# First Output Review

**Definition:**
A first output review is an assessment of the operation of the final year (final third of the programme 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:**
- 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:
  - Final year examination papers and examination results
  - Programme classification statistics
  - Individual project results and a sample of individual project reports
  - External Examiners reports

**Supporting Documentation:**
- Accreditation Information Pack (PA B 30)
- Submission Guidance
- REPORT_FirstOutput (PA B 27)

<table>
<thead>
<tr>
<th>Owner</th>
<th>Target timescale</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>After first graduating cohort</td>
<td>Receive request and submission from Department</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 10 working days</td>
<td>Select accreditors (usually from the previous visit)</td>
</tr>
<tr>
<td>Accreditors</td>
<td>Within 20 working days of submission</td>
<td>Accreditors carry out review and complete report. Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 10 working days of decision</td>
<td>Decision letter sent to Department and IET and Engineering Council database updated.</td>
</tr>
</tbody>
</table>