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 AHEP 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 AHEP learning outcomes being achieved as previously assessed.
- For a major change Accreditors assess whether the department has accounted for the AHEP learning outcomes. A monitoring visit may be requested if there is significant concern.

**Owner** | **Target timescale** | **Action**
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Department | Various | Receive request from Department
IET Staff | Within 10 working days of submission | 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 1 or 2 as appropriate.
IET Staff | Within 15 working days of submission | Select accreditors
Accreditors | Within 35 working days of submission | Accreditors carry out review. Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).
IET Staff | Within 10 working days of decision | Notification of outcome sent to Department