

Part 14

Managing Relationships with Professional, Statutory and Regulatory Bodies

1 Introduction

- 1.1 Schools have responsibility for identifying Professional, Statutory and Regulatory Bodies (PSRBs) responsible for the professional regulation and accreditation of programmes, and for making application to such bodies. Oversight will be exercised at School and Institutional level.
- 1.2 Where professional accreditation of a programme is sought, procedures are followed as defined by, or agreed with, the accrediting body. Programme approval processes and academic review panels include professional body representation where it is the preferred method of accreditation of the PSRB. Alternatively, documentation is submitted following the approval or review event.
- 1.3 The Learning, Teaching and Quality Committee (LTQC) will receive details of all PSRB accreditations due during the upcoming academic year in order that it maintains oversight of reviews scheduled in that year.
- 1.4 Quality Assurance and Enhancement (QAE) maintains a central register of PSRB details and is responsible for reporting new approvals, re-approvals and updates to LTQC.

2 Accreditation/Reaccreditation Process

- 2.1 Where a programme has, or requires, recognition by a PSRB and is the subject of approval or re-approval, the relevant body should be informed of the proposals at the earliest opportunity, depending on the approval requirements of that body. Where appropriate, a representative of that body will be involved in the approval process.
- 2.2 Each PSRB is allocated a designated contact within the relevant College through whom all correspondence with the PSRB is carried out.
- 2.3 School Learning, Teaching and Quality Committees (SLTQCs) take responsibility for managing School PSRB activity, in conjunction with the Head of School. Once the detailed requirements of reapproval/review by the PSRB are known, the SLTQC will receive details and make arrangements for exercise of its oversight, including the provision of a timeline in preparation for the review. Support will be provided by the College Senior Administrator (Professional Programmes).
- 2.4 The Senior Administrator (Professional Programmes) is responsible for

informing QAE of any changes, updates or new PSRB activity. Copies of accreditation reports should be provided.

- 2.5 Documentation for the application or renewal of accreditation or prescription requiring sign off at institutional level by the Vice-Chancellor's Group (VCG) must be received a minimum of three weeks before the submission deadline. The VCG representative will take advice from the Head of QAE and the Head of School.
- 2.6 SLTQCs are responsible for monitoring action plans at meetings until completed and the oversight of continuing requirements.
- 2.7 Programmes validated at collaborative partners are subject to these requirements.

3 PSRB Reports

- 3.1 A copy of all professional, statutory and regulatory body reports should be submitted to LTQC via QAE at the earliest opportunity.
- 3.2 LTQC monitors outcomes of these engagements through receipt and consideration of all PSRB reports and monitoring of actions.

4 Joint Activity

- 4.1 Where it is identified that a PSRB requires joint approval, validation, or review to take place, this can be achieved by devising specific processes, in a way that meets both UEL principles and PSRB requirements.