



Awarding Body Accreditation and External Examiner Monitoring Visits Policy

It is College policy that:

There will be a Centre File for each awarding body. The file will contain details of accreditation approvals and monitoring visits. Linked to this would be details of application for certificates. These records are to be kept in a secure locked cabinet in a locked area.

The Centre File will contain:

- ✚ Policies and procedures related to the accredited programmes from the Awarding Body.
- ✚ Course codes, descriptions and specification.
- ✚ Internal verification policy for the programme.
- ✚ A record of monitoring visits by the awarding body.
- ✚ Minutes of Academic Board Meetings regarding student progress.
- ✚ Reports from Awarding body visits and response to any recommendations.
- ✚ Names and reference numbers of students who were awarded certificates.
- ✚ Names and reference numbers of students who have been registered with the Awarding Body but who have not yet completed the required criteria for obtaining a certificate.
- ✚ Minutes of staff meeting such as Standardisation Meetings regarding a particular programme.

Last updated 21st May 2011