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This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

4E – Professional, Statutory and Regulatory Bodies (PSRBs): Policy and Procedure

1. SCOPE AND PURPOSE

1.1 This policy is aimed at Bournemouth University staff, and staff at partner providers, involved in the delivery of taught academic provision. The policy sets out the principles underpinning engagement with a Professional Statutory and Regulatory Body (PSRB) and any or all levels of PSRB activity.

1.2 The procedure provides a high-level overview of the process. It applies to taught provision, both undergraduate and postgraduate, including where provision is delivered via a partnership (where applicable).

1.3 This policy outlines the expectations of PSRB management in respect of programme approval, review, modification, awarding, accreditation/reaccreditation, reporting and risk management.

2. KEY RESPONSIBILTIES

2.1 **Strategic Portfolio Group** will have strategic oversight and approval of all new PSRBs to ensure there is an appropriate balance of benefits to the student experience, alongside financial and strategic imperatives. Strategic Portfolio Group will undertake periodically a strategic review of current PSRBs and will be the approval point for any decision to withdraw from a PSRB (this may be following a recommendation from Education and Student Experience Committee).

2.2 **Education and Student Experience Committee** is responsible for the overall effectiveness of the policy and procedure; it has oversight of the taught provision and therefore any PSRB accreditation or recognition of any BU programmes and awards, including provision delivered by a partner. Education and Student Experience Committee will monitor and oversee PSRBs, including identifying any risks in relation to PSRB provision and the impact on quality and standards, and the student academic experience. Education and Student Experience Committee will receive regular reports on all PSRB activity.

2.3 **Faculty Education and Student Experience Committee** is responsible for monitoring and acting upon reports and activity with key stakeholders, such as PSRBs which means effective operational oversight of all PSRB activities across the Faculty and ensuring adherence to the university's policy and procedures in relation to the management and reporting of all PSRB activity within the Faculty. Faculty Education and Student Experience Committee will receive regular reports of all PSRB-related activity within that Faculty.

2.4 **Associate Deans of Education and Student Experience** as Chairs of **Faculty Education and Student Experience Committee** are responsible for faculty monitoring of PSRB activities, working with Heads of School (HoS), Associate Heads of School, and Programme Leaders to support regular reporting and communication to Faculty and Student Experience Education of all PSRB activity in the Faculty.

2.5 **Heads of School** are responsible for managing all PSRB-related programmes and activities related to any level of PSRB accreditation within their school. This includes ensuring that timely reporting of PSRB engagement and accreditation and re-accreditation is reported on following BU procedures and working with Programme Leaders and Associate Heads of School, supporting the development of a PSRB relationship, accreditation status as well as approving and implementing any PSRB-required action plan.

2.6 **PSRB Leads** are responsible for ensuring programme documentation accurately reflects the requirements of the relevant PSRB, and for developing a PSRB action plan for approval by the Head of School. They are responsible for ensuring that all information regarding the PSRB status is communicated to the relevant central teams (Academic Services and Marketing and Communications) in a timely manner, using the correct procedures, to maintain accurate records. There should be an allocated lead for each course that holds accreditation from the relevant PSRB. Link tutors are responsible for working closely with partner Programme Leaders to ensure that partner PSRB records are accurate and maintained.

2.7 **Academic Quality** are responsible for managing and coordinating the process for reporting on PSRBs, reporting via Education and Student Experience Committee and Faculty Education and Student Experience Committee, and for providing guidance and templates. The Academic Quality team are responsible for ensuring that the central record is accurate, based on information provided by the faculties (nominated PSRB Leads), through Faculty Education and Student Experience Committee monitoring and reporting. The Academic Quality team also facilitates Education and Student Experience Committee oversight and monitoring of PSRBs through the creation of the annual report to Education and Student Experience Committee.

2.8 **SITS Support and Development team** handles the submission of statutory returns, including PSRB data, in accordance with HESA requirements.

2.9 **Marketing and Communications** are responsible for ensuring the information on PSRB accreditation advertised on the website and any other course publications (prospectus) is accurate.

3. PRINCIPLES

3.1 Bournemouth University encourages Faculties to seek and maintain appropriate PSRB accreditation, as required, for its programmes and/or units. PSRB activity improves graduates' employment prospects in specific professional or vocational fields. In supporting the PSRB activities, it is essential to balance the tensions with respect to value added to students, and financial and strategic imperatives.

3.2 PSRB accreditation usually entails an inspection of provision, either through a visit involving the Programme Team and PSRB representatives or through scrutiny of the curriculum through the programme documentation.

3.3 Accreditation is often given for a specific duration accreditation period, after which there is usually a further inspection, which may be repeated on periodic basis, to retain the PSRB status.

3.4 PSRBs may inform and influence the design of the programmes and may require regular monitoring and review of the accredited provision by the PSRB. However, the University remains responsible for the degree award, the academic standards of the programmes and the quality of the academic experience offered. As such, all provision is subject to the University's usual quality assurance and enhancement procedures, regardless of accreditation status.

3.5 Engagement with PSRBs is embedded within the following core quality assurance processes, through which the University ensures institutional oversight of PSRB-related matters and aligns relevant external regulatory frameworks for compliance purposes.

All documents can be accessed here:

- Programme approval and modification 4A – Programme Approval, Review and Closure: Policy & 4B – Programme and Unit Modifications: Policy
- Student assessment 6C - Principles of Assessment Design: Policy & 6D – Marking, Independent Marking and Moderation: Policy and Procedure
- Monitoring, evaluation, and review 5C – Annual Monitoring and Enhancement Review: Policy and Procedure

Other documents with direct relevance to this are:

- Reportable Events Procedure

3.6 Strategic Portfolio Group is accountable for approval of new PSRBs or new Programmes seeking PSRB accreditation. Strategic Portfolio Group will also undertake an annual review of all current PSRBs and may make a decision not to renew a PSRB or withdraw from a PSRB at this point.

3.7 Faculty Education and Student Experience Committee is responsible for operational oversight of a Faculty's PSRB provision. Faculty Education and Student Experience Committee maintains oversight of all PSRB activity through the receipt of regular reports relating to PSRBs. Faculty Education and Student Experience Committee's oversight comprises of approving, reviewing, and monitoring, including PSRB renewals; receiving reports and action plans; and identifying, disseminating, and evaluating innovation and good practice at a Faculty level. Faculty Education and Student Experience Committee will escalate to Education and Student Experience Committee or Strategic Portfolio Group for any significant risks identified in relation to PSRBs.

3.8 Education and Student Experience Committee are responsible for the overall effectiveness of the policy and procedure and receive regular reports on PSRBs. The Chair of Education and Student Experience Committee will be required to provide regular reports to Governors via Student Experience, Quality and Standards (SQS) Committee on PSRBs.

3.9 In the event of a notification of **any visit, inspection, or audit by a PSRB**[1] (regardless of the reason for the visit) the Faculty should immediately refer this to PSRB@bournemouth.ac.uk. In the event of a notification of an **investigation by a PSRB** the Faculty should immediately refer this to (i) reportableevents@bournemouth.ac.uk, (ii) Faculty Education and Student Experience Committee and (iii) PSRB@bournemouth.ac.uk. Investigation by PSRB is a mandatory reportable event: OfS Regulatory advice 16: Reportable events and a report to the OfS must be made within 5 working days of receiving the notification.

3.10 Full information regarding the accreditation level and status or a programme/unit must be available to prospective and current students as part of the University's Competition and Markets Authority (CMA) compliance. Incorrect or inaccurate information regarding a PSRB's accreditation status may result in a breach of CMA compliance, therefore it is vital that correct records are maintained and updated through the relevant procedures. Details of programmes and their PSRB statuses are published via the course page on the BU website. M&C will use the PSRB data in SITS to maintain course page information on PSRBs (see 6.5 below). Programme Handbooks/VLEs must be kept updated accordingly, which are the responsibility of the Programme Leader.

3.11 In the unlikely event that notification is given by a PSRB to withdraw accreditation, or the University decides to withdraw from an accrediting body, this should be immediately reported to the Faculty and University Executive Team, the Academic Quality team (via PSRB@bournemouth.ac.uk) and the Reportable Events inbox. A "teach-out" plan will need to be developed in line with the student protections outlined in BU's Student Protection Plan, which will include considerations such as the student experience, the curriculum and any CMA implications. The "teach-out" plan will be overseen by the Faculty Education and Student Experience Committee, with higher level reporting at Education and Student Experience Committee.

[1] 2.6 of BU's Reportable Events Procedures

4. CATEGORIES OF PSRBs

4.1 PSRB activities are diverse; the levels of risk to the programmes, faculties, students and the University also vary. Therefore, it is important to place the PSRBs into categories to ensure an appropriate level of support and monitoring. The following BU categories have been developed to align with the level of risk associated with the nature of the PSRB relationship.

4.2 **Type A – Essential**. This is where PSRB accreditation of the BU programme is vital to enable the student to qualify or have eligibility to apply to register as a qualified professional and/or practitioners. This would also apply where a programme would not be able to be delivered if the PSRB accreditation was not in place.

4.2.1 Examples of category A PSRBs include Health and Care Professions Council (HCPC), Nursing and Midwifery Council (NMC), Ofsted, Engineering Councils, Social Work England etc.

4.2.2 Depending on the PSRB, the programme might require regular monitoring, reporting and or reaccreditation at specified intervals.

4.3 **Type B – Desirable.** This is where a PSRB accreditation of a programme (or unit) enables a student/graduate to gain some recognition or exemption from external professional qualification examinations and/or offers significant and tangible additional benefits to student recruitment and students/graduates such as networking, post-graduation membership, careers support, etc.

4.3.1 Examples of type B PSRBs include Association of Chartered Certified Accountants (ACCA), Chartered Management Institute (CMI), Chartered Institute of Management (CMI) etc.

4.3.2 PSRBs of this type may approve/reapprove/accredit programmes or institutions as a learning partner.

5. PROCEDURES

5.1 The Academic Quality team may periodically undertake audits to assess a programme's compliance with a PSRB's requirements. This may be conducted as part of a review process or as separate exercise in the event of a PSRB non-compliance risk being identified.

5.2 Some PSRBs (typically Type A) prefer to utilise the University programme approval/reapproval events as part of their accreditation/reaccreditation. Therefore, the PSRB requirements will need to be accommodated in the programme approval process. Some PSRBs complete accreditation when the programme is already being offered or only after a cohort of students has graduated. Normally, the approval process for these PSRBs takes place at a mutually agreed time after the University programme approvals/reapprovals.

5.3 For both categories (Type A and Type B), it is the Faculty's responsibility to inform the Academic Quality team of the respective PSRB preference with respect to programme approval/reapproval, accreditation/reaccreditation.

5.4 PSRB data is held in SITS, linked to programmes and cohort/intakes to reflect the level and length of any PSRB accreditation/recognition, as appropriate, as formally confirmed by the PSRB. SITS is the definitive source for PSRB records. Reporting to Faculty Education and Student Experience Committee on PSRBs and programme relationships will be generated from SITS. Details of undergraduate programmes and their PSRB statuses are also available on the national 'Discover Uni' website, managed by the Office for Students (OfS).

5.5 Strategic Portfolio Group will require the completion of a cost benefit analysis (template to be provided) to consider any new PSRB proposal.

5.6 Procedural guidance has been developed to support this PSRB ARPP and provide clarity and detailed guidance to support the various operational activities across BU.

6. REFERENCES AND FURTHER INFORMATION

6.1 Conditions of registration - Office for Students

6.2 Reportable events Guidance: Regulatory Notice 16

6.3 BU Reportable Events Procedures

6.4 UK Quality Code, Principle 5 “Engaging in external review and accreditation” UK Quality Code for Higher Education 2024 (qaa.ac.uk)

6.5 Management of Published Course Information: Policy and Procedures

6.6 UK higher education providers – advice on consumer protection law

6.7 Discover Uni Home | Discover Uni

7. APPENDICES

Appendix 1 – PSRB Lead Role Descriptor