

**Engagement with Professional, Statutory and Regulatory Bodies (PSRBs)**

Approved October 2019

The University engages with a number of PSRBs through formal accreditation or recognition of a range of courses. Given the growth in provision with PSRB involvement, processes for engaging with PSRBs have been further formalised in order for the University to continue to be assured that requirements are being met across UW and in partner institutions.

A central record of all PSRB-related provision and requirements is kept by the Academic Quality Unit (AQU). AQU has a monitoring and oversight role for PSRB engagement. Schools retain responsibility for liaising with PSRBs and the management of PSRB-related programmes within their subject areas.

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.

AQU is responsible for:

* Maintaining and making available on request a register of all PSRB engagement including:
* PSRB and course details
* The nature of PSRB involvement
* Dates of PSRB approval
* On receipt from Schools, recording details of all PSRB engagements, including initial accreditation/recognition, visits and reports
* Providing the annually updated register, including details of any forthcoming engagements, to School PSRB contacts for review and monitoring
* 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 newly accredited by a PSRB, to ensure all are familiar with and understand University protocols for PSRB engagements and communications, and the specific PSRB requirements

Schools are responsible for:

* Managing all PSRB-related courses in their subject areas and ensuring that the courses continue to meet PSRB requirements
* Informing 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
* Sending copies of all 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 and receipt of PSRB reports

In addition to PSRB reports and visits, the ways in which courses are meeting PSRB requirements will be addressed internally through course annual evaluation reports.

In the first year of operation of a PSRB recognised course, where there is a requirement to submit the annual evaluation report to the PSRB, it must first be formally signed off by the relevant Head of School and the College Director LTQE.

Procedures for engaging 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**, which for initial accreditation should be submitted to AQU with the course proposal Intention to Approve form. Prospective and current students must always be informed of the status of the course with regards to PSRB accreditation.

Where PSRB accreditation, recognition or approval occurs at the time of course approval, normal UW procedures will apply. If however changes occur to the mode or location of study, or if a new collaborative arrangement for the course is put in place, the relevant UW School should liaise with the PSRB regarding whether the new or amended provision falls under the current accreditation/recognition/approval arrangements. Students must, as in all cases of PSRB involvement, be informed of the status of the new/amended provision with regards to PSRB accreditation.

AQU will make regular checks of all records relating to PSRBs through annual emails to School contacts requesting that the database be checked and updated if required, highlighting all PSRB engagements taken place and requesting copies of any information that has not been received. A paper is taken to ASQEC at the beginning of each academic year outlining PSRB engagement and outcomes.