Request and initial review

Definition: 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.

Trigger: Request from Department via email.

Protocol:
- Occurs in response to a request from the Department
- Proceed with initial review if accreditation resources permit and the programmes fall within the IET’s remit.
- The decision to proceed with a review or visit is made by the IET based on strategic priorities and available resources.
- The Department will need to provide programme specifications, module descriptors and prospectus.
- Request is normally reviewed by at least two accreditors matched to their expertise.
- Accreditors assess whether the programmes fall within IET remit and contain no more than 30% non-technical content.
- Usually results in an Advisory Visit.

Supporting documentation:
- 2019-20 Accreditation Information Pack (PA B 30)
- REQUEST_InitialReview_2019-20 (PA B 32)
- REPORT_InitialReview_2019-20 (PA B 33)
- Submission guidance

<table>
<thead>
<tr>
<th>Owner</th>
<th>Target timescale</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>IET Staff</td>
<td>Various</td>
<td>IET staff provide confirmation of required documentation</td>
</tr>
<tr>
<td>Department</td>
<td>Various</td>
<td>Department submits initial review materials via email</td>
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<tr>
<td>IET Staff</td>
<td>Within 10 working days</td>
<td>Select Accreditors</td>
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<tr>
<td>Accreditors</td>
<td>Within 20 working days</td>
<td>Accreditors carry out review and submit recommendations.</td>
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</tbody>
</table>
IET Staff  Within 10 working days

Staff check of recommendations and decision communicated to Department.