

Extension request review

Definition:	An extension request review is carried out when the department requests an extension of accreditation beyond their 5-year period. The request is usually a result of major structural changes to the organisation, pandemic or moving buildings that means holding a visit will be impractical.
Trigger:	Annual report, ADAMS request from Department.
Protocol:	<ul style="list-style-type: none"> Occurs in response to a request from the Department Evidence required includes changes since the last visit and status of the action plan. Request is normally reviewed by the previous chair of the visit plus one other panel member. Accreditation period usually extended by a maximum of 2 years beyond a 5-year accreditation period. If more than 1 year is requested the request needs to be approved by Engineering Council R&SC HEI enters a new 5-year cycle. If this review reveals significant issues a monitoring visit may be required.
Supporting Documentation:	<ul style="list-style-type: none"> Accreditation Information Pack (PA B 30) Submission Guidance REPORT_Extension (PA B 24)

Owner	Target timescale	Action
Department	Various	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Submit Request and Data</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
IET Staff	Within 10 working days	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Select Accreditors</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
Accreditors	Within 20 working days of submission	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Accreditors carry out review. Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
IET Staff	Within 10 working days of decision	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Decision letter sent to Department and IET and Engineering Council databased updated. Department allocated new 5 year cycle.</div> </div>