




First Output Review

Definition:	A first output review is an assessment of the operation of the final two years (1 year for MSc) of a new programme with the view to extending accreditation. This review is carried out for UK and overseas Departments.
Trigger:	Decision letter, Annual report, ADAMS
Protocol:	<ul style="list-style-type: none"> • Once the first cohort of a new programme has graduated the Department must submit the first output report materials • Materials are reviewed by two accreditors, preferably the previous chair of the visit plus one other panel member. • Accreditation can only be awarded in line with the period of accreditation awarded to other programmes within the Department or in line with the scoring of the visit report. • If this review reveals significant issues a monitoring visit may be required. • Information required to undertake the review includes: <ul style="list-style-type: none"> – Final year examination papers and examination results – Programme classification statistics – Individual project results and a sample of individual project reports – External Examiners reports • See supporting document for HEIs and Accreditors see PA-B-19.

Owner	Target timescale	Action
Department	First graduating cohort	<div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center;">Submit Data</div> 
IET Staff	Within 10 working days	<div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center;">Select Accreditors</div> 
Accreditors	Within 20 working days of submission	<div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center;">Accreditors carry out review and complete form VR 1st Grad. Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).</div> 
IET Staff	Within 10 working days of decision	<div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; text-align: center;">Decision letter sent to Department and IET and Engineering Council database updated.</div>