

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;

Student Course handbook / Module guides and specifications / Staff lists (full and part-time) and their CVs / Resources and equipment listings / External examiner reports / Admin and Tech support/ Student Wellbeing Resources/ 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

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