

**CAP Guidance 3: Professional Statutory Regulatory Body (PSRB) Processes**

**Overview**

1. PSRBs are a diverse group of organisations that include professional bodies, regulators and those with statutory authority over a profession or a group of professionals. PSRBs engage with the higher education sector through the approval, recognition and accreditation of HE programmes that meet professional standards, provide a route through to the professions, or are recognised by employers.
2. Professional, Statutory and Regulatory body accreditation usually entails approval of provision, either through an approval visit involving relevant staff and PSRB representatives or through scrutiny of course documentation. It is often given for a specific time period, after which there has to be further approval to retain the accreditation/recognition/approval.
3. The University encourages Schools to seek and maintain appropriate PSRB accreditation or similar recognition for its courses.

**Initial Engagement**

1. Processes for engaging with PSRBs are formalised in order for the University to continue to be assured that requirements are being met across UW and in partner institutions.
2. Engagement with PSRBs for initial accreditation, recognition or approval remains primarily the responsibility of each School in accordance with the processes of the relevant PSRB. This should normally take place at the time of course approval. AQU should be informed at an early stage through [completion of the PSRB engagement form](https://www2.worc.ac.uk/aqu/documents/PSRBengagementform.docx), which for initial accreditation should be submitted with the course proposal Intent to Approve (ITA) form.
3. Where appropriate, updated information for prospective students should be agreed with the College Director LTQE and published on the webpages.. Prospective and current students must always be informed of the status of the course with regards to PSRB accreditation.

**Approval leading to Accreditation**

1. PSRBs differ in their processes for validation/approval, accreditation and monitoring, and it is not appropriate to have a one-size fits all policy with regard to including specific PSRB requirements within the Course Approval process. Indeed, some PSRBs require that the course runs for a year or completes a cohort before accreditation. In all cases, there will need to be some discussion with AQU to negotiate and agree the approval process.
2. Primarily, the ITA form alerts AQU as to PSRB involvement. When this is confirmed, AQU will discuss with course leaders and ascertain whether the relevant body wishes to hold a standalone event or whether they might be included in the University course approval process. The key aim is to synchronise the process with the PSRB concerned, and wherever possible to arrange conjoint approval meetings in which case there will be close liaison between AQU and the School for making arrangements.
3. Responsibility for the preparation of documentation required for course accreditation/recognition/approval by PSRBs rests with the relevant course team within Schools. Advice and information should be sought from the College Director and AQU, as appropriate. All applications for new PSRB accreditations must be formally signed off by the relevant Head of School and the College Director LTQE before being forwarded to the PSRB.
4. If significant changes or amendments are made to the course, the School should liaise with the PSRB regarding whether the new or amended provision falls under the current accreditation/recognition/approval arrangements, or requires more formal process. It is the responsibility of the School to ensure both internal processes and any PSRB processes are co-ordinated and communicated. This includes completion of the PSRB engagement form.
5. PSRB accreditation reports should be forwarded to AQU on receipt, and together with a response or action plan where relevant, should be presented to ASQEC.

**Monitoring, ongoing communications and records**

1. Where PSRBs require annual monitoring or review reports, the same principles as for approval apply in that the School is responsible for producing documentation with formal sign off by the Head of School and College Director LTQE.
2. Consideration of PSRB reports is an integral part of University quality management processes:

* Reports are considered through annual evaluation and periodic review processes
* AQU reviews all reports received to identify any potential University issues
* PSRB reports of accreditation, re-accreditation annual monitoring or review are presented together with relevant responses and action plans to ASQEC for information and where relevant monitoring purposes
* ASQEC receives regular updates on PSRB engagements and outcomes

14. A central register of PSRB related courses is maintained by the Academic Quality Unit and is presented annually to ASQEC for information.

**Summary of Key Responsibilities**

15. AQU is responsible for:

* Maintaining a register of all PSRB related courses including:
* Dates of PSRB approval and dates for review
* PSRB and School contacts
* PSRB requirements (eg for annual report etc)
* Retaining copies of PSRB Reports and key communications
* Reviewing reports and key communications on receipt to identify any University issues
* Providing the annually updated register, including details of any forthcoming engagements to the College LTQEC and keeping ASQEC regularly informed of PSRB engagements
* Ensuring PSRBs are formally notified of the contacts for all correspondence with the University – normally a School contact and an AQU contact
* Providing support to key staff involved in the management of any course accredited by a PSRB, to ensure all are familiar with and understand University protocols for PSRB engagements and communications, and the specific PSRB requirements

1. Schools are responsible for:

* Managing all PSRB-related courses in their subject areas and ensuring that the courses continue to meet PSRB requirements
* Informing AQU and PSRBs of any changes to accredited/recognised/approved courses
* Liaising with PSRBs through a key School contact for each PSRB or course
* Submitting reports to PSRBs and arranging PSRB visits in accordance with PSRB requirements and deadlines, in partnership with AQU
* Sending copies of all reports and correspondence to the Academic Quality Unit
* Informing AQU of all engagements with PSRBs (the PSRB engagement form is available for use as appropriate)
* Informing AQU of any amendments to details kept within the central PSRB register
* Ensuring effective oversight at senior management level of all PSRB engagements and communications, including monitoring and review of the PSRB register, receipt of PSRB reports and meeting any financial obligations, for example, annual accreditation fees