

# Guidance for Professional, Statutory and Regulatory Body accreditation and reaccreditation

## Accreditation

Identification of PSRB and level of risk

**Course Leader** to advise **Faculty** and **QAE** of accreditation to be pursued;

**Faculty** to advise on level of risk associated with PSRB and type of accreditation sort. Where accreditation is required for the course to run, it should automatically be considered as high risk;

Where Accreditation is high risk, **Faculty Quality Assurance Committee** (FQAC) should ensure appropriate infrastructure is in place and that regular reports are submitted to Quality Assurance Committee (QAC) on progress.

Preparation of application

**Course team** work on completion of the application process and supporting documents;

**Head of School or nominee** to be responsible for the scrutiny of all documentation ahead of submission to FQAC. Documentation to be submitted to **FQAC** at **6 weeks** prior to PSRB deadline;

**FQAC** vet application and confirm application can be submitted to PSRB. A copy of the submission must be logged with **QAE**.

Application Accepted

**Course leader** to receive evidence of accreditation and send to QAE for archive;

**QAE** update **PSRB Register**.

Application Proceeds to Accreditation Event

**Course Leader** to clarify if event to be held at USW or PSRB headquarters.

If at **USW** – School organise event with support of QAE where necessary.

If at **PSRB** – Course Leader, Academic Manager, Head of School, plus PQAEO (or nominee) to attend event where required.

**Event Documentation** – to be reviewed by **FQAC** at least **2 weeks** prior to PSRB submission.

Outcome – reported to FQAC via Collaborative Overview Paper and at Partnership Quality Sub Committee (PQSC).

Application  
Rejected

If rejected with conditions these are reported to **FQAC** for review.  
FQAC make decision on action to be taken.

### Reaccreditation

Accreditation  
Tracking

**QAE** send reminders of accreditation expiry dates to **Course Leader** and **MSR** to remind them of PSRB expiry date **one year** in advance;

**Course Leader (CL)** and **PSRB** to begin liaising regarding requirements at this stage;

At the first **FQAC** of the academic year, the **Collaborative Oversight Paper** will report which PSRBs are expiring at the end of the current academic year and confirm that **CL** has been informed. Any re-accreditations which are not being pursued will also be listed.

Confirmation of  
reaccreditation  
Plans

**Faculty Executive Committee** is to confirm all PSRBs are still required for validated provision and will confirm plans for reaccreditation ahead of the **second FQAC** of the academic year.

Details of which will be provided in the **Collaborative Oversight Paper**.

Schedule reviewed at **second FQAC** of the academic year and timelines established for receiving documentation for **FQAC** to review based on risk associated with PSRB.

Reaccreditation  
application

All documentation to be initially reviewed by **PQAEO/QAE**;

Documentation to be reviewed at subsequent **FQACs** as submitted in line with agreed timeline. **FQAC Secretary** to confirm comments with the Course Team;

Once **FQAC** approve final documentation, course team to submit documentation to PSRB;

NB: If it is not possible for a submission to be considered at one of the formal FQACs, an electronic scrutiny will be conducted by the Chair and Secretary and signed off via Chair's Action.

Reaccreditation  
application  
outcomes

**QAE** to report final outcome/report to **FQAC** regarding reaccreditation.

If rejected with conditions, these are to be reported to **FQAC** for review and for a decision on the action to be taken.

Above process repeated as necessary.