

JAMES HE and FE accreditation process:

Accreditation is a supportive confidential process

Following the first initial request from an institution, **JAMES' initial evaluation** will seek;

Background information about - the institution, the current prospectus, programme specification, entry requirements, course team and student numbers [Form AC0] download from website

If no problems arise, JAMES will seek completion of an application contract [Form AC1 & AC2] download from website.

JAMES assessors will be selected based on the nature of the course and its specialities.

In advance of the inspection visit the assessors will be sent details of;

Course handbook / Module guides and specifications / Staff lists and CVs / Resources and equipment listings / External examiner reports / Student numbers and pass rates / Graduate employment statistics are requested

A one day inspection visit is arranged. During the visit, assessors will;

- Discuss the course, its development and delivery with the course leaders

- Tour the facilities

- Interview the Technical support team

- Visit the library and review the academic support systems

- Speak with students [& graduates] from each of the years the course runs

- View student course work and assessment documentation

- Meet with the full course team to discuss the course & questions raised by the inspection

- Provide initial feedback and recommendations

Each assessor completes a report which is sent to be reviewed by the accreditation panel after which formal awards / recommendations made

www.jamesonline.org.uk