



The Environmental Health Registration Board

Accreditation of Courses

Adopted by EHRB on 15 November 2007

Accreditation of Courses

contents

Part 1 – Background

Introduction.....	3
Purpose of Accreditation.....	3

Part 2 – A Procedural Guide

Introduction.....	5
The Accreditation Process.....	5
Modifications to Courses.....	7
Mid Term Reviews.....	7
Interim Visits.....	8

Part 3 – Accreditation Criteria

Introduction.....	10
Basic Information.....	10
Course Setting and Overview.....	10
Course Structure.....	10
Course Resources and Staffing.....	10
Student Recruitment.....	11
Module Details.....	11
Course Assessment.....	12
Professional Practical Training	12
Part Time Route/Full Time Route.....	12
Management of the Course.....	12
Student Advice and Pastoral Care.....	13
Additional Items.....	13

Appendix 1 Suggested Agenda for Accreditation Visits.....	14
--	----

Appendix 2 Suggested Agenda for Mid Term Review Visits...	14
--	----

Appendix 3 List of Annual Submissions.....	15
---	----

PART 1 - BACKGROUND

1.1 Introduction

1.1.1 The Environmental Health Registration Board (EHRB), [previously known as the Environmental Health Officers Registration Board (EHORB)], has the prime responsibility to award certificates of registration as Environmental Health Officers to Registered Student Environmental Health Officers who have successfully completed: -

- (a) a course accredited by the Chartered Institute of Environmental Health (CIEH);
- (b) the professional examinations of the CIEH; and
- (c) the appropriate practical training logbook.

1.1.2. The EHRB consists of members of the CIEH Education and Professional Standards Board.

1.1.3. Since 1995 the EHRB has also run assessments, and awarded certificates, for the Higher and Ordinary Certificates in Food Premises Inspection in order that technical officers within Local Authorities could meet the requirements of the Codes of Practice under the Food Safety Act 1990.

1.1.4. With the increasing requirement for enforcing officers to be both trained and able to demonstrate their competence, the EHRB launched a Diploma in Health and Safety Enforcement in 2000. This was primarily for technical officers within Local Authorities and was seen as a method of complying with the guidance on competency issued by the Health and Safety Executive (HSE). The EHRB has also developed further similar courses in. Environmental Protection and a Housing course. These, and any other future courses, will be based on the model of the Higher Certificates in Food Premises Inspection and Diploma in Health and Safety Enforcement.

1.1.5. The structure of these qualifications requires an academic course of study through a college, university or other recognised provider. In order to ensure that the correct academic training is being provided to meet the requirements of the appropriate syllabus, all courses require accreditation by the EHRB.

1.1.6. The procedure within this document is the approved procedure for all courses that are seeking accreditation from the EHRB.

1.2 The Purpose of Accreditation

1.2.1. The purpose of accrediting training courses leading to EHRB qualifications is as follows:

- To ensure that courses operate and maintain high standards in teaching and course delivery in order to achieve national credibility and provide candidates with sound knowledge and skills in aspects of Environmental Health.
- To ensure that the content of courses meets the EHRB syllabi.
- To provide a forum for debate which will facilitate discussion on key areas such as desired standards, course objectives, syllabus criteria and content and suitability of alternative modes of study.

1.2.2. Details of the accreditation procedure are given in paragraphs 2.2.1 to 2.2.18 of this document.

1.2.3 Accreditation is usually awarded for a period of five years. Within this period a mid term review will be conducted for the purposes of discussing the progress of the course, difficulties experienced and considering any modifications to the course that have been proposed by the university/college. The procedure to be followed is detailed in the paragraphs 2.3.1 to 2.3.5.

1.2.4 The EHRB may, if it so wishes, conduct an interim review of any course for the purpose of monitoring the general development of a new course or to investigate and resolve difficulties or problems that have arisen on an established course. The procedure to be followed is detailed in paragraphs 2.4.1 to 2.4.3.

1.2.5. The EHRB makes a standard charge for accrediting courses, undertaking mid term reviews and extending and modifying existing accredited courses. Details of these charges can be obtained from the Education and Professional Standards Unit of the CIEH.

1.2.6. The accreditation and mid term review panels will normally consist of:-

- a) at least one member of the EHRB;
- b) one member of the secretariat; and
- c) either a nominated academic member of staff from another similar establishment **or** a suitable person who is recognised by the EHRB as a specialist in that particular subject area.

None of the panel shall currently be an external examiner for the course under review.

1.2.7 Prior to undertaking any accreditation visits specific training and briefing sessions will be provided by the EHRB to ensure that all members of the panels are fully aware of the purpose of the accreditation exercise and all pre-determined criteria. The inclusion within the panel of an academic member of staff from another establishment or a recognised specialist is considered to be important to advise and assist other panel members on specialist issues.

~~~~~  
~

## **PART 2 - A PROCEDURAL GUIDE**

### **2.1 Introduction**

- 2.1.1. This section describes in detail the procedure that must be followed by universities/colleges and by the EHRB when instigating or conducting an accreditation.
- 2.1.2 The EHRB aims to achieve a dialogue with universities/colleges operating accredited courses to informally discuss and resolve any problems or difficulties and to avoid a formal investigative approach.

### **2.2 The Accreditation Process**

- 2.2.1. The EHRB is keen to work with universities/colleges to help them attain the highest possible standards of education and training. The accreditation process is a lengthy procedure where initial contact, discussion and debate are encouraged. The EHRB would welcome the opportunity to discuss with members of the course team a draft version of the course documentation at an early stage. Towards the conclusion of informal discussions a preliminary date will be set for the accreditation visit to take place.
- 2.2.2. Formal applications for accreditation from universities/colleges must consist of a written submission, hereafter referred to as the "Accreditation Document", stating in general terms the university's/college's policy on course framework. In addition, information on staffing, resources, entry requirements and an in-depth description of each module in the course should be included. Part 3 of this document entitled "Accreditation Criteria" contains guidance on the necessary content of the accreditation document. Universities/colleges reapplying for accreditation should review their existing documentation and update, where necessary, to reflect the requirements outlined in part 3 of this document and include in their syllabus the latest developments appropriate to the particular course.
- 2.2.3. It is the responsibility of the university/college operating an accredited course to apply to the EHRB for renewal of the accreditation well in advance of the expiry of the existing accreditation. Universities/colleges should confirm to the EHRB their intention to apply to renew their accreditation. They should supply a number of convenient dates when the accreditation visit could take place ensuring that the visit should be completed at least 6 months prior to the commencement of any student intake.
- 2.2.4. Upon receipt of the documentation required in 2.2.2 and 2.2.3 the EHRB will form the accreditation panel (hereafter referred to as "the panel") and will then confirm in writing the date(s) for the accreditation visit and the names of the panel members.
- 2.2.5. The university/college must supply four sets of the accreditation documentation to the EHRB at least four weeks prior to the pre-set date for the accreditation visit. Failure to meet this requirement will result in the accreditation visit being cancelled.
- 2.2.6. It is quite permissible for the panel's visit to the university/college to coincide with internal validation procedures. In many respects the EHRB would welcome this arrangement so as to provide a full and valuable discussion. The EHRB panel will, however, work independently making its final decision based on EHRB criteria. The EHRB would not normally permit joint accreditation visits with other professional bodies.
- 2.2.7. Prior to the accreditation visit the university/college should prepare a draft agenda for the day(s). This should include time for private meetings of the panel at the start of the accreditation visit and again later in the process prior to the final summing up. A tour of the university/college facilities including lecture rooms/theatres, libraries, IT suite etc. should be included where applicable. A confidential meeting with existing students, where applicable, to discuss the operation and delivery of the course, an informal meeting with the course team and an opportunity to view past examination papers and marking schemes must be included. A suggested agenda for the visit is provided in Appendix 1.
- 2.2.8. The accreditation visit will normally take one day to complete. For a new course the length of the visit will be largely determined by the level and degree of informal

consultations that have taken place prior to the submission of the application for accreditation. The absence of past examination papers and existing students will reduce the amount of work needing to be undertaken by the Panel on site.

- 2.2.9. Documentation associated with each course module in terms of lecture notes, instructions for practical work etc. should be clearly referenced, labelled and collated and made available for scrutiny by the panel during their visit. Adequate time within the timetable should be allowed for the panel to examine this information.
- 2.2.10. Upon completion of the accreditation visit the Panel Chairman will summarise the findings of the Panel, confirming areas of merit and/or concern.
- 2.2.11. The Panel's decision will be given at the conclusion of the visit. A letter containing the points raised, and verbally given, at the time of the visit will be forwarded to the university/college within 28 days of the Panel's visit.
- 2.2.12. The university/college will have 14 days from receipt of this letter to raise any issues from the Panel's visit or decision. Details of the Panel's visit, decision reached and any further communication received from the university/college in relation to the Panel's visit/decision will be reported to the next meeting of the EHRB where any matter not resolved may be raised as an Agenda item. The university/college concerned with any issue raised from an Accreditation Panel visit/decision may ask that the matter be raised and discussed at that meeting and may send representatives to such meetings citing specific reasons why it believes such representation to be beneficial.
- 2.2.13. If the date of the meeting falls such that it is impossible for the university/college to meet this deadline, the university/college should make the EHRB aware of its intention to submit comments as soon as possible so that special arrangements, as appropriate, can be made.
- 2.2.14. The decisions relating to approval and any associated conditions and/or any recommendations are the responsibility of the Accreditation Panel. Having taken into consideration all relevant information including any comments received from the university/college, the Panel's decision will be either;
  - Accredit the course for a set period of time.
  - Accredit the course for a set period of time subject to certain specified conditions, which would normally be expected to be met before the first intake of students onto the course.
- 2.2.15. The accreditation panel will report its decision to the next meeting of the EHRB together with details of its reasons.
- 2.2.16. In the event of an accreditation being refused or the subject of unacceptable conditions, a review procedure exists whereby the university/college may make a written statement to the EHRB outlining the grounds for their complaint. Provided that this representation is made a minimum of 3 weeks prior to a meeting of the EHRB, the matter will be reconsidered, in light of their statement, at that meeting.
- 2.2.17. The annual submission of documentation (see paragraph 2.2.16 and appendix 3) along with a mid term review visit provides a system of continual review of all courses. The accreditation of a course although granted for a defined period of time (normally up to a maximum of five years) will be dependent upon a satisfactory outcome following each such review.
- 2.2.18. Following the successful accreditation of a course, the status of the accreditation documents will change and they will become known as the "Approved Course Documentation".
- 2.2.19. Any minor changes to the accreditation documentation, as agreed between both parties at the time of the accreditation, will be confirmed in writing by the EHRB and a letter of acknowledgement agreeing the changes should be sent from the university/college.

- 2.2.20. A complete set of the Approved Course Documents and any accompanying correspondence will be kept by the EHRB at its headquarters for reference. It is anticipated that a duplicate set will be retained by the university/college.
- 2.2.21. In a situation where substantial changes have been made to the accreditation document, (usually as a result of the accreditation process), it may be necessary for these changes to be written into the document. A revised document will then need to be produced, a copy of which should be sent to the EHRB for their reference purposes.
- 2.2.22. In all cases where the Accreditation Panel determines to accredit a course, a formal accreditation letter will be sent to the university/college along with a copy. This should be signed by a representative of the university/college and returned to the EHRB as proof of receipt of the accreditation letter. This will also act as confirmation of the university's/college's agreement to any conditions attached to the granting of the accreditation.

### **2.3 Modifications to Courses**

- 2.3.1 The EHRB fully appreciates the need for universities/colleges to constantly review their courses and modify course contents where necessary to ensure courses remain up to date and reflect changes in legislation, technology and practice. However, where a university/college wish to make more substantial changes to the course that are in any respect contrary to the course details (such as changes to the structure, balance or contact time), prior approval from the EHRB must be sought.
- 2.3.2 Failure to obtain such prior approval may be considered to be a breach of the accreditation contract, and could ultimately result in students and/or graduates not being recognised by EHRB as having been on an accredited course of study. It is therefore imperative that agreement be sought in writing from the EHRB prior to any such changes being made. Requests for consideration of such changes should be addressed to the Director of Education and Professional Standards.
- 2.3.3 The EHRB will respond to such requests within 21 days. In some instances it may be necessary to refer the matter to the next meeting of the Management Board of the EHRB in which case the initial response from the EHRB will be to advise of this and supply the date for the said meeting. The outcome of the meeting will be confirmed by the EHRB within 21 days of the date of that meeting.
- 2.3.4 During the span of the accreditation, and as a condition of continued accreditation, universities/colleges are required to provide certain information on an annual basis and this is listed in appendix 3. It is the responsibility of the university/college to provide this information without prompting. Failure to do so by the specified date would constitute a breach of the accreditation conditions and may ultimately result in the accreditation being withdrawn.

### **2.4 Mid Term Reviews**

- 2.4.1. Where a course has been accredited for more than two years, the EHRB may wish to undertake a mid term review of the course. The EHRB will initiate this visit and arrange a mutually convenient date, giving at least two months notice (unless both parties agree to an alternative notice period) has been given. The university/college will be provided with the names of the Panel members.
- 2.4.2 The university/college will need to provide, at least three weeks prior to the date of the mid term review, four copies of a report on the progress of the course along with three copies of the last annual report. Both of these documents will form the basis of the discussions on the day.
- 2.4.3 The progress report should demonstrate how the university/college has responded to queries and comments from students and external examiners on course delivery, and how changes have been accommodated.

- 2.4.4 A summary of the performance of students should also be included along with a discussion relating to the professional development of staff. Details of any other issues, which the course team wish to discuss with the visiting Panel, should also be supplied within this report.
- 2.4.5 Prior to the mid-term review, the university/college should prepare a draft agenda for the visit. This should include time for private meetings of the panel at the start of the mid term review and again later in the process prior to a feed back and summary session.
- 2.4.6 Time should also be included for a presentation by the course team on the delivery of the course together with a period of time for the panel to review exam papers and marking schemes. Examples of course work should also be included. It is considered important, that the day should include a meeting with a sample of the students from the course to discuss confidentially with them their experiences of the course. A suggested agenda for this visit is provided in appendix 2.
- 2.4.7 The Chairman for the EHRB Panel will, upon completion of a mid term review summarise the findings of the Panel, confirm areas of merit and/or concern and indicate any items to be reported back to the EHRB.
- 2.4.8 A letter confirming these findings and providing the date of the next meeting of the EHRB will be prepared by the secretariat and sent to the university/college within 21 days of a mid-term review visit. A copy of the letter will form part of a report that will be presented to the EHRB at the above-mentioned meeting. If the university/college wishes to make any comments to the EHRB, these need to be received by the secretariat at least two weeks prior to the date of the meeting.
- 2.4.9 If the date of the EHRB meeting falls such that it is impossible for the university/college to meet this deadline, the university/college should make the secretariat aware of their intention to submit comments as soon as possible, so that any necessary special arrangements can be made.

## **2.5 Interim Visit**

- 2.5.1 An interim visit to a university/college operating an accredited course may be instigated by the EHRB for the purpose of monitoring the general development of a new course. Alternatively such a visit may be required to investigate and resolve difficulties or problems that have arisen on an established course. In any event the usual procedure will be that the visit will be initiated by the EHRB.
- 2.5.2 A mutually convenient date will be agreed between the EHRB and the university/college. A minimum of one month's notice prior to such a visit will be given (unless both parties agree to a shorter notice period). In any event, the EHRB will send a letter to the university/college within one week of confirming the date for the interim visit suggesting an agenda for the day, and listing any documentation the visiting panel would like to see.
- 2.5.3 If the university/college appears unwilling to participate in such a meeting the EHRB will put their request in writing with a number of proposed dates. Failure to respond positively to a request for such a meeting may result in students not being recognised by EHRB as having been on an accredited course of study.
- 2.5.4 As with accreditation visits and mid-term reviews, the Chairman for the Panel will summarise the findings of the Panel in a verbal report at the end of the day indicating any items to be reported to EHRB.
- 2.5.5 A letter confirming these findings and confirming the date of the next meeting of the EHRB will be prepared by the secretariat and sent to the university/college within 21 days of an interim visit. A copy of the letter will also form part of a report that will be presented to the EHRB at the above-mentioned meeting.
- 2.5.6 If the university/college wishes to make any comments to the EHRB these need to be received by the secretariat at least two weeks prior to the date of the meeting.

- 2.5.7 If the date of the meeting falls such that it is impossible for this deadline to be met, the university/college should make the secretariat aware of its intention to submit comments as soon as possible so that special arrangements, as appropriate, can be made.
- 2.5.8 The provision for personal representation by a university/ college at the EHRB meeting could be allowed following a written request from the university/college. In these circumstances it would need to cite specific reasons why it believes such representation to be beneficial.



## **PART 3 - ACCREDITATION CRITERIA**

### **3.1 Introduction**

- 3.1.1. This section aims to provide guidance to the university/college on the content of documentation submitted in support of an application for accreditation.
- 3.1.2 Very broadly, the accreditation documentation needs to demonstrate how the course covers the syllabus, and identifies the philosophy and rationale behind the course. This would include how the course is delivered, what type of assessments are used, how the course is managed and provides details relating to the university's/college's procedures and regulations. For the purposes of uniformity, the submission documentation should be provided using a set format giving information under the headings as described below.

### **3.2 Basic Information**

- 3.2.1. The accreditation document should commence by supplying the following information;
- Name and address of university/college
  - Name, telephone numbers and e-mail addresses of key personnel, identifying the person with whom all contact should be made.
  - Date of submission
  - Proposed commencement date of course

### **3.3 Course Setting and Overview**

- 3.3.1. The accreditation document should contain an initial introductory section which should detail the university's/college's policy on course delivery and provide evidence that the academic environment within the university/college is committed to professional and vocational training.

### **3.4 Course Structure**

- 3.4.1. The accreditation document should demonstrate how the course meets the appropriate syllabus (this is best achieved by cross-referencing or a matrix) and should provide a description of the structure of the course in terms of the modules of the proposed course.

### **3.5 Course Resources and Staffing**

- 3.5.1. The EHRB requires a commitment that the following resources will be available in support of the course;
- a) adequate financial support for the course programme;
  - b) the course leader must be a full time member of staff and must have substantial experience in, and a commitment to, the practice of environmental health;
  - c) other staff associated with the course should have an understanding of the ethos of the appropriate subject area;
  - d) input from visiting lecturers with current commercial, technical and enforcement expertise.
- 3.5.2. Details of the resources available to students in terms of:
- i Libraries (reference and lending)
  - ii Information technology

*(Opening hours of library and IT centres and whether on site help is available as well as departmental policies on use of such facilities should be provided)*

- 3.5.3. Adequate staff hours must be available for teaching, tutorial duties and private consultations with students.
- 3.5.4. Adequate clerical, technical and administrative support should be provided to assist with the efficient management of the course.
- 3.5.6. Curriculum vitae must be included for all members of staff teaching on the course.

### **3.6 Student Recruitment**

- 3.6.1. A clear procedure must exist for the selection of students in terms of pre-entry requirements and a system should be in place for dealing with non standard entry qualifications.
- 3.6.2. For all courses details must be provided regarding;
  - i) The minimum standard entry requirements for all applicants.
  - ii) The procedure for dealing with applicants who do not meet the standard pre entry requirements and the criteria used to assess such applicants.
  - iii) The criteria for awarding advanced standing through Applied Previous Learning (APL) and Applied Previous Experiential Learning (APEL).
  - iv) Universities/colleges should demonstrate their criteria for awarding students exemptions from any modules. The limit of advanced standing that may be awarded to any one student should also be indicated.
  - v) If the university/college considered a student's existing qualifications exceptional to the extent that they felt that the student would gain no educational or professional benefit from studying units in which they could demonstrate advanced prior learning to the requisite level, the university/college should contact the secretariat of the EHRB for further advice.
- 3.6.3. Details should be included regarding the maximum number of students permitted on the course

### **3.7 Module Details**

- 3.7.1. Information relating to each individual module should be given in a standardised format and should include the following information.
  - Title
  - Level
  - Hours of study required \*<sup>1</sup>
  - Module leader
  - Delivered by
  - Learning outcomes/aims/objectives
  - Indicative content
  - Method of assessment
  - Reading list
  - Associated visits
  - Prerequisites

---

<sup>1</sup> The hours of study should be broken down into contact time and non contact time. The contact time should be broken down into the number of hours to be spent undertaking practicals, tutorials, seminars, formal lectures, workshops, lab sessions etc. Definitions should be given for the different terminology. Non contact time should be further broken down into directed learning, private study, student centred learning, assignments etc. Again the terminology must be defined. Where modules involve student directed learning, student centred learning (or its equivalent) please include typical examples of student centred learning materials.

- 3.7.2. A copy of an indicative timetable for each year of academic study and for each mode of study must be included.

### **3.8 Course Assessment**

- 3.8.1 A copy of the university's/college's assessment policy/regulations should be provided which should include a statement outlining the rationale behind the range of assessment methods used, and a discussion regarding their appropriateness. Information concerning the minimum acceptable pass mark for assignments, examinations etc. should be included, along with rules governing the number of resits any student may be permitted to do at any one time.
- 3.8.2 A copy of the regulations governing the carry forward mark for resits and penalties for late course work submissions and the policy on condoning/ compensating marginal fails should be provided.
- 3.8.3 The EHRB would expect some form of examination for each module unless the university/college can satisfy the EHRB that the module does not lend itself to assessment by examination. Examinations can take the form of orals, open book, revealed and part revealed papers in addition to the more traditional format.
- 3.8.4 The assessment methodology should demonstrate how the module assessment tests the depth and breadth of a student's knowledge and skills. Confirmation of the mechanisms to provide student feedback following the marking of assessments must be included.

### **3.9 Professional Practical Training**

- 3.9.1. The minimum period of practical training is normally 26 weeks. It is imperative that all such practical training be based on the requirements specified within the appropriate EHRB practical training logbook. Information on the following aspects must be provided on the guidance provided by the university/college to students concerning their practical training.

### **3.10 Part Time Route/Full Time Route**

- 3.9.1 It is anticipated that the part time route would be the normal method of delivery for such courses. It is therefore important that the particular and differing needs of such students are adequately considered by the university./college when developing the course.
- 3.9.2 The EHRB would expect a statement from the university/college outlining their procedures and policies for achieving their duty of responsibility and care towards part-time students and demonstrate how their special needs and requirements (say in terms of using the library and undertaking group activities) will be catered for.

### **3.11 Management of the Course**

- 3.11.1. The EHRB attaches great importance to course management and would expect to see evidence of the following:
- a) A formal and informal system of communication between members of staff.
  - b) A formal and informal system in place for students wishing to raise issues and/or make a complaint.
  - c) An Internal system for assessing the quality and reviewing the delivery of the course.
  - d) A typical focal point for the course, either a room or a notice board where appropriate literature can be informally accessed.
  - e) A system and criteria for appointing external examiners ;

3.11.2. The university/college will be ultimately responsible for ensuring co-ordination of course content and ensuring proper integration between module.

### **3.12 Student Advice and Pastoral Care**

3.12.1. Information on the following areas should be provided, in writing, to the students:

- a) Aims and objectives of the course;
- b) The likely volume of course-work;
- c) Deadlines beyond which course-work and projects will no longer be acceptable;
- d) Clear and concise details regarding pass, fail, and referral criteria;
- e) Details concerning student registration with EHRB; and
- f) Brief details regarding the EHRB assessments explaining how the three elements (the university/college award, the EHRB practical training logbook and the final EHRB professional interview) must **all be satisfactorily completed before the award of the appropriate Diploma.**

3.12.2. Information should also be provided regarding the university/college's policy for providing pastoral care to students.

### **3.13 Additional Items**

- Universities/colleges should encourage all students to register with the EHRB as soon as possible after starting the course so as to obtain the practical training logbook.
- Universities/colleges should arrange a visit from an EHRB representative each year to address the new intake of students to discuss issues around the course and the EHRB assessments.
- Where appropriate, Universities/colleges should be committed to promoting and assisting staff to undertake continuing professional development (CPD) as required by the CIEH and other professional bodies.

## APPENDIX 1

### Suggested Agenda for Accreditation Visit

---

1. Private meeting of EHRB accreditation panel
2. Presentation by the course team and informal discussions
3. Assessment of examination papers and marking schemes.
4. Private meeting with a small sample of students
5. Tour of facilities
6. Access to the course module information
7. Private meeting of panel
8. Further discussion with the course team and decision

~~~~~  
~~~~~

## APPENDIX 2

### Suggested Agenda for Mid Term Review Visit

---

1. Private meeting of EHRB accreditation panel.
2. Presentation by the course team and informal discussion.
3. Assessment of examination papers and marking schemes.
4. Private meeting with sample of students.
5. Private meeting of EHRB accreditation panel.
6. Summary and feedback session.

## APPENDIX 3

### **List of Annual Submissions Required from Accredited Environmental Health Courses**

---

Universities/colleges operating accredited EHRB courses are required, under the terms and conditions of the accreditation, to submit the following information on an annual basis: -

Within six months of the end of each academic year provide:

- a copy of both the annual report for the course and the external examiners report(s) relating to the academic year just ending.
- course lists for each cohort of current students.,
- details of any changes to the course tutors teaching on the course. Curriculum vitae should be provided for any new members of staff.

Within one week of the universities'/colleges' end of course examination board meeting provide the EHRB with the following:

- final examination pass list using the prepared pro forma and suitably endorsed by the external examiners;

the names of the course leader and external examiners for the following year.