



**CRITERIA FOR THE AWARD OF TITLE OF REGISTERED
ADMINISTRATOR/HE MANAGER**
(for partner organisations where programmes are validated by the University)
(Revised November 2008)

1. Introduction.

1.1 Staff in partner organisations who are awarded the title of Registered Administrator/HE Manager are entitled to undertake responsibilities for the administration, facilitation and management of programmes covered by collaborative agreements.

1.2 The award of the title of Registered Administrator/HE Manager should normally be considered when approval for a new collaborative programme is taking place. Subsequently when new staff are first appointed to the partner organisation or following changes in staffing, an RA/HEMS application form should be completed.

2. Criteria

2.1 RA/HEMs should be involved in the daily administration or support of a collaborative programme (e.g. library staff) or, in the case of HE Managers, its oversight.

Registered Administrator/HE Manager Status gives access to:

- IT - Network Account, University of Worcester e-mail address, an ID/photocopy card
- Blackboard (VLE) access

Access to and use of these facilities means that you agree to follow and abide by the conditions for their use and that you agree to comply with the University of Worcester procedures relating to health and safety, equal opportunities, data protection and the Regulations for the Use of IT facilities by Staff and Students which are displayed on the University website.