

QPS 60 PSRB Process Sheet 1

Joint PSRB Accreditation and Internal Approval Event

Where the University is approving a new programme or changes to an existing programme which also requires PSRB accreditation it may be necessary to hold a joint approval and accreditation event known as a Special CAP (a sub-committee of the Curriculum Approval Panel). This type of event is undertaken where it is necessitated by the PSRB's requirements or it is deemed by the CRA Manager to be the most appropriate form of activity.

It is recognised that all PSRBs have their own specific requirements and the CRA Manager/LTET Officer will provide guidance on these.

- HoD (or nominee) / Programme Team and CRA Manager identify requirement for accreditation (for new programmes) or reaccreditation (changes to existing programmes or as part of normal accreditation cycle)
- CRA Manager liaises with Programme Team and PSRB to establish the scale of the activity
- CRA Manager appoints an LTET Officer who may also fulfil the role of the QME Account Manager as set out in the Programme Approval section of the QMEF
- LTET Officer in liaison with Programme Team and PSRB sets a date for the joint event
- LTET Officer establishes a Special CAP Panel
- Programme Team and LTET Officer follow QMEF Programme Approval process alongside the production of additional information or documentation required by the PSRB
- LTET Officer makes arrangements for the event, ensuring that the requirements of both the Special CAP and the PSRB can be met
- LTET Officer submits final documentation to the Special CAP Panel and PSRB for consideration
- Special CAP takes place
- LTET Officer produces a report of the event and submits it to the Special CAP Panel and PSRB for confirmation
- Programme Team works with LTET Officer to meet any conditions arising from the Special CAP by the agreed deadline
- LTET Officer obtains confirmation that conditions have been met and accreditation granted and notifies the Programme Team
- LTET Officer works with QME Account Manager to complete the necessary programme approval processes as set out in the QMEF

- CRA Manager submits the report and any action plan to ASQC for monitoring
- CRA Manager logs the activity and reaccreditation date in the PSRB Activity Schedule
- CRA Manager informs Marketing and the External Examining Team of the PSRB outcome