

QPS 61 PSRB Process Sheet 2

Stand Alone PSRB Accreditation Event

This form of PSRB activity normally takes place where there is no requirement for internal approval processes to be undertaken, such as:

- provision that is already approved by the University and is seeking initial accreditation;
- reaccreditation as part of the normal accreditation cycle without any changes to the curriculum;
- a PSRB monitoring visit.

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 or reaccreditation
- CRA Manager liaises with Programme Team and PSRB to establish the scale of the activity
- CRA Manager appoints an LTET Officer
- LTET Officer in liaison with Programme Team and PSRB set a date for the event
- Programme Team, supported by LTET Officer, produce the information and documentation required by the PSRB
- LTET Officer makes arrangements for the event, ensuring that the requirements of the PSRB can be met
- Following sign off by the Faculty the LTET Officer submits final documentation to the PSRB for consideration
- Event takes place
- If required by the PSRB, the LTET Officer produces a report of the event and submits it to the PSRB for confirmation. Where the PSRB produces its own report, the LTET Officer should produce a summary of the outcome
- Programme Team works with LTET Officer to meet any conditions arising from the event
- LTET Officer obtains confirmation that conditions have been met and accreditation granted and notifies the Programme Team
- QME Account Manager works with the Programme Team to submit any required curriculum changes to CAP in line with the QMEF Programme Approval requirements
- 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