

ACCREDITATION THROUGH PARTNERSHIP



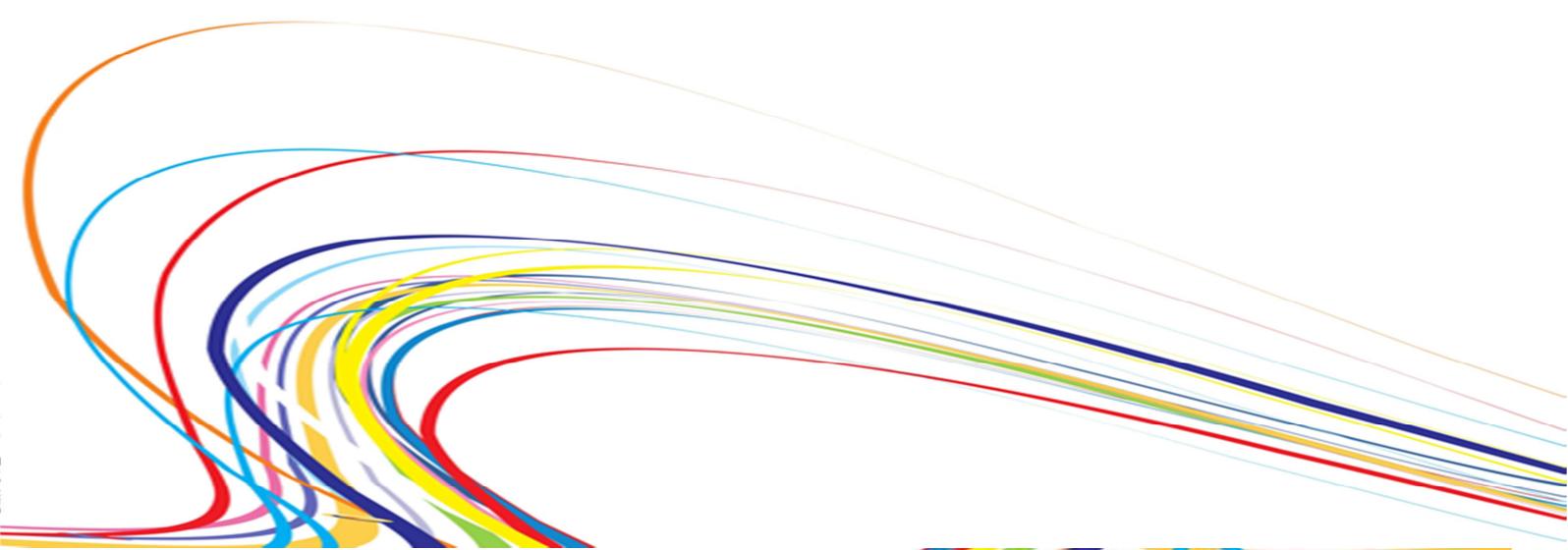
The British
Psychological Society
Partnership & Accreditation

Suggested timetable: visits to Doctoral programmes

The timetable below provides a guide for education providers planning for a partnership visit. It is a suggested timetable; therefore we are keen for you to propose a timetable that best meets your needs. If your visit is to be undertaken alongside the Health and Care Professions Council you will need to negotiate a timetable that meets both organisations' needs; a suggested timetable is available from www.bps.org.uk/accreditationdownloads.

Please remember to let us know about any specific areas of your programme and its development about which you would particularly welcome the input of the Society's reviewers. This will enable us to plan our time effectively in relation to each meeting, and ensures that, as a partner to this process, you have appropriate opportunities to influence the content and direction of the visit.

If you have any questions about planning for your visit, please get in touch with the Partnership and Accreditation Team at pact@bps.org.uk.



Day 1

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| 12 noon | Arrival at university site |
| 12:00 | Working lunch and private meeting of visiting team This meeting enables the Society's visiting team to share their views on and responses to the documentation they have received, plan what they would like to discuss with different participants in the visit, and agree which members of the team will lead on particular areas of the discussion. |
| 14:15 | Comfort break |
| 14:30 | Meeting with programme team This meeting will focus on both quality enhancement themes – what makes your programme distinctive, and what are its key areas for development? – and on specific areas of discussion that have arisen from our reviewers' reading of your documentation. The visiting team will endeavour to raise all key areas at this meeting for your initial responses. |
| 16:00 | Private meeting of visiting team / comfort break |
| 16:15 | Meeting with trainees This meeting allows the panel to gauge trainees' experience of the programmes being considered at the partnership visit. The meeting should ideally include around 8-10 students from your programme, comprising representatives from each cohort, although if more wish to attend they are more than welcome to do so. Any issues raised will be discussed with the programme team in general terms if appropriate. |
| 17:15 | BPS team travel to their hotel |
| 19:30 | Dinner (BPS visiting team only) |

Day 2

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| 08:30 | Arrival at university site |
| 08:45 | <p>Private meeting of visiting team</p> <p>This enables the visiting team to review their initial impressions, formulate preliminary commendations, recap on their priorities for the second day of the visit, and develop a strategy to address any concerns.</p> |
| 10:00 | <p>Meeting with placement supervisors</p> <p>This meeting allows the panel to discuss issues with placement providers and supervisors. You should also consider whether there are any other <i>external</i> stakeholders who would wish to have an input into this meeting. Members of the programme team or other HEI staff involved in the delivery or management of the programme should not attend.</p> |
| 11:00 | Private meeting of visiting team / comfort break |
| 11:15 | <p>Meeting with service users</p> <p>The Society acknowledges that programmes will take different approaches to involving service users, carers and others in training. Programmes should therefore consider the most appropriate means of securing the input of these colleagues into the visit process. Members of the programme team or other staff involved in co-ordinating or supporting service user involvement are encouraged to attend this meeting.</p> |
| 11:45 | Private meeting of visiting team / comfort break |
| 12:00 | <p>Meeting with University senior management</p> <p>This meeting allows the team to discuss the programme with those responsible for its resourcing and financing. It is a chance for the team to learn more about the ways in which the programme fits within the wider Departmental and institutional strategy, and to promote the value of the programme as part of the University's wider portfolio, including research. There is also the opportunity to identify resource and support issues and open discussions on ways forward.</p> |
| 12:45 | <p>Working lunch (BPS panel only)</p> <p>The working lunch will offer the panel time to identify whether there are any outstanding issues to address, and to start to formulate the key points of feedback and how these should be reported.</p> |
| 14:00 | <p>Meeting with senior members of the programme team</p> <p>This final meeting enables the visiting team to follow up on and seek resolution of any outstanding issues, questions, and points for clarification with the Programme Director(s) and any other senior team members who are available to attend. The team will not need to meet with the programme team as a whole. There is also a final opportunity to explore and contextual factors which might inform the tenor of the report.</p> <p><i>In the event that this meeting is not required, the timings of subsequent meetings may be brought forward.</i></p> |

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| 14:45 | Private meeting of visiting team |
| | This final private meeting of the visiting team will be used to formulate and finalise feedback. It may be that the full allocation of time is not required, but visiting teams will want to give thought to the different ways in which issues can be expressed, and the impact that their feedback will have. |
| 15:30 | Feedback to the programme team |
| | The visiting team will give informal feedback on its recommended outcome and any conditions, recommendations or commendations. The feedback session is open to the programme team plus any other colleagues that the programme wishes to invite. |
| 16:00 | Visit concludes |