# Accreditation

## Upcoming activity risk assessment form

## Purpose

This form should be used to outline the details of an upcoming visit or review to be undertaken by an accrediting body. The form facilitates the department and Faculty to assess the requirements, involvement and support required for an upcoming visit or paper-based activity. This form will be processed using the following steps.

### Step 1:

A department informs QUAD that an accrediting body is due to visit or request a paper-based review. QUAD send this form for the department to complete [**Section 1**](#_Section_1:_Department). The department returns this form with Section 1 completed.

### Step 2:

QUAD review the form and complete [**Section 2**](#_Section_2:_QUAD). The form is then sent to the Faculty Dean via the Department’s accreditation Box folder for their review.

### Step 3:

The Faculty Dean assesses the level of risk associated with the upcoming accreditation activity and confirms their comments in [**Section 3**](#_Section_3:_Faculty). Faculty Dean liaises with QUAD for more information if required or escalates if the activity is deemed anything other than low risk.

### Step 4:

Confirmation of risk category, agree any actions to support the Faculty and department in preparation for the visit or review, and any other actions that may be required in support of the University’s quality and standards obligations.

### Categories of Risk:

The below table outlines the categories of risk that upcoming accreditation activity could be classified as. The following actions will be taken in assessing all categories of risk:

* Department complete Section 1, submit to QUAD.
* QUAD complete Section 2, submit to Faculty Dean with an indication of risk level.
* Faculty Dean reviews and confirms risk category and event goes ahead, following standard [University guidelines](https://www.essex.ac.uk/staff/academic-standards-and-quality/external-regulation-and-monitoring) for external regulation and monitoring.

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| Risk Category | Criteria | Actions to take |
| **Low Risk** | * The review or visit is part of the annual or routine cycle of monitoring undertaken by the accrediting body. * In the most recent accreditation report or visit, the accrediting body indicated no concerns regarding the provision under review and this review is not in response to any such concerns. * Accreditation was identified as an area requiring further information in the cycle of periodic and annual review of courses. | * Department complete Section 1, submit to QUAD. * QUAD complete Section 2, submit to Faculty Dean with an indication of risk level. * Faculty Dean reviews and confirms risk category and event goes ahead, following standard [University guidelines](https://www.essex.ac.uk/staff/academic-standards-and-quality/external-regulation-and-monitoring) for external regulation and monitoring. * QUAD, Faculty Dean and department liaise regarding attendance to the visit or involvement in paper-based review, and report is sent to QUAD once received for reporting to Academic Quality and Standards Committee. |
| **Medium Risk** | * The review or visit is unexpected or out-of-sequence with the usual cycle of monitoring undertaken by the accrediting body. * In the most recent accreditation report or visit, the accrediting body indicated dissatisfaction with one or two areas of the department’s responses. * Accreditation was identified as an area requiring further investigation or follow up in the cycle of periodic and annual review of courses. | * The Faculty Dean should discuss with the Executive Dean of the relevant Faculty outlining the reasons for the upcoming visit or review. * The Executive Dean, the PVCE and the Registrar and Secretary will discuss the risk, agree any actions to support the Faculty and department in preparation for the visit and agree any other actions that may be required in support of the University’s quality and standards obligations. * QUAD, Deans, PVCE, Registrar and Secretary and department liaise regarding attendance to the visit or involvement in paper-based review, and report is sent to QUAD once received for reporting to Academic Quality and Standards Committee. |
| **High Risk** | * The review or visit is unexpected, out-of-sequence and has been instigated by the accrediting body based on concerns that previous monitoring exercises have not provided assurance of compliance, or current practice is not compliant. * Accreditation was identified as an area of concern or risk in the cycle of periodic and annual review of courses. |

### Section 1: Department to complete

**Please confirm the title of the accrediting body:**

**Will the upcoming activity be:**

An in-person visit

A remote visit (via Zoom or other software)

A paper-based review

Other (please provide details below)

**Why is the review or visit taking place?**

Routine/Annual monitoring visit

Routine Annual monitoring return

Review or visit requested by accrediting body out-of-sequence or in response to an issue (please provide details below for why this has been requested):

**What will be required from the department for this upcoming review or visit?**

Submitting documentation

Submitting documents as evidence of compliance with accrediting body regulations

Submitting documents as evidence to address concerns from an accrediting body

Other (please provide details below)

**Will the department require any other members of the Faculty or teams to be involved?**

Faculty Manager

Faculty Dean (UG, PGT)

Executive Dean

PVCE

QUAD representative

Other team (please provide details below)

**Please provide any other information about the upcoming activity:**

### Section 2: QUAD use only

**Date form submitted to QUAD:** DD/MM/YYYY

**Form returned to department for further information? (N/A if not needed)**

Date form sent back:

Questions or information requested:

**Level of risk based on information provided:**

Low

Medium

High

**Comments and/or rationale for indication of level of risk:**

**Any other considerations or notes for Faculty Deans:**

**Date sent to Faculty Dean:** DD/MM/YYYY

**By:**

### Section 3: Faculty Dean to complete

**Faculty Dean decision of risk category:**

Low

Medium

High

**Comments and rationale from Faculty Dean about decision of risk category:**

**Next steps to be taken:**

QUAD, Faculty Dean and department liaise regarding attendance to the visit or involvement in paper-based review. Once completed, report is sent to QUAD once received for reporting to Academic Quality and Standards Committee.

Faculty Dean to discuss with the Executive Dean of the relevant Faculty outlining the reasons for the upcoming visit or review. The Executive Dean, the PVCE and the Registrar and Secretary will discuss the risk, agree any actions to support the Faculty and department in preparation for the visit and agree any other actions that may be required in support of the University’s quality and standards obligations. QUAD, Deans, PVCE, Registrar and Secretary and department liaise regarding attendance to the visit or involvement in paper-based review, and report is sent to QUAD once received for reporting to Academic Quality and Standards Committee.

**Document review information**

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