

Making changes to accredited programmes



The British
Psychological Society
Partnership & Accreditation
Committee

Notifying us about changes to your programmes

Programmes of education and training develop continually, and as part of the accreditation process, the Society will satisfy itself that education providers have appropriate processes in place to manage quality. Those processes should enable providers to assure themselves that any changes made to their provision will not have a negative impact on their fulfilment of the accreditation standards.

Every programme is different, and every change made will affect programmes differently. You should review our accreditation standards and consider the impact of any changes on the way in which the provision meets those standards. You need to tell the Society about any major changes you make to your provision during the period between accreditation visits.

What changes do you need to notify the Society about?

There are certain **major changes** that the Society needs to be notified about, and broadly speaking these relate to changes that impact materially upon the way in which the provision meets our standards. The major changes that the Society needs to know about are outlined below.

1. Learning outcomes and delivery

- Any changes to the way that the required core curriculum is addressed (e.g. new or redesigned mandatory components of the programme) or to the overall student experience (e.g. change of mode of delivery) need to be submitted to the Society for consideration by reviewers.
- Any changes to the learning outcomes for mandatory psychology curriculum components (including those arising from a change to the module credit structure) need to be submitted to the Society for consideration by reviewers.
- If a programme closes either temporarily or permanently (i.e. not recruiting for more than one year), this needs to be notified to the Society for consideration by the Partnership and Accreditation Team, and will be referred to reviewers if needed.
- Other changes to delivery arrangements or student/trainee documents (e.g. handbooks) do not need to be notified, provided that they do not result in a change to core module learning outcomes.

2. Staffing and student numbers

- If there is a greater than or equal to 10% change in student/trainee numbers on the programme, the Society should be advised of the change and the current staff student ratio for the provision. If the SSR requirement is breached, this will be referred to reviewers for consideration.
- If there is a greater than or equal to 10% change in staffing (i.e. turnover), the provider must outline the impact of this change on the breadth of expertise across the programme, as it relates to the Society's requirements, and this will be considered by reviewers.
- Details of the appointment of a new Programme Director to an accredited postgraduate programme need to be submitted to the Society for consideration by reviewers.
- Details of a change in placement co-ordinator for an accredited Doctoral programme need to be submitted to the Society for consideration by the Partnership and Accreditation Team, and will be referred to reviewers if needed.
- Details of the appointment of a new Programme Director to an accredited undergraduate or conversion programme need to be submitted to the Society for consideration by the Partnership and Accreditation Team, and will be referred to reviewers if needed.
- Any change to the administration or technical support arrangements for an accredited programme (e.g. from in-house to central/shared services) need to be submitted to the Society for consideration by reviewers. Providers making such changes should review their proposed revised arrangements against the supplementary guidelines on the roles and contributions of Psychology technicians and professional administrative staff, which are available at www.bps.org.uk/accreditationdownloads.

3. Programme location and infrastructure

- If a change to the structural or physical location of the programme results in the programme being delivered by a different programme team, the programme will need to be submitted for accreditation as **new provision**.
- Any change to the physical location (base) of the programme that impacts on the primary resources (e.g. labs) to which it has access, needs to be submitted to the Society for consideration by reviewers.
- Any change to the structural location of the programme, for example, as a result of the restructuring of a Department, School or Faculty, that could present a risk to the stability of the programme's staffing base (e.g. mergers, staff redundancies), needs to be submitted to the Society for consideration by reviewers.

Providers should also ensure that the Society is kept up to date regarding any administrative or logistical changes, including changes to mailing addresses and website information.

When should you tell the Society about any changes being made?

Providers may make changes to their programmes either prospectively or retrospectively, although in some cases, and dependent on internal requirements, the changes being considered may trigger the need for the education provider to undertake its own internal review of the provision. In general terms, we would advise providers to seek advice from the Partnership and Accreditation Team as early as possible in their own internal review process. This will enable any feedback from the Society to be considered via the relevant internal review panel. However, the Society asks that, wherever possible, all changes are notified prior to enrolment of the cohort to which their introduction will apply.

What happens if a provider does not notify the Society of a major change to its provision?

From time to time, the Society becomes aware of changes to accredited programmes via other means, including via the media, via complaints made to the Society, or through our discussions around other accredited programmes that the provider delivers. Where we become aware of such changes, or any other issues relevant to the ways in which the provision in question meets our standards, we may contact providers to seek a commentary on how the information we have received impacts their programme, and on any changes that have been made or are being considered. Depending on the adequacy of this response, we may seek to undertake an on-site visit in order that ongoing accreditation can be considered.

Submitting your changes

Complete the 'Programme Changes Proforma' which can be found at www.bps.org.uk/accreditationdownloads and return via our secure online sharing platform – Hightail:

- 1) Compress all of your Files into one Zip File
- 2) Copy and paste the following link into your web browser, <https://spaces.hightail.com/uplink/BPSPAcT>
- 3) Add your compressed Zip File to the screen as requested.
- 4) Add information to the 'From' and 'Message' boxes and click upload. In the message field, please note your University, programme, point of contact and email address.

Are there any changes that the Society does not need to know about?

There are other more **minor changes** that providers do not need to communicate to the Society:

- Introduction of, or changes to, optional modules or other elective components of the programme.
- Changes in student/trainee support arrangements.
- Ad hoc staffing changes to the programme team which do not affect the SSR (e.g. replacements for outgoing staff; maternity cover).
- Changes to training for placement supervisors.
- Changes in teaching, supervision or assessment methods that do not affect the learning outcomes or the student experience.

- Enhancements to the resources available to programmes.
- Replacement of external examiners.

If you are unsure whether you need to notify a change to the Society, please contact pact@bps.org.uk.