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:
	    o Final year examination papers and examination results
	    o Programme classification statistics
	    o Individual project results and a sample of individual project reports
	    o External Examiners reports

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

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