

Section J

Professional, Statutory and Regulatory Body Accreditation or Recognition

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Forms and Templates

J1	Notification of new PSRB arrangement
J2	Notification of change to existing accreditation arrangements
J3	QAE Checklist: Notification of new PSRB arrangement or changes to existing PSRB arrangements

Abbreviations in this section

Abbreviation	Description in full
EC	Education Committee

FEC	Faculty Education Committee
SEC	School Education Committee
PSRB	Professional, Statutory and Regulatory Body
QAE	Quality Assurance and Enhancement
RFC	Regulatory Framework Committee

Definition

1. Professional accreditation is the official recognition awarded by an external professional, statutory or regulatory body as the result of the University 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.
2. Professional, Statutory and Regulatory Bodies (PSRBs) are authorised to accredit, approve or recognise specific programmes that meet national professional standards.

Types of Accreditations

3. PSRBs may offer a range of types of accreditations or recognition of Kingston University courses. 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 examinations;
 - membership of a professional society for graduates of the course;
 - formal recognition of the course, but no professional status/membership/exemption from professional examinations offered.

Purpose

4. Accreditation of a programme has potential benefits for students. For example, in some disciplines accredited programmes may provide a recognised fast-track route for graduates seeking professional status, whilst in other graduates may be granted exemption from certain professional examinations.
5. Accreditation can also provide a way of assuring and enhancing the quality of teaching and learning provision in faculties, and accreditation reports can be used to inform annual monitoring and enhancement. The frequency and manner in which the accreditation is carried out varies from organisation to organisation.

Obtaining PSRB Accreditation or Re-accreditation

6. The accreditation process starts with an application submitted by the course team to the PSRB. The course team then completes form J1 and submits this to the QAE department. If required, an accreditation visit is organised by the course team and the outcome of the visit, including confirmation of accreditation, is sent to the QAE department to update central University records, including the PSRB register on OSIS.

Accreditation Criteria

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

Accreditation Process

8. Every PSRB will have its own process for granting accreditation/recognition. Sometimes these can be combined with the University's own processes – for example, the PSRB may agree to a joint validation and accreditation event, or, in some instances, it may be possible to combine the accreditation process with a revalidation. In the case of new courses for validation and/or revalidation, any PSRB involvement should be discussed at the planning meeting, and arrangements made with QAE as appropriate.
9. Given the diversity of different PSRB requirements for accreditation/recognition, it is not possible to outline a 'standard' accreditation process. Whatever the accreditation process, however, there are key responsibilities at subject, faculty and University-level for quality assurance of PSRB activity. These are outlined below in the 'Quality Assurance of PSRB Activity' section.
10. Although there are a diverse range of accreditations that may be sought externally, from a University perspective there are key pieces of information which are required to be captured and recorded in order to ensure that ongoing oversight of University accreditations is effective and the accuracy of published information. **These should be recorded in full on the J1 form.**

J1 and J2 Form Completion Instructions

11. The J1 form should be used to propose a new PSRB arrangement.
12. Please see the checklist below to understand the minimum requirements for each field in the **J1 form**:

Section	Question	Guidance
A	Name of PSRB	Please provide full name of accrediting body, not just acronyms.
B	Applicable course title(s) and code(s)	Please note all courses, including top ups etc., which are covered by accreditation. University accreditation data is linked to the relevant course code(s) in SITS, so it is vital that all affected course codes are listed in this section. Courses which are not listed will not be able to market this accreditation.
C	Course Leader / PSRB Subject Team Contact	The subject team contact responsible for the relationship with the accrediting body must be listed here. Forms without this detail will be rejected.

D	Nature of accreditation or recognition	As noted above, there are a variety of accreditation types that may be sought. Please include the nature of the accreditation in this form (e.g., professional exemptions (must include module detail if known), membership to professional bodies, professional status etc.)
E	Initial accreditation requirements e.g. visits/ documentary evidence	This section should note any pre-accreditation institutional visits or documentary requirements that should be supplied to the PSRB, including the type and date(s) of review.
F	Duration of accreditation and monitoring periods	This information must be provided to enable QAE tracking of accreditation status. Must include full accreditation span and effective start/end dates.
G	First and last cohort to be covered by accreditation	This information must be provided to enable QAE tracking of accreditation status. Accreditation start and end/ renewal dates should be obtained from the PSRB by the subject team contact if not noted on certificate/letter of accreditation. This information will be stored in SITS and will inform course marketing materials and webpage.
H	Next review visit/re-submission of accreditation application date	This information must be provided to enable QAE tracking of accreditation status. These should be obtained from the PSRB by the subject team contact if not noted on certificate/letter of accreditation.

13. The J2 form should be used to propose changes to an existing PSRB arrangement.

14. Please see the below checklist to understand the minimum requirements for each field in the **J2 form**:

Section	Question	Guidance
A	Name of PSRB	Please provide full name of accrediting body, not just acronyms.
B	Applicable course title(s) and code(s)	Please note all courses, including top ups etc., which are covered by accreditation. University accreditation data is linked to the relevant course code(s) in SITS, so it is vital that all affected course codes are listed in this section. Courses which are not listed will not be able to market this

		accreditation.
C	Course Leader / PSRB Subject Team Contact	The subject team contact responsible for the relationship with the accrediting body must be listed here. Forms without this detail will be rejected.
D	Nature of current accreditation or recognition	As noted above, there are a variety of accreditation types that may be sought. Please include the nature of the accreditation in this form (e.g. professional exemptions (must include module detail if known), membership to professional bodies, Professional Status etc.)
E	Details of change	Please note in this section the substantive changes to an existing accreditation. Please complete in detail, paying particular attention to naming conventions or duration(s) / new PSRB standards etc.
F	Impact of change	Please note in this section any consequences of the change and who will need to be informed e.g. marketing team, recruitment team, web team, Course & Student Administration team etc.
G	Impact on students and plans to notify them of the change	It is the responsibility of the course team to inform all current students, including those on interruption of studies, offer holders and other students affected by this change. Please note any plans or arrangements in place to inform students of this change and to minimise the impact on the student experience.
H	First (and last) cohort impacted by accreditation 'change'	Please complete full details, if unsure refer to PSRB and confirm.
I	Certificate/letter/email of confirmation received by the PSRB	Sign and date.

15. Forms that do not contain the above detail will be rejected and returned to Faculty PSRB contact for full details and resubmission of J1/J2 and supporting documentation to QAE. The maintenance of accurate records is a University level responsibility, and it is expected that the liaison with the PSRB will ensure the provision of appropriate information.

16. Further advice on the procedures and responsibilities with respect to PSRB (re)accreditation is available from QAE.

Withdrawal of PSRB Accreditation Status

Withdrawal by the PSRB

17. In the event that (re)accreditation is withdrawn by the PSRB, and/or the outcome of (re)accreditation is anything other than full approval, it is the responsibility of the course team to advise the Faculty Dean/ Associate Dean and the QAE team immediately via the J2 form. Any withdrawal of accreditation status must be reported to the Faculty Education Committee, to provide the University with oversight of PSRB activities and any changes to statutory reporting.

Withdrawal by the Faculty

18. In the event that the Faculty chooses to exercise their authority to withdraw accreditation of a course, it is the responsibility of the course team to advise the Faculty Dean/ Associate Dean and the QAE team immediately via the J2 form. A clear rationale for the withdrawal and the impact of this change must be provided on the J2 form. It is also the responsibility of the course team to inform all current students, including those on interruption of studies, offer holders and other students affected by this change. Any withdrawal of accreditation status must be submitted to, and approved by, the Faculty Education Committee, to provide the University with oversight of PSRB activities and any changes to statutory reporting.

Maintenance of PSRB Records

19. The maintenance of accurate records of accreditations with PSRBs is a requirement of the University, and the requirement to publish correct information in relation to accreditation status is stipulated in the guidance published by the Competition and Markets Authority (CMA).

20. QAE must therefore be kept informed of the awarding, withdrawal or any changes to PSRB approval and the dates of review or reaccreditation as these details are confirmed. Faculties are required to notify QAE of any new accreditations or any changes to existing accreditation arrangements, including withdrawals, via the J1 or J2 form.

21. All University accreditation data is linked to the relevant course codes in SITS which informs the live PSRB register on OSIS. The PSRB register is the single source of truth for the latest accreditation data and is used to inform Unistats and Data Futures reporting, course webpages, marketing materials and the annual PSRB Update report submitted to the University's Education Committee. Accreditation arrangements must be recorded in the PSRB register on OSIS for them to be reflected on the University's webpages/ marketing materials.

22. The PSRB data on OSIS will be used to submit annual accreditation reports to the School Education Committee (SEC) for information and checks. QAE will produce one report showing all current accreditation in the faculty and a

second report showing any accreditation in the faculty due for renewal in the next 12 months. Heads of School are asked to confirm the accuracy of the reports at the SEC meetings and confirm plans for upcoming reaccreditations. Any issues or inconsistencies in the data must be reported to QAE as soon as possible.

Quality Assurance of PSRB Activity

23. Subject teams, faculties and the University have different levels of responsibility in relation to quality assurance of PSRB activity.
24. The subject team is responsible for direct liaison with the PSRB. This includes (as a minimum):
 - day-to-day liaison;
 - setting up visits where this is required by the PSRB as part of the (re)-accreditation process;
 - responding to reports (e.g. via the production of an action plan) where appropriate;
 - maintaining the relationship with the PSRB post-accreditation (e.g. carrying out any particular requirements of the PSRB, such as annual monitoring);
 - contacting the relevant PSRB if they intend to make significant changes to the accredited course including mode of delivery, or operation of the course at a different site, and to seek advice from the PSRB on any resulting implications for the accreditation.
 - Completing J1/ J2 form with full details.
25. The faculty is responsible for maintaining an overview of PSRB activity in the faculty. Oversight will normally be via the FEC and SEC meetings. It will achieve this by:
 - checking documentation prior to submission to the PSRB;
 - receiving reports from the PSRB and (if applicable) approving action plans in response to the reports;
 - receiving and checking annual accreditation reports from the live PSRB register on OSIS showing all current accreditation in the faculty and a list of accreditations which are due for renewal in the next 12 months (at SEC meetings);
 - approve any changes to, or withdrawal of, accreditation status (at FEC meetings);
 - having in place a person responsible for liaison with QAE in relation to PSRB activity;
 - forwarding copies of any PSRB reports, action plans and any other correspondence to QAE;
 - forwarding certificate / evidence of accreditation to QAE once received;
 - notifying QAE of any new accreditation or recognition arrangements as they occur via the J1/J2 form;
 - notifying QAE of any changes to accreditation or recognition arrangements as they occur via the J1/J2 form;

- liaising with QAE to update the PSRB register as appropriate.

26. In the interests of Kingston University's reputation, and its accountability to students and other stakeholders, QAE is responsible for maintaining an overview of PSRB activity in the University. It will achieve this by:

- maintaining a record of all PSRB activity in the live PSRB register on OSIS, including accreditation or endorsement at school, course and module level, on advice from the faculties;
- providing advice and support to faculties where appropriate;
- attending visits as appropriate, to advise on University requirements, policies and procedures;
- receiving from the faculty accreditation certificates, PSRB reports and action plans (if applicable), and any other relevant correspondence;
- providing annual reports to the University Education Committee on the current PSRB accreditations;
- undertaking an annual audit of marketing information on partner websites, which will include a check of the accuracy of information relating to professional accreditation.