

Guidance for completing an Application for Accreditation and Reaccreditation

September 2019

Before you start

This guide explains how to prepare an application for programme accreditation and reaccreditation, and includes information on the documentation that must be submitted. It should be read, in full, before completing the Application Form.

Your application needs to demonstrate how the programme satisfies all the requirements for accreditation which are described in the *Programme Accreditation Outcomes, Standards and Procedures* (September 2016). Demonstrating that the standards are met should not be unduly onerous for a higher education provider, and guidance is given on the type of evidence providers may like to submit as part of their application. In many cases, this evidence should be standard university/ institutional documentation.

This *Programme Accreditation Outcomes, Standards and Procedures* document is published on the AfN website and the key requirements summarised below:

1. The entry requirements for the programme must satisfy those described in *Standard 2- Admission of Students*
2. The programme must be delivered by appropriately qualified and experienced staff as described in *Standard 5- Leadership, Resources and Capacity*. Please do not apply until the programme has a minimum of two Registered Nutritionists (RNutr) “As a minimum requirement, least two FTE must be Registered Nutritionists; (one of whom may be the programme leader)”.
3. The institution must provide adequate resources to support teaching and learning as described in *Standard 5- Leadership, Resources and Capacity*
4. The programme must be subject to rigorous internal and external quality assurance procedures as described in *Standard 4- Management, Monitoring and Review of Education and Training*
5. The programme must deliver all the Core Competency Requirements for Associate Nutritionists as described in the *Programme Accreditation Outcomes, Standards and Procedures* (September 2016)

Presentation of Application

Applications **must** be submitted in the following format:

- An electronic / digital submission emailed to accreditation@associationfornutrition.org
- Once sent please email the same email address to confirm the file(s) have been sent. This is to avoid any large emails getting stuck in the system.
- Please ensure each page is numbered sequentially and a table of contents included
- If providing hyperlinks to additional information please ensure the assessors will be able to access the information.

Applications will not be accepted unless they are submitted in the required format detailed above.

Completing the form

There are two major sections of the Application Form- Sections A – G and Mapping tables 1, 2 and 3.

Sections A - G requires details of the documents submitted in your application, and information on the programme, entry requirements, student numbers, programme structure, staff and institutional resources, evidence of developing students' professional nutritional knowledge and competencies and quality assurance.

And;

Mapping tables 1, 2, and 3; you should use the templates to map the Core Competency Requirements for Programme Accreditation against the relevant programme modules.

The following provides details of the information needed in both Sections, using the same numbering as on the form itself.

Sections A - G

(Section A) To be completed by the Programme Leader

1 & 2: Name and Address of school / department and institution (for correspondence) & Name, email address and telephone number of programme leader.

- Please provide contact details for the Institution, and the Programme Leader who will be the sole contact during the accreditation process, along with UKVRN registration number if applicable.

3: Details of programme applying for accreditation / reaccreditation

- State the precise title of the programme that you are applying to be accredited / reaccredited, by giving the exit award (e.g. BSc Hons Human Nutrition). If your course is part of a modular programme with more than one route or pathway, name the route or pathway that you wish to be accredited. For example, BSc Hons Nutrition may be part of a programme of Nutrition and related degrees, such as Biological Sciences, Food Science, Physiology, or Sports Science etc, but only specific routes, e.g. Nutrition or Nutrition and Physiology may be eligible for accreditation. If a reaccreditation please provide the "AC" number of the programme previously provided by the AfN.
- If the qualification is awarded by another institution, for example, you offer a programme under an arrangement with another institution (franchise), your institution is a partner in a consortium or is part of a federal structure please provide details.
- If applicable please give the titles of any related undergraduate and postgraduate programmes, in particular those that may share aspects of teaching delivery and assessment.

(Section B) To be completed by AfN Quality Assurance Manager (Education)

(Section C & D) To be completed by AfN Accreditation Assessors

(Section E) To be completed by the Programme Leader – How we use your personal data

Please ensure this section is signed and dated and a tick is placed in any applicable box.

(Section F) To be completed by the Programme Leader

- In the Table, list all the documents submitted, giving each document a distinctive descriptive name, the page number and section it can be found in your submission.

(Section G) To be completed by the Programme Leader

- The programme must be delivered and supported by suitably qualified and experienced staff. This will include the minimum number of Registered Nutritionists and may include other staff with nutrition qualifications and staff with relevant expertise, qualifications and experience in related fields.
- NB: Currently there must be a minimum of 2 WTE (whole-time equivalent) Registered Nutritionists teaching on the programme. State each Registered Nutritionists role on the programme: e.g. course director, module co-ordinator, lecturer, or tutor. *Please refer to Standard s5b of the AfN Programme Accreditation Core Competence Requirements, Standards and Procedures document for further information.*

Mapping tables 1, 2, and 3

Mapping of the Programme Syllabus against Core Competency requirements

Please ensure that the Mapping Templates are completed fully and accurately.

- It is essential that each core competency is specifically addressed in the documentation submitted, and that these can be easily accessed by the assessors. Most of this information will be in module or unit descriptions.
- It is essential that all core competencies are taught in modules or units that are compulsory or core to the programme. Furthermore, many of the core competencies may be addressed in more than one module or unit, and at different levels throughout the programme. Thus, more than one reference should be given for these competencies, where appropriate.

Programme structure

Provide a figure and / or a table to clearly show the programme structure

- This should include the module titles, credit points, level of study and indicate the compulsory elements of the route or pathway leading to the qualification in nutrition for which you are seeking accreditation.

Module descriptions

- Full module descriptions are required for all modules that are part of the programme. Module descriptors should include module title, level, credit points, names of staff responsible for management and delivery, hours, learning outcomes, content, teaching and learning methods, assessment methods and required library or other resources.

Entry qualifications required for the programme

- State the normal entry level qualifications that you require. Show how you ensure students have the sound underpinning knowledge in biosciences by setting relevant admissions criteria.

Undergraduate programmes

- It is expected that for taught undergraduate programmes in the UK, admission requirements should normally include GCSE (or equivalent) passes at grade C and above or 4 + on new GCSE structure (England only) in English Language, Maths and two sciences (Chemistry, Biology, Physics or double science equivalents (England & Wales only) and at least one appropriate science subject at A Level, Irish Leaving Certificate, Scottish Highers or equivalent.

Postgraduate programmes

- It is expected that for taught postgraduate programmes in the UK, admission requirements should normally include a recent, relevant undergraduate science-based degree, however, students without a science-based degree may be eligible, but may need to undertake action to ensure a sound underpinning knowledge in the biosciences to meet the demands of the accredited programme.

IELTS

- At admission, students whose first language is not English must have English Language requirements appropriate to an AfN Accredited programme, which must not be less than 6.5 IELTS (or equivalent), with no individual section less than 6.0. *Please refer to Standard s2b of the AfN Programme Accreditation Core Competence Requirements, Standards and Procedures document for further information.*

Advanced Standing

- State whether you have formal procedures for admitting applicants with advanced standing.
- State the maximum number of credit points that may be imported, and state the percentage of the total course credit points that these represent.
- State the highest level/year/part of the programme to which you admit students by advanced standing. Provide and reference the document/s that describe your procedures for quality control of admissions with advanced standing (e.g. the relevant section from your university's regulations or procedures).

Accreditation of Prior (Educational) Learning (AP(E)L)

- State whether you have procedures in place for the Accreditation of Prior (Educational) Learning (AP(E)L) as a basis for admission. Please state the total number of credit points a student can import, and briefly outline your procedures for quality control of AP(E)L (e.g. you can attach the relevant section from your university's regulations or procedures, to explain how you assess AP(E)L claims for admission).

Access courses

- If you admit students who are new to science, state the arrangements you make to enable students to develop core competency in bioscience, including numeracy.

Student numbers

Existing programmes

- For existing programmes, give the number of full-time equivalent students in each year cohort.

New programmes

- For new programmes, give the anticipated number of full-time equivalent students in each year cohort.

Registered Nutritionists

- Please list all staff members who are Registered Nutritionists, including part-time and full-time staff.

Staff CVs

Provide staff CVs, ideally one A4 page; maximum of two A4 pages (example CV's are in the Appendix 1). These should include the following:

- Name, title, current position and whether full or part-time
- Academic and professional qualifications, professional memberships and registrations (give Registration Numbers where applicable), professional awards and distinctions; include dates
- Brief outline of career history, with dates
- Duration of previous teaching, professional or industrial experience, in years
- Teaching disciplines and subject areas currently or previously delivered
- Course-related responsibilities, including course and module leadership, and module delivery
- Recent Continuing Professional Development (CPD) activities
- Professional activities outside the institution, such as roles in academic, scientific, governmental or other agencies or professional bodies, external examining, journal editorship
- Involvement in academic enterprise
- Research areas and research interests
- Total number of publications or other public output
- Details of up to three recent publications

Institutional Resources

Library and other information resources

Include a statement or enclose a document that outlines the library and other information resources including:

- Specialist nutrition textbooks
- Subscriptions to nutrition specialist journals
- IT resources
- Internet access to web-based reference materials
- Other learning and teaching resources as appropriate

Information should be provided on the accessibility of these resources to students on the programme.

Specialist teaching and learning facilities

Include in your statement or enclose one or more documents about the quality of the specialist nutrition resources that support professional teaching and learning in your programme. Your list could include the following:

- Laboratories
- Facilities for food preparation/ modification; and/ or food sensory evaluation; and /or food product development
- Facilities for metabolic, physiological or functional performance measurements

Information should be provided on the accessibility of these resources to students on the programme.

Enrichment activities

The AfN notes that well-coordinated enrichment activities can make important contributions to students' professional development in nutrition, for example:

- Guest lecturers
- Visiting lecturers
- Visits, attachments or placements to work places
- Research or professional practice-related seminars or meetings
- Activities organised by your student nutrition society, or equivalent.

The supporting documentation should provide evidence of the depth and quality of your department's commitment to nutrition through the provision of activities to underpin teaching. This information may be in a specially prepared document or be part of the submitted Programme Specification or the Course (Validation) document.

Evidence of developing students' professional nutritional knowledge and competency:

- Examination papers and outline/model answers must be provided for all modules listed in the Mapping Template (Mapping table 2).
- Questions or problems set as coursework assignments in all modules must be provided for those listed in the Mapping Template (Mapping table 2).
- External examiner's reports and institution responses (with evidence of analysis and follow up actions), must be provided for at least two previous years.

Quality Assurance

- Information is required on the internal and external quality assurance procedures. Please give this information in the boxes provided, referring to the documentation as appropriate.

Application Fee (applicable to new programmes applying for initial accreditation)

- The application fee of £2,350 is only applicable to new programmes applying for initial accreditation. Programmes will not be considered by the Accreditation Committee until payment has been received.
- Accredited programmes applying for reaccreditation are only required to pay the annual renewal fee of £1,410 which is invoiced in October each year.
- If you are applying for accreditation of a new programme, the relevant application fee must be submitted along with the programme application documentation. Please ensure that you have requested an invoice via email from AfN in advance of submission: accreditation@associationfornutrition.org
- When requesting an invoice please ensure you provide the full title of the programme and the name and address the invoice should be sent to.

Appendix 1: Examples of staff CV's

Note: These entirely fictional examples from across the likely range of qualifications and experience show the key information that is needed.

EXAMPLE CV 1

Mr Alan B Person, Lecturer in Food Science and Technology, School of Biology

Academic and Professional Qualifications and Memberships

1992 BSc Hons, (2.1) Food Science, University of Sometown
1992 Member of the Institute of Food Technology
1999 Master of Education (Professional Development), University of Exampleville
2007 Fellow of the Higher Education Academy

Outline of Career History

1996 - Lecturer in Food Science and Technology, University of Exampleville
1993-96 Production Manager, Morefood PLC, Anytown, UK
1992-93 Graduate trainee, Production systems, Somefood Inc, Otherville, USA

Teaching Experience: 17 years; **Professional Experience:** 4 years

Teaching Disciplines: Food science, food technology, biochemistry, microbiology.

Course Related Responsibilities

Course Director for BSc Hons Nutrition and Food Studies; 1998-2003; 2009 -
Module co-ordinator for NAF101, Food studies; 1998 -
Module co-ordinator for NAF202, Food Science and Technology; 2001 -
Module co-ordinator for NAF505, Food Product Development and Enhancement; 2003 -
Module co-ordinator and placement tutor for NAF404, Nutrition and Food Placement; 2004 -
Module contributor to BIO101, Biochemistry; 1998 - ; BIO102, Microbiology; 1998 - ; NAF515,
Nutrition and Food Research Project; 2000 - .

Professional Activities outside the University

Advisory Board, Smallfood Partners, Whichtown; 2009 –
Secretary, Whichtown Food Partnership Organisation; 2011 -
External Examiner, Food Amelioration Awards, College of Technology, Exampleville; 2012 - .

Recent Continuing Professional Development activities

Attended Short Course “Blackboards and whiteboards in learning and teaching”, Academy for Instruction, 2013.

Academic enterprise activities

Consultancy for Smallfood Partners; 2008; 2011.

Research interests:

Food product development and re-formulation for health; food marketing; food hygiene and safety.

Total number of publications/public output to date: 14

Details of Three Recent Publications:

Someone, RU, and **Person AB** (2012) “School packed lunches: salt contents and dietary intakes.” Proceedings of the First Central Region Conference on Children’s’ Diet and Health; College of Technology, Exampleville, pages 34-35,

Person, AB and Someone, RU. (2011) “Regional Food Development Partnerships”. Chapter 16, in “Integrated Approaches to Reduce Food Miles”, pages 36-52, published by MarketCo, Exampleville [ISBN 24-6810-1214].

Preamble, OI, Next, CD, **Person AB** and Last, YZ (2009) “The influence of formulation and processing conditions on the nutritional and sensory attributes of spinach cakes. Journal of Experimental Food Design and Evaluation, **3**, 53-60.

EXAMPLE CV 2

Dr GH Sample, Reader in Biochemical Genetics, Department of Biomedicine

Academic and Professional Qualifications and Memberships

2002	BSc Hons Genetics (Class 1)	University of Camford
2005	PhD Molecular Genetics	University of Camford
2009	Fellow of the Society of Applied Biochemical Genetics	
2011	Pukka Society Silver Medal for Advances in Genetics	

Brief Outline of Career History

2012 -	Reader in Biochemical Genetics	Exemplar University
2008 -2010	Senior Lecturer in Biochemical Genetics	Exemplar University
2005 - 2008	Lecturer in Biochemistry	Exemplar University

Teaching Experience: 8 years; **Professional or Industrial Experience:** 3 years

Teaching Disciplines: Biochemistry, Genetics, Immunology.

Course or Subject-related Responsibilities:

Course Director, MSc Molecular Nutrition, 2011 – present.

Module coordinator, Genes and Nutrition (MN707), 2011 – present.

Contributes to teaching on modules: Nutritional Biochemistry (MN701), 2010 – present; Nutrition and the Immune System (MN708), 2010 – present; Molecular Nutrition Research Project (MN737), 2011 – present.

Professional Activities outside the Institution:

Vice-Chairperson, International Association of Biochemical Geneticists, 2011 - ongoing

Founding Editor, The Journal of Molecules, Genes and Nutrients, 2010 – ongoing.

Keynote Speaker, “Genes, nutrients and Health” at ISPPGHT2, Whichville, USA, 2012.

Recent Continuing Professional Development activities

Undertaking part-time Master’s in Higher Education Professional Skills, Exemplar University, 2012 – ongoing.

Academic enterprise activities

Consultant to NutFoodInc, 2011 – ongoing.

Patents pending in research area (details confidential).

Research Interests: Biochemical genetics; epigenetics; nutrient-gene interactions.

Total Number of Publications/Public Output to Date: 60+

Details of Three Recent Publications/Public Output:

Sample, GH, Autre, UN, Other, AN, Ander, EIN, Bach, PDQ and Bach, CPW. (2013) Urgic acid derivatives modulate NOP domains in the XYZ genes. *Nature: Nutrition and Health*, **59**, 1201-9.

Sample, GH, Autre, UN, Outre, IJ, Other, AN, Ander, EIN, Bach, PDQ and Bach, CPW. (2013) Down-regulation of HMGCR-PP2 by stunofin induces neo-apoptotic responses in porcine GH-cell lines. *Nature: Nutrition and Health*, **59**, 988-92.

Sample, GH, Kong, K, Ray F, Chaplin C, Sennett, M, Keaton B, Outre, IJ, and Bach, CPW. (2013) Increasing HMGCR-PP1 activity by tulip tardic ligands provides novel support for anti-thrombotic interventions. *International Journal of Cellular Nutrition*, **11**, 112-119.

EXAMPLE CV 3

Mrs AM Anybody, Senior Lecturer in Nutrition and Dietetics

Academic and Professional Qualifications/Membership

1978 BSc Nutrition and Dietetics, Prince Thomas College, Barchester/
1978 State Registered Dietitian [now Registered Dietitian; HPC]
1978 Full member of the British Dietetic Association
1988 MBA in Health and Social Care Management, University of Barchester
2005 Registered Nutritionist (RPHN),

Brief Career History

2006 - ongoing Senior Lecturer in Nutrition and Dietetics, Barchester University
1989 -2006 Dietetic Services Manager, Barchester Hospital
1978- 1989 Graduate Dietitian / Senior Dietitian, Barchester Hospital

Teaching Experience: 7 years; **Professional or Industrial Experience:** 28 years

Teaching Disciplines: Dietetics; Professional Practice.

Course or Subject-related Responsibilities:

Module Co-ordinator, Dietetics Professional Practice (D515) 2006 – present
Clinical Placements coordinator for Dietetics, 2006 - present
Chair, Ethical Review Committee, School of Biosciences, 2008 - present.
Member, Research Ethical Committee, University of Barchester, 2009 - present.

Professional Activities outside the Institution:

Member, currently Vice-Chair, Health Service Research Ethical Committee, Barchester Region, 2010 - present.
External Examiner, Antarctic College, Diploma in Clinical Nutrition and Health Promotion 2011 – present.

Recent Continuing Professional Development activities

Attended and presented at National Research Ethics Forum, Capital City, 2012.
Attended two-day course on qualitative data analysis for health workers, Casterbridge University College.

Academic enterprise activities

Consultancy on special patient menus, Barchester Hospital, 2008-9.

Research Interests: Dietetics support for coeliac patients; dietetics professional practice; ethical issues in dietetics research.

Total Number of Publications/Public Output to Date: 10+

Details of Three Recent Publications/Public Output:

AN Other, **AM Anybody** et al (2008) Criteria for Training and Education of Dietitians, British Dietetic Association, Capital City.
AM Anybody et al, (1997 - 2005) Statutory Annual Reviews of the Dietetics Workforce in the Barchester, Health Service.