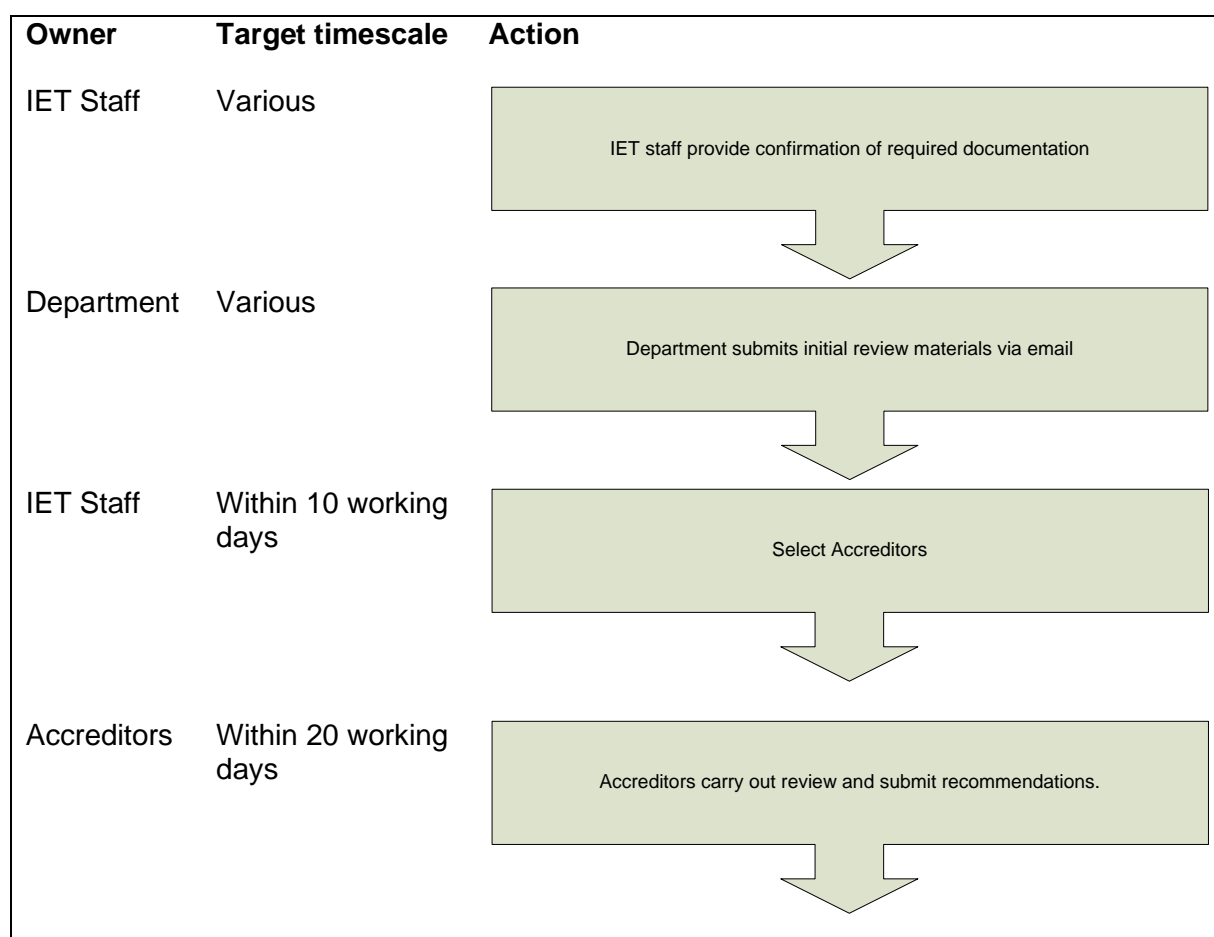


## Request and initial review

<b>Definition:</b>	A request for accreditation is initiated by a Department which has previously been accredited (reaccreditation) or from a new Department. The request can come from new UK and Overseas Departments.
<b>Trigger:</b>	Request from Department via email.
<b>Protocol:</b>	<ul style="list-style-type: none"> <li>Occurs in response to a request from the Department</li> <li>Proceed with initial review if accreditation resources permit and the programmes fall within the IET's remit.</li> <li>The decision to proceed with a review or visit is made by the IET based on strategic priorities and available resources.</li> <li>The Department will need to provide programme specifications, module descriptors and prospectus.</li> <li>Request is normally reviewed by at least two accreditors matched to their expertise.</li> <li>Accreditors assess whether the programmes fall within IET remit and contain no more than 30% non-technical content.</li> <li>Usually results in an Advisory Visit.</li> </ul>
<b>Supporting documentation:</b>	<ul style="list-style-type: none"> <li>2019-20 Accreditation Information Pack (PA B 30)</li> <li>REQUEST_InitialReview_2019-20 (PA B 32)</li> <li>REPORT_InitialReview_2019-20 (PA B 33)</li> <li>Submission guidance</li> </ul>



IET Staff

Within 10 working  
days

Staff check of recommendations and decision communicated to Department.