



UCFB*

Professional, Statutory, and Regulatory Body (PSRB) and Professional Partners Policy

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*UCFB is a trading name of University Campus of Football Business Limited

1. Introduction and Scope

- 1.0 Professional, statutory and regulatory bodies (PSRBs) are a diverse group of external professional and employer bodies, regulators, and those with statutory authority over a profession or group of professionals. PSRBs They provide membership services and promote the interests of people working in professions; accredit or endorse courses that meet professional standards, provide a route through to the professions and/or are recognised by employers¹.
- 1.1 This Policy applies to all:
- a) course accreditation, approval, revalidation, and (major and minor) modification (CARM) activity and the student experience of all students enrolled on undergraduate and postgraduate taught courses; and
 - b) accreditations and certifications from professional industry bodies.
- 1.2 Accreditations:
- 1.2.1 UCFB engages with professional, statutory, and regulatory bodies (PSRBs) through accreditation² of a particular course or module. This accreditation enhances opportunities for graduates to gain employment in specific professional/ vocational areas.
- 1.2.2 PSRBs that accredit UCFB provision will influence the design of the course(s) and will have their own arrangements for monitoring and review however, UCFB and UEL are responsible for the academic standards of the courses and the quality of the learning opportunities they afford. These courses are therefore subject to the standard academic quality processes as used for other courses. Engagement with PSRBs is embedded in our CARM processes, through which we maintain institutional oversight of PSRB-related matters.
- 1.3 Professional Partnerships:
- 1.3.1 As part of our commitment to excellence in teaching, learning, and continuous quality enhancement of the content delivered on our courses, UCFB achieves accreditation, certification, recognition, partnership status, etc. From many of the UK's most recognised and respected professional industry bodies, as well as having extensive industry links and memberships.
- 1.3.2 These links provide our staff and students with sector-recognised credentials and skills necessary to excel in their careers. These partnerships are characterised by arrangements whereby UCFB:
- a) students can complete certain modules and gain exemptions from professional examinations/requirements, which increase students' employability prospects and put them on the road to achieving chartered and certified status toward success in and beyond higher education; and
 - b) staff can deliver and award a vast range of qualifications to students, which helps to ensure that our courses remain up-to-date, relevant, rigorous, and aligned with industry demands.
- 1.3.3 Professional Partnerships often provide the opportunity to map UCFB course content to professional benchmarks and competencies but do not usually require curriculum changes to maintain the partnerships. UCFB and UEL are responsible for the academic standards of the courses and the quality of the learning opportunities they afford. These partnerships are therefore subject to

¹ HESA, PSRB FAQ Document, https://www.hesa.ac.uk/collection/c12061/psrb_faq.

² 'Accreditation' is used here to refer collectively to the varying forms of PSRB accreditation, recognition or approval of a course or module.

the standard academic quality processes as used for other courses. Engagement with Professional Partnerships is embedded in our CARM processes, through which we maintain institutional oversight of these relationships.

2. Responsibilities

- 2.1 Academic Centres are responsible for:
- a. Managing all PSRB and Professional Partnership-related courses in their subject areas and ensuring that they continue to meet PSRB/Partner requirements, including responding to any PSRB/Partner requirements/recommendations;
 - b. Liaising with the Academic Quality Team (AQT) regarding all PSRB/Partner procedures and/or requirements, including institutional sign-off for submissions and consultation on any PSRB/Partner requirements/recommendations which create a potential conflict with institutional regulations;
 - c. Providing copies of PSRB/Partner reports/invoices (including any headline letters, interim reports or statements) to the AQT directly as soon as these are received;
 - d. Reporting on PSRB/Partner visits/reports/returns via the Collaborative Annual Monitoring (CAM) process; and
 - e. Ensuring that information on PSRB accreditation provided via marketing collateral and material course information for students is accurate.
- 2.2 The AQT is responsible for:
- a. Ensuring that all applications for new partnerships, accreditations and re-accreditations are signed off at the appropriate level in the institutions before they are submitted to the PSRBs/Partners;
 - b. Liaising directly with PSRBs/Partners on the submission for accreditation/re-accreditation and on any interim amendments to accredited courses;
 - c. Submitting reports to PSRBs/Partners and arranging visits in accordance with PSRB/Partner requirements and deadlines;
 - d. Providing advice and guidance to staff and stakeholders on institutional procedures in relation to PSRBs/Partners;
 - e. Keeping and maintaining the central register of PSRB/Partner-related provision and retaining copies of the most up-to-date PSRB/Partner reports;
 - f. Processing PSRB/Partner invoices for payment in accordance with PSRB/Partner requirements;
 - g. Reviewing PSRB/Partner (re-)accreditation and analysis of PSRB/Partner activity provided in the CAM reports to provide an annual summary account on PSRB activity to the Academic Board.
- 2.3 The Academic Board is responsible for:
- a. Monitoring and oversight for PSRB/Partner engagement across the institution;
 - b. Ensuring that any difficulties or concerns of institutional significance relating to PSRB accreditation/partnerships are addressed at the appropriate level;
 - c. Receiving an annual summary account of PSRB/Partner activity from the AQT; and
 - d. Receiving a copy of the updated institutional PSRB register on an annual basis.

3. Procedures

- 3.1 When new courses are being developed or major amendments to existing courses are being considered, Academic Centres must take into consideration, where applicable, the accreditation status of the courses.
- 3.2 All submissions to a PSRB/Partner for a new accreditation must be formally signed off at institution level, administered through the AQT.

- 3.3 Relevant PSRB(s) /Partners must be clearly indicated on Requests for Strategic Approval and details provided in the rationale on:
- a. The nature of PSRB accreditation/partnership, including potential conflict(s) with institutional regulations;
 - b. The intended benefits of obtaining/maintaining accreditation/partnership; and
 - c. Associated costs of accreditation/partnership, including human resource costs associated with (continued) compliance with PSRB/Partner requirements, including visits/reviews/submissions and additional costs for students.
- 3.4 PSRB (re-)accreditation and partnership activity must be reported on by the Academic Centres in its CAM Reports and in Course Committee Meetings.
- 3.5 Any PSRB requirements for the assessment of students which are additional to or different from institutional regulations must be detailed in the Requests for Strategic Approval and approved as part of this process. Where it has been agreed that they can differ, a record of this is made in the institutional PSRB register and noted in the Course Handbook and, where necessary, Module Descriptors. PSRB accreditation may necessitate the appointment of an External Examiner (EE) who is qualified to assess the professional/practice components of the course in accordance with the requirements of the accreditation. The institutional regulations for the appointment of EEs make provision for this.
- 3.6 Academic Centres must work in collaboration with the AQT to fulfil the PSRB/Partner requirements for the monitoring and review of courses and the provision of reports and/or data returns. Review of PSRB/Partner modules and courses is also undertaken as part of the standard procedures for monitoring and review, e.g. End of Module Evaluations; CAM Reports; regular communication and bi-annual site visits with UEL ALTs; and CARM processes.
- 3.7 In the event that a PSRB (re-)accreditation and/or partnership visit is scheduled in the same year as a course approval or revalidation, the AQT will liaise with the PSRB/ Partner and the awarding partner to establish whether there are any arrangements that can be put in place to minimise duplication of effort and expenditure of resources. This may include, for example, the re-use of existing documentation or arrangements for PSRB/Partner representation at the CARM Event.

4. The Awarding Partner

- 4.1 Academic Centres will be responsible for ensuring that all PSRB/Partner accreditation activities are contemplated and proposed in collaboration with the relevant Deans of the UEL School(s) and UEL ALTs as evidenced via the Report on Stakeholder Consultation.
- 4.2 Relevant Deans of the UEL School(s) will undertake a review to ensure that UCFB accreditation/partnership activities do not present a competitive disadvantage for UEL or compromise the partnership/income.
- 4.3 UEL ALTs play an important role in PSRB accreditation/partnership activities. As per the UEL ALT Role Descriptor, they are responsible for, inter alia: 1) Providing advice, guidance and support to the Academic Centre in preparing all CARM documentation – including PSRB (re-)accreditations/partnerships; and 2) ensuring that changes made to the courses or modules are in accordance with UEL CARM procedures. The UEL ALT(s) will liaise with the UEL Marketing Team regarding PSRB accreditation/partnership activities. All PSRB accreditation/partnership activities should be contemplated and

proposed in collaboration with UEL ALTs as evidenced via the Report on Stakeholder Consultation.

- 4.4 The UEL School Quality Committee (SQC) takes responsibility for oversight of PSRB/Partner activity within UCFB, in conjunction with the relevant Deans of the UEL School(s). The SQC is responsible for monitoring action plans at meetings until completed and the oversight of continuing requirements.
- 4.5 The AQT is responsible for informing UEL SQC and the UEL Academic Partnerships Office (APO) of any updates to new or existing PSRB/Partnership activities. Copies of accreditation/partnership reports will be provided to SQC and APO.
- 4.6 Documentation for the application or renewal of accreditation/partnerships requiring sign-off at the institutional level must be approved by the UEL Executive Board (UEB) must be received a minimum of three weeks before the submission deadline. The UEB representative will consult with the APO, the UEL Head of QAE and the relevant Deans of the UEL School(s) before issuing sign-off.

5. Student Information

- 5.1 Full information regarding the accreditation/partnership status of a course must be available to both prospective and current students. Responsibility for the accuracy of this information lies as follows:
 - Marketing and Recruitment: marketing collateral, including prospectus information;
 - Academic Centres: Course Specifications, Course Handbooks, and Module Descriptors; and
 - Student Administration: Online Hub and the student records system (EBS).
- 5.2 Where PSRB accreditation/professional partnership is withdrawn from a course, the Course Leader must report this to the Academic Quality Team immediately, via CARM@UCFB.ac.uk. The AQT will reach a determination, in consultation with the Executive Leadership Team, regarding the appropriate course of action, including notifying or consulting any affected students, applicants, and teams listed above.

6. Records

- 6.1 The relevant PSRB/Partner is indicated against the course of study in the student records systems at the point of institutional approval of the course and the Course Specification will include this information. Any changes to the record on PSRB accreditation/partnerships must be processed by the AQT.
- 6.2 The AQT will maintain the institutional register of PSRB/Partner-related provision. This will include details of the nature of the accreditation/partnership attached to each course, the date of the last and next re-accreditation/partnership visit and the nature of any regular reporting/data returns if annual reports/returns are required to be made to the PSRB/Partner. This will be updated on an annual basis and circulated to departments to check the accuracy of the information and provided to the Academic Board for information on an annual basis. The AQT will keep copies of the latest PSRB/Partner reports including any headline letters, interim reports, invoices or statements.

7. Links to other institutional policies and processes

7.1 UCFB Policies

- [UCFB Institutional Strategy Vision 2026](#)
- [UCFB CARM Strategic Approval Policy](#)
- [UCFB Request for Strategic CARM Approval Form](#)
- [UCFB Course/Module Modification Request Form](#)
- [UCFB CARM Stakeholder Consultation Policy](#)

7.2 UEL Policies

- [UEL Vision 2028](#)
- [Quality Manual](#), Part 14: Managing Relationships with PSRBs
- [Quality Manual](#), Part 11: Collaboration with Other Institutions
- [Manual of General Regulations](#), Part 3: Academic Regulation