

## PROGRAMME MANAGEMENT

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Last Updated: September 2012

### PROFESSIONAL, STATUTORY AND REGULATORY BODIES (PSRBS) VISITS

#### Background

Roehampton does not have a large number of professional or statutory regulatory body (PSRB) visits. However they constitute as important an audit of provision as any other external review. If, as a result of a visit, accreditation for a given programme is lost, it will have implications for the University as a whole. This paper offers advice to staff preparing for a professional or statutory regulatory body visit.

#### 1. Preparation for the visit

1.1 Information of forthcoming visits may be sent to the University (Vice Chancellor), Department or, in some cases, direct to the Programme Convener. This should be some months in advance of the date of a visit.

1.2 The Academic Office will be responsible for the administrative arrangements for the visit, liaising with the Department as to the form of internal scrutiny of the programme(s) that may be required. The Department is responsible for ensuring that appropriate department personnel are available for the visit.

#### 2. University input during the visit

2.1 A senior representative of the University (for example, the DVC or DP) will normally greet the visitors on behalf of the University and put the visit into the wider context of the University's mission. The Academic Office will arrange this.

2.2 Notes of the informal feedback (where given) should be taken so that immediate information is available to the University as it may be some time before the report is received.

#### 3. After the visit

3.1 Once the report has been received, it should be considered by the programme team and other members of the Department, as appropriate, so that any response might drafted and an action plan, where appropriate, be agreed to address any issues raised.

3.2 The report and any response or action plan will be submitted to LTQC where any issues that need to be taken up by the University may be identified.

3.3 The monitoring of the implementation of any action plan should be carried out through the Programme Annual Review process.

#### 4. Department of Education

OFSTED visits to inspect programmes in the Department of Education are subject to well-established procedures operated by the Department. Reports of these visits are reported to Learning, Teaching and Quality Committee.

#### 5. Associated Institutions

Programmes which undergo PSRB visits and accreditation and which are offered by the Associated Institutions, are the responsibility of the Associated Institution. The University will be informed of the visits and the outcomes via the Moderator who will report to LTQC via the relevant Departmental member of the Committee.