

Professional Statutory and Regulatory Bodies (PSRBs): Operational Guidance

1. INTRODUCTION

- 1.1 This document supports [4E - Professional, Statutory and Regulatory Bodies \(PSRBs\) Policy and Procedure](#), providing guidance for the Quality and Governance team on operational processes which support accurate recording of PSRB information.
- 1.2 4E is aimed at Bournemouth University staff and BU partners involved in the delivery of taught academic provision. The policy sets out the principles underpinning engagement with a Professional Statutory and Regulatory Body and all levels of PSRB activity. The procedure within 4E provides a high-level overview of the process. It applies to any taught provision, both undergraduate and postgraduate, including those with a partner (where applicable).
- 1.3 [Appendix 1](#) of 4E provides Faculties with a detailed description of the PSRB Lead role to be undertaken by an appropriate member of Faculty staff for each programme with a PSRB association. They are also the main Faculty contact for the Academic Quality team in relation to that PSRB.
- 1.4 Full information regarding the PSRB status of a programme must be available to both prospective and current students. This guidance covers the Student Record System (SITS) functionality which holds the information, which is the definitive record of PSRB status.

2. PSRB STATUS

- 2.1 The PSRB status of a programme, unit or Faculty can be recorded under several different categories in SITS. The following definitions should help determine how to classify the relationship:

Accredited: PSRB provides accreditation usually after rigorous quality-assurance processes and review of relevant programmes. Mostly used for professional recognition and often required for graduates to enter that profession (such as the Institute of Engineering Designers).

Approved: Formal approval by a 'Category A' (essential) PSRB can denote the legal right to run a programme, but terminology can vary across PSRBs. In some regulated professions (Social Work England, Health and Care Professions Council) approval is statutory accreditation.

Endorsed: The programme has supportive recognition at lower stakes for the PSRB, with no links to professional registration.

Recognised: The programme of study achieves the aims of the PSRB.

Membership: University, department, school, programme or individual has a membership with the PSRB. This is not a mechanism to demonstrate quality.

- 2.2 The status type used may be provided by the PSRB in the confirmation letter, all evidence must be obtained from the PSRB Lead and uploaded to SITS to enable the SITS record to be created or updated. It is important that the Statutory Returns team are notified of any change in PSRB status or relationship dates.

3. HOW PSRB DATA IS USED

- 3.1 **Marketing and Communications (M&C):** use the data to ensure that course webpages correctly reflect confirmed PSRB statuses. It is important that accurate wording and durations are shared with M&C to avoid inconsistencies or mis-publishing
- 3.2 **Statutory Returns team:** use the data to audit and ensure accurate PSRB records are included in the Discovery Uni and HESA Student (Data Futures) statutory return. See Appendix 1 for more information.

4. PROCEDURE

- 4.1 A process map showing an overview of the procedure has been provided in Appendix 2 of this document.
- 4.2 All new programme proposals must include any intended PSRB relationships planned as part of the programme approval for the Strategic Portfolio Group (SPG) to consider.
- 4.3 If approved by SPG, depending on the PSRB requirements, the PSRB Lead must liaise with the PSRB regarding approval arrangements. Where a PSRB requires an approval event and/or visit, this can be coordinated to be a joint BU and PSRB approval event, if appropriate. If not - as part of the BU programme approval planning - agreement will be reached as to the order for PSRB and BU approval to take place separately.
- 4.4 All PSRB investigations must be reported to Reportable Events, regardless of the reason, as covered in 2.6 of the [Reportable Events Procedures](#).
- 4.5 Once the programme has completed the full BU programme approval process, the curriculum will be built on SITS by colleagues in Academic Services. Academic Quality will set up the programme relationship in SITS once evidence confirming the relationship has been received from the PSRB.
- 4.6 For existing programmes seeking new PSRB relationships, initial approval must be sought by completing the [PSRB Cost Benefit Analysis form](#) to be considered by SPG before any formal discussions with the PSRB.
- 4.7 PSRB proposals for SPG consideration must be sent to Academic Quality with the specified meeting timeframes. Academic Quality will coordinate the proposals for consideration and confirm outcomes following SPG's decision.
- 4.8 Faculty Education and Student Experience Committee (FESEC) will receive regular reports across the academic year to provide operational oversight. See section 6 for

further details.

4.9 Table of PSRBs and group/committee responsibilities:

PSRB Action/Risk	Group/Committee			
	SPG	ESEC	FESEC	ULT
Approval/New	√			
Strategic oversight	√			
Monitoring		√	√	
Renewals		√	√	
Reports and actions		√	√	
Reportable events				√

SITS PSRB RECORDS

- 4.10 The student record system (SITS) is the definitive source for PSRB records, their relationship to courses and status.
- 4.11 The PSRB SITS record allows Marketing and Communications, Admissions and the Statutory Returns teams to communicate accurate data regarding the status of PSRB relationships against relevant cohorts/intakes.
- 4.12 Where a visit from PSRB has taken place (which the PSRB Lead should notify Academic Quality of via the PSRB inbox) this information must be passed on to the Student Records team so that it can accurately recorded in SITS.
- 4.13 The latest SITS manuals and training guidance for PSRB records can be found at [SITS Staff Resources - Professional, Statutory and Regulatory Bodies](#).
- 4.14 Evidence of approval by the PSRB must be received and provided to Academic Quality for the SITS record and relationship status to be created for the relevant programme(s). Adequate evidence must be provided in the form of reports, letters, interim reports or statements. **Links to a PSRB website displaying accreditation etc. is not sufficient.**
- 4.15 Regular reporting of PSRB data from SITS is received at FESEC who have responsibility to ensure that the data is accurately maintained. Any changes to the PSRB records must be updated and reflected correctly in SITS, supported by the PSRB Lead supplying evidence.
- 4.16 Where a programme has formally closed, the Student Records team are responsible for updating the relevant programme records in SITS to reflect the closure. When there are no longer students present on the programme, FESEC must notify Academic Quality so that the end date is reflected correctly and the record can be archived (see 5.9).
- 4.17 Academic Quality supports the maintenance of the PSRB data in SITS based on the evidence provided. Academic Quality will store copies of the PSRB documentation in SITS and will maintain the evidence in accordance with the standard retention schedule for programme records.

5. SITS DATA DEFINITIONS

- 5.1 **PSRB Data:** There will be only one record for each PSRB, however, SITS allows for a PSRB Lead and two Faculty Contacts to be added (with a single contact email

address). This should be used to record the PSRB Lead name (and email) and up to two back-ups (under Faculty Contact 1 and 2) in case of absence – often the Head of School or person in charge of accreditations. Where a PSRB crosses over faculties, one person from each Faculty should be named. Notes can also be added for additional information, such as where multiple programmes have a relationship with a PSRB.

5.2 **Renewal Type:** There are two options when determining the renewal type, which are outlined below.

- **Periodic Review** is used where there is set period of time for the PSRB revalidation or renewal. Where a revalidation via a renewal event or visit is required, clarity must be sought from the PSRB to ensure this is captured in documented evidence provided and uploaded to SITS.

Renewal not required is used if the PSRB relationship is open ended.

Start Date	Renewal Type	Next Renewal Due Date	Last Renewal Date	Expected End Date	Actual End Date
20/Sep/2020	Periodic Review	20/Sep/2025		20/Sep/2026	

5.3 In SITS a PSRB and programme relationship record can hold up to five dates. Not all date fields will be required, and it will depend on the status and renewal type of PSRB relationship as to which date fields are required at what stage.

5.4 **Start Date:** reflects the date the initial PSRB relationship started based on evidence from the PSRB uploaded to SITS.

5.5 **Expected End Date (EED):** reflects the programme's expected end date of relationship based on a decision to close a programme at BU. This enables clear reporting for programme status in relation to PSRB. The EED will be the expected end date of the last student to complete the programme. Once all students have completed, the PSRB relationship for that programme can be changed to 'Archive'.

5.6 **Last Renewal Date:** this is the date the programme was last reviewed/renewed/revalidated by the PSRB. This will be based on evidence and where periodic review/visit has been undertaken by the PSRB and where a relationship is considered for set periods of time.

5.7 **Next Renewal Date:** reflects the next date of review/renewal/revalidation and should only be used where Periodic Review is seen under 'Renewal Type'. Where the Renewal Type shows as 'Renewal not required', there should be no date

5.8 **Actual End Date:** this is only completed to reflect the actual end date of the 'recognition/accreditation' where it is ending/will not be renewed. The record should also be changed to 'Archive' once the actual end date has passed.

5.9 **Status:** Within SITS there are three statuses that should be used to reflect the current relationship of that programme with the PSRB. These are 'Live', 'Review' and 'Archive'.

- **Live** is used once confirmed evidence of a PSRB relationship is received and the SITS record is set up reflecting the correct dates and renewal type accordingly.
- **Review** is used to flag an upcoming Review. This is automatically updated in SITS based on dates in the system where the 'Next Renewal Date' is within six months (or in the past).

- **Archive** is used to reflect that the programme is no longer running and/or that the PSRB relationship/accreditation has ended.

5.10 SITS is set up to automate the status change from 'Live' to 'Review' monthly. Notification of the list of programmes is sent to Academic Quality. On receipt of the notification, Academic Quality will review the report and forward the notification to the relevant faculty, school, and PSRB Lead for them to follow up and discuss arrangements for renewal with the PSRB.

5.11 The Academic Quality process to support status change reporting is:

Academic Quality Process:

- QGO checks the report for their respective faculty to identify all programmes that have PSRB renewal dates upcoming.
- QGO checks if a programme review is due on any of the programmes identified in the report.
- If a programme review is upcoming within the time period that the relationship is in approval, the PSRB Lead must ensure the PSRB is informed to clarify the requirements to renew the relationship as part of the programme review process.
- If a programme review is approaching but is taking place outside the relationship period of approval the PSRB Lead must ensure that arrangements are made for appropriate coverage to be maintained.
- If there is no programme review due, the QGO notifies the required PSRB Lead that the PSRB relationship needs to be reviewed, however no follow-up is needed to ensure that this is completed.
- If a programme review is taking place ahead of the six-month PSRB review status and there will be a review of the relationship during the period of programme approval, the PSRB Lead must consider any potential impact during the planning stage of programme approval or review.

5.12 FESEC and PSRB Leads are required to act on the notifications of reviews from SITS shared with them. Escalation to Education and Student Experience Committee (ESEC) should be made as appropriate. See section 3.7 of 4E, and point 6.3 below.

6. PSRB REPORTING

6.1 As part of the schedule of reporting to FESEC, PSRB data is regularly provided to ensure the committee has operational oversight of PSRBs, as part of their responsibilities.

6.2 FESEC should regularly ensure that:

- PSRB Lead contacts are correct (often Programme Leaders)
- Where the Record Status is 'Review' and the 'Renewal Date' and/or 'Expected End Date' has passed, confirm a review has taken place and relationship remains current, ensuring any evidence is added in SITS.
- Where the Record Status is 'Review' and the 'Renewal Date' and, or 'Expected End Date' is in the future, confirm that review/visit arrangements are in place with

appropriate timescales. Once the review has taken place, ensure the SITS records are updated to reflect the outcome accordingly.

- 6.3 FESEC must escalate to ESEC in the following circumstances if any significant risks identified in relation to PSRBs. This may include, but not limited to:
- PSRBs that have upcoming reviews and visits
 - Blockers for PSRB action plans
 - Requirements for Common Academic Structure (CAS) exemptions to academic regulations, policy and procedures
 - Reportable events (see 4.4)
- 6.4 ESEC will receive regular reports via FESEC or Academic Services to support them in their responsibilities for PSRBs.

7. REFERENCES AND FURTHER INFORMATION

- 7.1 [4E - Professional, Statutory and Regulatory Bodies \(PSRBs\) Policy and Procedure](#)
- 7.2 QAA Quality Code, Principle 5 “Engaging in external review and accreditation” [UK Quality Code for Higher Education 2024 \(qaa.ac.uk\)](#)
- 7.3 [Academic Quality - BU Staff Hub - Home \(sharepoint.com\)](#)
- 7.4 BU [SITS Staff Resources – SharePoint Site](#) – SITS PSRB records user guides

8. APPENDICES

Appendix 1 – Statutory Returns

Discover Uni

Accurate PSRB data for undergraduate courses is required to be submitted for undergraduate courses in the Discover Uni statutory return. The Discover Uni record is collected to aid prospective higher education students in making a decision about what and where to study. It provides comparable information about full and part-time undergraduate courses and contains information to inform student decisions about future study. The emphasis of the coverage of the Discover Uni record is for any undergraduate course that someone can register for in the next academic year.

The Discover Uni record collects data about full and part-time undergraduate courses available for application for the next academic year, which is then joined to other datasets, such as National Student Survey outcomes, to generate a range of course information for publication on the Discover Uni Website <https://discoveruni.gov.uk/>

There is a HESA statutory requirement to submit a full Discover Uni return in *July* each year and a duty for providers to keep their course information up to date throughout the year. To this end, Bournemouth University submits a further three ‘In-Year’ returns in *February, May and November*.

A full check of PSRB Accreditations is undertaken twice a year - as part of the full return submitted in July and again for the ‘in-year’ return submitted in February.

The Statutory returns team use the PSRB data recorded in SITS as the primary source for PSRB data. It is therefore crucial that all PSRB accreditation data is recorded accurately to ensure this is reflected in the Discover Uni return.

Two specific PSRB fields are required for the return, these are:

ACCTYPE: A number that denotes the specific PSRB and Accreditation type associated with the course. Multiple records can

exist per course as some courses are accredited by multiple PSRB's. This field records the accreditation type associated with the course. The accreditation type must be included on HESA's approved list of valid accreditations. Multiple records can exist per course as some courses are accredited by multiple PSRB's.

ACCDEPEND: Determines whether or not the accreditation depends on the student studying specific units on the course of study.

It is possible that over time PSRB's add or remove their endorsement for courses and so it is imperative that accurate dates and statuses are kept on SITS as this is the primary determining factor as to whether an accreditation is included in the Discover Uni Return. The Statutory Returns Team perform a multi way check before submitting the return, comparing the PSRB data on SITS with that held on the BU Course web pages and the PSRB's own websites. Any discrepancies are flagged and queried with Academic Quality or Marketing and Communications as applicable.

An accreditation can only be included in the Discover Uni return if it has been confirmed by the PSRB.

In addition, an accreditation can only be returned in Discover Uni if the PSRB is on the HESA list of officially recognised PSRB's which can be found on the HESA website: [Discover Uni Record](#)

Bournemouth University can apply for the addition of a new accrediting body to HESA's approved list. The definition of accreditation used in Discover Uni is a broad one, encompassing accreditation, recognition and endorsement. The common factor is that all courses which are described as accredited on Discover Uni should confer some additional benefit to the student.

The application process is straightforward and requires input from the Programme Lead/PSRB Liaison and the PSRB. The SITS Support and Development Team can assist in facilitating this process. We have previously added PSRBs to HESA's official list, making the accrediting body and course details accessible to the public on the Discover Uni website.

Note: It is possible to record other HESA non-recognised PSRBs/Accreditations on SITS for operational purposes they just won't be included in the Discover Uni HESA Student Record (Data Futures) - Statutory Return.

The HESA Student Record documents the accreditation granted to a course by a Statutory or Regulatory body. This information is provided only if the course is accredited, recognised, or endorsed by one of the Statutory or Regulatory bodies related to architecture, health, or social care, as listed by HESA for the Student Record. Please note that this list differs from the one used for the Discover Uni submission.

Three specific PSRB fields are required for the return, these are:

CURACCID: This field records the accreditation type associated with the course. The accreditation type must be included on HESA's approved list of valid accreditations applicable to the Student Record.

CURACCVALIDFROM: This field records the date that the accreditation is valid from and may align with the start of the Course or the point at which accreditation was gained for the Course.

CURACCVALIDTO: This field records the date that the accreditation is valid to. A valid to date is not required to be submitted for an accreditation that is still valid as it may not be known how long an accreditation may be held.

It is also useful to populate the fields for accreditation renewal date and whether or not the accreditation automatically renews on SITS as they are sometimes used in reporting to ensure that a PSRB relationship is still within its renewal period.

Appendix 2 – Process Map

