New Accreditation Application Process

1) Programme Team advises QAT of desire to accredit programme. Form A Pre-Application sent out. Optional meeting is offered.

2) Programme Team and representatives of QAT meet to discuss application.

3) Programme Team completes and returns Form A.

5) Programme Team completes & returns Forms B. Completed Tables 1 to 4.

10) Programme Team completes FI Request and returns form to QAT.

16) Programme Team review Conditions and Recommendations through the AAR process.

Abbreviations Used:
- AAR - Annual Accreditation Review
- AC - Accreditation Committee
- FI - Further Information [Request]
- QAT - Quality Assurance Team
- QATL - Quality Assurance Team Leader
New Accreditation Application Process

7) QAT Sends Completed Form B and Evidence Base to Assessors

8) Assessors return assessed Form B to QAT

9) QAT sends Form B to Programme Team for FI Requests to be completed

10) Programme Team completes FI Request and returns form to QAT

11) QAT returns Table 5, Form B to Assessors who reassess, approve and make conditions & recommendations

11a) QAT organises optional meeting with Assessors and Programme Teams

12) Assessors complete process making recommendations

Key
- Assessor Activity
- Programme Team Activity
- QAT/QATL Activity

Start Point

End Point
New Accreditation Application Process

1) Programme Team advises QAT of desire to accredit programme. Form A Pre-Application sent out. Optional meeting is offered.

2) Programme Team and representatives of QAT meet to discuss application.

3) Programme Team completes and returns Form A.

4) QAT receives Form A and checks. Upon approval Form B sent to programme Teams.

5) Programme Team completes & returns Forms B. Completed Tables 1 to 4.

6) QAT undertakes Form B check. Addresses any issues on the form with Programme Team.

7) QAT Sends Completed Form B and Evidence Base to Assessors.

8) Assessors return assessed Form B to QAT.

9) QAT sends Form B to Programme Team for FI Requests to be completed.

10) Programme Team completes FI Request and returns form to QAT.

11) QAT returns Table 5, Form B to Assessors who reassess, approve and make conditions & recommendations.

12) Assessors complete process making recommendations.

13) QATL Completes Final Table in Form B and submits to AC.

14) Accreditation Committee receives Form C and makes judgement on application.

15) QAT writes to Programme Team with the outcome of Accreditation Committee.

16) Programme Team review Conditions and Recommendations through the AAR process.

Key:
- Programme Team Activity
- QAT/QATL Activity
- Assessor Activity
- AC Activity

Start Point

End Point
Reaccreditation Applicant Journey

2) Programme Team completes and returns Form A

4) Programme Team completes & returns Forms B. Completed Tables 1 to 4

9) Programme Team completes Table 5 FI Request and returns form to QAT

15) Programme Team review Conditions and Recommendations through the AAR process

Start Point

End Point
Reaccreditation Assessors Journey

5) QAT Sends Completed Form B and Evidence Base to Assessors

6) QAT Sends Completed Form B and Evidence Base to Assessors

7) Assessors return assessed Form B to QAT

8) QAT sends Form B to Programme Team for Table 5 FI Requests to be completed

9) Programme Team completes Table 5 FI Request and returns form to QAT

10) QAT returns Table 5, Form B to Assessors

11) Assessors reassess, approve and make conditions & recommendations or have further requests

11a) QAT organises optional meeting with Assessors and Programme Teams

Start Point

End Point
Reaccreditation Application Process

1) QAT advises Programme Team that accreditation is due for renewal. Form A is issued

2) Programme Team completes and returns Form A

3) QAT receives Form A and checks. Upon approval Form B sent to programme Teams. Form B issued to Programme Team

4) Programme Team completes & returns Forms B. Completed Tables 1 to 4

5) QAT undertakes Form B check. Addresses any issues on the form with Programme Team

6) QAT completes Form B and Evidence Base to Assessors

7) Assessors return assessed Form B to QAT

8) QAT sends Form B to Programme Team for Table 5 FI Requests to be completed

9) Programme Team completes Table 5 FI Request and returns form to QAT

10) QAT returns Table 5, Form B to Assessors

11) Assessors reassess, approve and make conditions & recommendations or have further requests

11a) QAT organises optional meeting with Assessors and Programme Teams

12) QATL Completes Final Table in Form B and submits to AC

13) Accreditation Committee receives Application form B and makes judgement on application

14) QAT writes to Programme Team with the outcome of Accreditation Committee

15) Programme Team review Conditions and Recommendations through the AAR process

3a) QAT returns Form A to Programme Team for clarification

3b) QAT creates Folder on Teams for Application

4a) QAT returns Form A to Programme Team for clarification

5a) QAT returns form to Programme team for clarification

5b) QAT creates Folder on Teams for Application

8a) QAT creates Folder on Teams for Application

9b) QAT creates Folder on Teams for Application

10a) QAT creates Folder on Teams for Application

11b) QAT creates Folder on Teams for Application

End Point