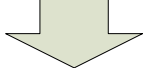





# Notification of Changes to an accredited programme

**Definition:** A department may notify the IET that some minor or major changes to accredited programmes have occurred after a visit has taken place.

**Trigger:** Annual report and / or request from Department via ADAMS

- Protocol:**
- A minor change is defined as changes that do not risk the UK-SPEC learning outcomes being achieved. Normally this would be a change of the programme title, or notification of withdrawal from accreditation or routine updating of the content.
  - A major change is defined as changes that risk the UK-SPEC learning outcomes being achieved as previously assessed.
  - For a major change Accreditors assess whether the department has accounted for the UK – SPEC learning outcomes. A monitoring visit may be requested if there is significant concern.

Owner	Target timescale	Action
Department	Various	<div style="border: 1px solid black; background-color: #e1e8d4; padding: 5px; text-align: center;">Receive request from Department.</div> 
IET Staff	Within 10 working days of submission	<div style="border: 1px solid black; padding: 5px;">           Check if change is minor or major.            1. If minor, inform department and carry out any related tasks - no further action.            2. If major, refer for assessment by accreditors            3. If unsure consult previous panel chair and follow as 1 or 2 as appropriate         </div> 
IET Staff	Within 15 working days of submission	<div style="border: 1px solid black; background-color: #e1e8d4; padding: 5px; text-align: center;">Select accreditors</div> 
Accreditors	Within 35 working days of submission	<div style="border: 1px solid black; background-color: #e1e8d4; padding: 5px; text-align: center;">           Accreditors carry out review and 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: #e1e8d4; padding: 5px; text-align: center;">Notification of outcome sent to Department.</div>