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Advance HE accreditation submission template 2019-20

This accreditation submission template has been created to support institutions in structuring their accreditation submission to fully address the four criteria for accreditation.

The requirements for accreditation are set out in the [Advance HE accreditation policy 2019-](https://www.advance-he.ac.uk/sites/default/files/2020-02/Advance%20HE%20Accreditation%20Policy%202019-20.pdf)20. This submission template should be completed with close reference to the Advance HE accreditation policy and the associated guidance document - [Guide to addressing the criteria for accreditation 2019-20](https://www.heacademy.ac.uk/institutions/accreditation/resources)**.**

The accreditation submission template consists of five parts:

1. Part A: Details of programmes included in the submission.
2. Part B: Institutional responsibilities and sign off.
3. Part C: Accreditation criterion 1; Setting the institutional context for the programmes.
4. Part D: Accreditation criteria 2-4; discussion about each individual programme in turn.
5. Part E: Participant-facing guidance and appendices.

This template has been designed so that you add text under the blue headings and sub-headings provided in Parts A-E. Information should not be duplicated; cross reference where appropriate. Please use diagrams/tables/flowcharts, etc. if/where appropriate.

Participant guidance (such as handbooks) must be included as separate appendices to accompany this template. Each appendix should be clearly titled and listed in the table in Part E. Any other guidance for reviewers /mentors/referees (as appropriate) may also be included as separate appendices – see Part E. **Please refer closely to the Guide for addressing the criteria for accreditation 2019-20 when determining the level of information to be included in appendices and to avoid providing information that is not required**.

Before submitting the narrative, please delete the instructions and guidance notes underneath the sub-heading for each section. Please ensure that page numbers are added throughout and that any tracked changes/comments are deleted prior to submission.

|  |  |
| --- | --- |
| **Name of institution** |  |
| **Name first point of contact for this submission** |  |
| **Email**  |  |
| **Phone** |  |

Part A: details of programmes included in submission

In this section please set out the programmes you would like to be accredited by Advance HE.

Please complete one **or** both of the two tables below (table A and/or table B). The Advance HE accreditation team are keen to support institutions to complete this section of the template, as the information provided below determines the structure of the accreditation panel review process for the submission. Please contact the accreditation team at accreditation@advance-he.ac.uk or 01904 717500 for advice.

Table A

Complete this table with the title of each programme to be accredited for programmes/schemes that make independent fellowship judgements; i.e. programmes that are not a *pathway* within a scheme/framework.

|  |  |
| --- | --- |
| **Title of programmes to appear on accreditation certificate**  | **Descriptors**Mark with 'x' as applicable |
| **D1** | **D2** | **D3** | **D4** |
|  |  |  |  |  |
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\*Insert additional rows if needed. Please note that institutions are entitled to submit up to five programmes to be accredited in a single submission within a four-year cycle.

**AND/OR**

Table B

Complete this table if you have a framework/scheme which is to be accredited with other programmes operating as pathways within the framework/scheme; i.e. only the scheme/framework itself will be accredited and other programmes approved as pathways within the accredited scheme/framework.

|  |  |
| --- | --- |
| **Title of overall framework to appear on certificate** | **Descriptors**Mark with 'x' as applicable |
| **D1** | **D2** | **D3** | **D4** |
|  |  |  |  |  |
| **Titles of pathways within framework** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Insert additional rows if needed

Part B: institutional responsibilities and sign off

Please identify the individuals responsible for these programmes adding or deleting rows as necessary. Please note that contact details for developmental pathways within programmes (as listed in Table B if applicable) are not required as these pathways will not be independently accredited; i.e. pathway leaders will not require Advance HE portal access to enter completers as completers will be entered under the main programme/framework record.

|  |  |
| --- | --- |
| **Manager with overall responsibility for accredited programmes at institution**Name, job title and email address |  |

|  |  |  |
| --- | --- | --- |
| **Title of each programme** | **Programme leader**Name, job title and email address | **Administrator (if applicable)**Name and email address |
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Institutional sign off and declaration:

This section is to be completed and signed off by the institution’s official Advance HE Institutional Contact and the Institutional Contact should delete one of the two statements below as appropriate:

* In submitting this documentation, it is hereby understood that this constitutes this institution’s single subscription benefit accreditation submission for the current four-year period.

**OR**

* This submission is in addition to the previous subscription benefit accreditation submission on [*add date*]. It is understood that this additional request will incur a cost of £6,000.

I hereby confirm that the institution has been guided by the Advance HE accreditation policy 2019-20 and that all institutional sign-off procedures have been completed for this submission and the information contained within it.

|  |  |
| --- | --- |
| **Name of institutional contact** |  |
| **Electronic signature** |  |
| **Position in institution** |  |
| **Contact email address** |  |

## Part C: accreditation criterion 1 - institutional context

The purpose of this section is to provide the institutional context which underpins all the programmes submitted (accreditation criterion 1). Please only include extracts of relevant institutional policy/strategy documents to provide pertinent information/evidence. Full policy/strategy documents are not required.

**Please refer closely to the ‘Guide to addressing the criteria for accreditation 2019-20’ guidance document when providing information within Parts C, D and E of this template**.

### Brief outline of the institutional context

Use this section to outline the institutional context

### The alignment of institutional strategies and approaches to the development of staff that teach and support learning with the UKPSF (criterion 1a)

Use this section to address accreditation criterion 1a: institutional strategies and approaches to the development of staff that teach and support learning align with the UKPSF.

### The clear rationale for programmes proposed consistent with the institution’s approach to learning and teaching (criterion 1b)

Use this section to address accreditation criterion 1b: there is clear rationale for the proposed accredited programme(s) consistent with the institution’s approach to learning and teaching.

### The mechanisms in place for monitoring and managing quality assurance and enhancement of accredited programmes at an institutional level (criterion 1c)

Use this section to address accreditation criterion 1c: quality assurance and enhancement of accredited programmes are monitored and managed at an institutional level.

### The resources in place at each site of delivery that ensure effective and sustainable operation of the programmes appropriate to institutional strategy (Criterion 1d)

Use this section to address accreditation criterion 1d: there are sufficient resources in place for each site of delivery to ensure effective and sustainable operation of the programmes appropriate to institutional strategy.

## Part D: accreditation criteria 2-4 - individual programmes

**For each programme please complete a Part D in full** (copy and paste this section before completing to create a template for each programme submitted)**.** Please cross reference to previous sections to avoid repetition and signpost to the attached participant guidance and other supporting documents to avoid duplication of information (as appropriate). Use of tables/flow charts/diagrams is encouraged.

In addition to participant guidance you should also include key documents such as assessment pro-formas/feedback sheets (where these are not already embedded within the participant guidance). You may also wish to include any handbooks or guidance for other stakeholders such as reviewers, mentors, referees etc. within one of the appendices (see Part E).

Attach all relevant supporting documents to your submission as clearly labelled separate appendices (see Part E) and refer to them as sources of evidence within Part D. Please also delete the guidance/accreditation criteria included below the blue heading/subheadings in this template prior to submission.

Please complete the following for each programme.

|  |  |
| --- | --- |
| **Programme name** | **Category/Categories of Fellowship sought** |
|  |  |

### The programme is designed to ensure participants utilise the UKPSF to both develop their practice and evidence their success (criterion 2)

Use this section to provide information/evidence to address the four points of criterion 2:

1. the design of the programme provides explicit opportunities for participants to make clear associations between the programme, their practice and the relevant UKPSF Descriptor;
2. the programme accurately reflects the relevant category of HEA Fellowship;
3. the design of assessment ensures that participants will explicitly evidence effective practice to meet the criteria of the relevant UKPSF Descriptor;
4. assessment includes a mechanism to authenticate practice.

### The support and guidance provided will enable participants to utilise the UKPSF to develop and evidence their practice (criterion 3)

Use this section to provide information/evidence to address the four points of criterion 3:

1. participants are supported to make clear associations between their professional development opportunities, their practice and the appropriate category of HEA Fellowship;
2. guidance relating to assessment supports participants to evidence their professional HE practice in line with the requirements of the relevant UKPSF Descriptor;
3. those with responsibility for the management and operation of the programme hold an appropriate category of HEA Fellowship and can demonstrate continuing development in relation to HEA Fellowship;
4. those with responsibility for supporting participants can demonstrate current knowledge and understanding of the requirements for the relevant category of HEA Fellowship.

### The processes through which Fellowship judgements are made are reliable, valid and robust and embed the criteria of the relevant UKPSF Descriptor(s) (criterion 4)

Use this section to provide information/evidence to address the four points of criterion 4:

1. judgements are made against the relevant UKPSF Descriptor criteria;
2. all individuals involved in the Fellowship judgement process:
	* hold an appropriate category of HEA Fellowship;
	* are suitably trained to make fellowship judgements for the relevant category of HEA Fellowship;
	* can demonstrate current knowledge and understanding of the requirements for the relevant category of HEA Fellowship.
3. all stages in the judgement process are clearly defined and supported by clear and transparent documentation;
4. Fellowship judgements are appropriately quality assured.

Part E – appendices

To assist the accreditors to locate evidence, please include a full list of appendices in the table below, identifying the programme and title of each appendix. Contents should be carefully considered to ensure that only relevant information is submitted in addition to the guidance for participants. For example a set of separate appendices to accompany a Postgraduate Certificate programme might contain the following - programme handbook/module handbooks/assessment proforma/mentor guidance. Please ensure that each appendix includes page numbers.

Please refer to the ‘Guide to addressing the criteria for accreditation 2019-20’ for guidance on what information to include as well as what information is not required.

**Table of appendices:**

|  |  |  |
| --- | --- | --- |
| **Appendix Number** | **Programme** | **Content of appendix** |
| E1 |  |  |
| E2 |  |  |
| E3 |  |  |
| E4 |  |  |
| E5 |  |  |

\*Insert/delete rows as appropriate.

\*\*Please limit the number of appendices submitted to ensure that only the information set out in the ‘Guide to addressing the criteria for accreditation 2019-20’ document is included. Appendices must include participant handbooks/guidance for each programme submitted.