Annual Monitoring – Undergraduate Programmes
Guidance Notes for Report Authors
Section 4: Professional, Statutory and Regulatory Body (PSRB) and other external reports

This section is relevant for any Department that has been subject to an accreditation visit by a Professional, Statutory or Regulatory Body (PSRB) which included consideration of its undergraduate provision during the academic year covered by the annual monitoring report.

Where an accreditation visit took place in the previous academic year, authors are asked to reflect briefly on the key outcomes of the accreditation process and any suggestions for improvement or recommendations made by the PSRB. The confirmed report resulting from the accreditation visit will be the key source of evidence for this section and should be appended to the annual monitoring report, if it has not already been submitted to the Registry.

As it is commonplace for the outcome of accreditation visits to include a series of recommendations to which Departments are expected to formally respond, often through completion of an action plan, report authors are not expected to copy those actions into the annual monitoring action plan. Where an action plan exists and has been submitted to the PSRB this can simply be appended to the report and referenced in this section.

It is possible that accreditation reports or routine visits by a PSRB may identify matters of institutional significance. As an example a PSRB might identify an aspect of the College Regulations which is contrary to its own specified requirements, which might necessitate further consideration by the College.

On a similar note to the point above, report authors are encouraged to outline any notable changes to PSRB accreditation requirements that the Department has been advised of within the last year. This will enable the College to maintain oversight of accreditation requirements and ensure that College policies, procedures and regulations remain cognisant of those requirements.

Finally, where the accreditation visit identified good practice or commendations, please also include these and outline how these have been disseminated with the student body.