUALITY ASSURANCE HANDBOOK 2018/19

### SECTION D: PROFESSIONAL, STATUTORY OR REGULATORY BODY (PSRB) ACCREDITATION OR RECOGNITION

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#### Introduction:

D1: Professional accreditation is the formal recognition awarded by an external professional, statutory or regulatory body as the result of the University<sup>1</sup> meeting specific standards or criteria. These criteria or standards may relate to the recognition of the academic standing of a programme, the ability to produce graduates with professional competence to practice, and / or preparation for professional status.

D2: Types of accreditation / recognition include:

- Professional status for graduates upon completion of the course which enables students to practice their subject professionally;
- Exemption for graduates of the course from all or parts of professional assessments;
- Membership of a professional society for graduates of the course;
- Formal certification of vocational training.

D3: PSRB accreditation and / or recognition activity within the University is under the jurisdiction of the Academic Board, who approve new PSRB proposals and receive yearly reports of PSRB activity.

D4: A rolling register of all PSRB activity is maintained by the Quality Assurance & Enhancement (QAE) department and submitted to the Academic Quality Committee (AQC) annually. (Please see D2 Appendix – Details of information captured on PSRB rolling register)

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<sup>1</sup> The University / UCA in this document includes wholly owned subsidiary, OCA (Open College of Arts)

Process:

D5: The criteria for gaining PSRB accreditation or recognition vary for each individual body. Detailed criteria will be available directly from the PSRB.

D6: All proposals for new accreditation arrangements must be approved by the Academic Board before an application is submitted to an external body.

D7: The process for supporting applications to PSRBs for new accreditation will be determined by AQC once approval to proceed has been given by the Academic Board. This will include AQC sign-off of any paperwork submitted to a PSRB in support of an application. It may also require:

- Scrutiny of submission documentation by a panel comprising internal and external members as required; or
- A practice accreditation visit.

D8: The table below shows the sequence of events that should be followed for PSRB accreditation or re-accreditation. Where possible, the University will seek to combine its own validation and periodic review events with professional body recognition accreditation inspections.

D9: Table of Activities with timescales

Stage	Activity	Responsibility	Timescale	Required or optional
1	Proposal for new PSRB arrangement (D1) to be submitted to Academic Board	Head of School / OCA Principal and Chief Executive	Academic Board date	Required
2	Liaison concerning accreditation process (any advance scrutiny required, alignment with validation and review schedule)	Head of QAE (or department nominee)	Academic Board date + 5 working days	Required
3	Scrutiny of any documents prepared by the University for submission to a PSRB	Head of QAE (or department nominee)	QAE to approve all documents prior to submission to Chair of AQC	Required
4	Submission of documents to Chair of AQC for approval	QAE / AQC	At least 2 weeks prior to PSRB submission deadline	Required
5	AQC approved documents to be submitted to PSRB	Head of School / OCA Principal and Chief Executive – with	PSRB submission deadline	Required

		oversight from QAE		
6	Arrangements for accreditation visit (where required)	Head of QAE (or department nominee)	As soon as visit date is notified	As required
7	Accreditation visit (where required)	PSRB	Dependent on PSRB process	
8	Results confirmed to Head of QAE / Head of School / OCA Principal and Chief Executive (report of letter)	PSRB	Dependent on PSRB process	
9	Results notified to the next AQC	Head of QAE (or department nominee)	Next AQC meeting	Required
10	Follow up; responding to conditions	Head of School / OCA Principal and Chief Executive with oversight from QAE	Following AQC - Ongoing as necessary	Required
11	PSRB register updated	Head of QAE (or department nominee)	Following AQC	Required
12	Responding to and commenting on all PSRB activity / upcoming PSRB activity in Annual Academic Monitoring reports, Head of School reports / OCA CQC reports	Course Leader / Head of School / OCA Principal and Chief Executive	Annually in line with AAM / HoS / OCA CQC reports	Required

D10: It is the responsibility of QAE to keep a current and up to date rolling register of the University's PSRB activity, therefore the School / OCA are to inform QAE of any PSRB communication.

D11: In the case of new courses for validation, any PSRB involvement should be discussed at the validation planning stage and noted on the New Course Proposal Form.

Responsibilities for the ongoing Quality Assurance of PSRB activity:

- D12: PSRBs define their own requirements for accreditation / recognition, and therefore there is no 'standard' set of expectations. However, most have defined accreditation / re-accreditation period.
- D13: Course Leaders, Heads of Schools and OCA Principal and Chief Executive are required to comment on any PSRB activity, or upcoming PSRB activity, annually in the Annual Academic Monitoring report, Head of School report and OCA CQC report. This comment on course PSRB status will initiate discussion and preparation for re-accreditation.
- D14: Re-accreditation of PSRB requires stages 2 – 12 as described above in D9: Table of activities with timescales.

# D1 FORM

## QUALITY ASSURANCE HANDBOOK

### ACCREDITATION OR RECOGNITION BY PROFESSIONAL STATUTORY & REGULATORY BODIES

*This form should be completed by the Head of School / OCA Principal and Chief Executive and presented to Academic Board prior to any accreditation visit or submission of documentation for seeking or renewing accreditation*

Name of (proposed) PSRB	
Is this the first application or renewal of existing accreditation?	
Course(s) to which it will apply (please give full title)	
Status conferred by accreditation	
Frequency of renewal	
Date proposed accreditation to start / be renewed from	
Cost of gaining / renewal of accreditation or recognition	
Inspection model (e.g. visit / correspondence / data) Please provide link to PSRB accreditation manual / information	
Application deadline – Supporting documentation deadline -	
Proposed date of visit (if applicable)	
Contact name at PSRB	
UCA main contact	
Can accreditation / recognition be combined with a (re)validation event?	Yes / No
Rationale for seeking accreditation	
Signature (Head of School / OCA Principal and Chief Executive)	
Date	

