

Policy Coversheet

Name of Policy:	Professional Statutory and Regulatory Body Accreditation Procedure
Purpose of Policy:	Provides an overview of how the University manages and oversees the PSRB Accreditation Process
Intended audience(s):	Staff/External Parties
Approval for this policy given by:	Quality Committee
Last Review Date:	N/A
Review Due Date: (3 years from last review)	01/06/2021 01/12/2021 – Policy currently under review
Individual responsible for review:	Director of Quality Enhancement and Standards
Authorising department:	Academic Development Unit

Professional Statutory and Regulatory Body Accreditation

A Introduction

Staffordshire University has a number of courses that are recognised and accredited by professional, statutory and regulatory bodies (PSRB). PSRBs are a diverse group of professional and employer bodies, regulators and those with statutory authority over a profession or group of professionals. PSRBs engage with higher education as regulators, provide membership services and promote the interests of people working in professions.

An accredited course is defined as one which is recognised by an accrediting body (PSRB) and may confer membership, chartered status or partial exemption. Accreditation may be any process of approval leading to assurance that a course meets the standards required by a particular profession.

A PSRB normally accredits a course for a specific number of years after which they would review and re-accredit the provision for the next period.

This document provides an overview of how the University manages and oversees the PSRB accreditation process.

B Approval of new courses

All proposals for new courses are considered by the University in line with its [Course Approval and Delivery Procedure](#). Where the University is considering a new course(s) for which PSRB accreditation is to be sought, a condition of the final approval of the course will be that accreditation has been successfully obtained. Should a decision be taken, following the approval event, not to pursue accreditation as originally intended this must be agreed at Quality Committee.

Responsibility for liaison with PSRBs lies with Schools. Copies of all formal correspondence (for example accreditation reports and certificates) must be considered by the relevant School Academic Committee which is responsible for monitoring progress against any PSRB recommendations. This formal correspondence will also be noted at Quality Committee.

In order to avoid duplication in approval processes, the course approval requirements of PSRBs may be considered when organising the University approval of a course. This may involve the inclusion of PSRB representatives on an approval panel and a variation to the usual process (e.g. the appointment of a co-Chair from the PSRB). Such variations must be agreed with QES.

The process for the approval of new courses with an accreditation element is mapped [here](#).

C Amendments to courses

All proposals for course amendments are considered by the University in line with its [Course Amendment Procedure](#).

Schools wishing to make amendments to accredited courses should consult with the relevant PSRB about the proposed changes and provide evidence in the amendment proposal to the School Academic Committee (SAC) of the feedback received (for example a copy of the relevant email correspondence). Should the terms of an accreditation state that the PSRB does not need to be consulted about changes, evidence of this must be presented with the amendment proposal (for example the original accreditation report).

Where a proposed change prompts a further review of the course(s) by the PSRB, a condition of University approval of the amendment will be that PSRB approval of the revised course is in place. Evidence of this must be provided to the SAC before any course changes are confirmed.

The process for the approval of amendments to accredited courses is mapped [here](#).

D Course Closures

All proposals for course closures or suspending entry to courses are considered by the University in line with its [Procedure for Closing or Suspending Entry to a Course](#).

In considering such proposals, Quality Committee must be assured that PSRB accreditation will stand as required for existing students supported to complete the course(s).

Schools are responsible for updating PSRBs with details of course closures and suspensions as required.

E Monitoring of Accreditation Records

Accreditation records are held in SITS. Schools are responsible (through School Academic Committees) for monitoring their PSRB registers and ensuring that course reaccreditation is initiated in a timely manner.

Quality Committee receives the University's PSRB register at its first meeting of the academic year, along with a summary highlighting which course accreditations are due for renewal that year. Quality Committee will receive updates on progress in seeking reaccreditation as required at each of its meetings and will receive for information any formal notification of accreditation/change in accreditation status along with the relevant accreditation report. The PSRB Register will also be received annually by Academic Board.

June 2018