

# Quality and Standards Handbook



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## **SHORT COURSE/CONTINUING PROFESSIONAL DEVELOPMENT ENDORSEMENT PROCESS**

This process outlines the quality assurance activity undertaken by the University of Chichester for short courses and/or continuing professional development developed and delivered in-house by partner organisations that do not lead to the award of credit and/or a qualification.

### **INTRODUCTION**

It is intended that the Endorsement Process benefit partner organisations through the scrutiny of learning, teaching and assessment strategies used, supported by University staff with expertise and skills in developing robust education courses; that the formal endorsement courses allows the use of the University logo in the development of marketing materials; the development of a partnership between the University and partner organisations; the ability to offer staff at partner organisations the ability to study locally; and the opportunity to offer relevant education to staff that has been endorsed by the University. The initiative is intended to support employer-responsive provision through recognising educational quality.

### **CRITERIA FOR ENDORSEMENT**

To endorse a course, the University will ensure that the course has:

- Clear and relevant learning outcomes and aims;
- Subject matter that reflects developments in the field;
- Uses appropriate learning, teaching and assessment strategies;
- Appropriate mechanisms for student support;
- Appropriately qualified staff delivering;
- Appropriate monitoring mechanisms, including the use of student feedback;
- Appropriate resources.

### **THE PROCESS**

1. Complete the application form (Appendix 1), this will be considered by the University's Academic Standards Committee;
2. A brief discussion will be arranged with appropriate staff at the University;
3. Details of the course will then be provided to the University for a desk-based analysis;
4. This will then be considered by the University's Academic Standards Committee with a recommendation to proceed (or not) to the University's Academic Quality and Standards Service;
5. An agreement regarding use of the University's logo will be provided to the partner organisation for a fixed period of time (usually three years);
6. An annual review will take place.

### **POLICY**

Endorsement is defined as a partnership model whereby a short course or continuing professional development is endorsed by the University to provide an indication of validity; it does not involve

the award of University credit or a University qualification. It is not considered to be a collaborative arrangement.

The University will only consider proposals for short courses/continuing professional development delivered by reputable organisations.

Such courses are not formally assessed and no University qualification is intended or implied as result of taking such a course. Certificates of attendance or completion may be issued by the provider in accordance with the agreement provided by the University regarding use of its logo.

The University logo will always be accompanied by the phrase “Endorsed by the University of Chichester”.

## **PROCEDURE**

The approval of partner organisations is overseen by the Academic Quality and Standards Service. The initial application will be considered and approved by the Academic Standards Committee. The Academic Quality and Standards Service will then arrange for a desk-based analysis, involving at least one adviser external to the University with appropriate expertise. Reporting on the desk-based analysis will be considered and approved by the University’s Academic Standards Committee, who will then make a recommendation to the University’s Academic Quality and Standards Service. A key contact within the relevant University department should be identified to work with the partner organisation and liaise with the Academic Quality and Standards Service.

The desk-based analysis should consider:

- The initial application;
- The short course/continuing professional development materials.

The desk-based analysis (Appendix 2) should ensure that the course has:

- Clear and relevant learning outcomes and aims;
- Subject matter that reflects developments in the field;
- Uses appropriate learning, teaching and assessment strategies;
- Appropriate mechanisms for student support;
- Appropriately qualified staff delivering;
- Appropriate monitoring mechanisms, including the use of student feedback;
- Appropriate resources.

The reporting on the desk-based analysis will conclude whether it supports or rejects Endorsement; supporting Endorsement may include recommendations for action. Any actions should be identified with a clear timescale and reporting back will be to the University’s Academic Standards Committee. If such actions are not met within the specified timescale, the University reserves the right to withdraw its Endorsement. Confirmation of Endorsement is the formal contractual agreement on use of the University logo.

## **REVIEW OF ENDORSEMENT**

An annual review will be undertaken by the University in conjunction with the partner organisation. It will consider statistical data on numbers of participants; any changes to content, delivery, staffing; summary of evaluations and responses; feedback from the partner organisation.

**APPENDIX 1**  
**ENDORSEMENT PROPOSAL FORM**

Name/address/contact details for partner organisation/lead member of staff
Name/contact details for University contact
Short course/continuing professional development title
Place of delivery
Proposed number of staff from the partner organisation undertaking the course
Proposed start date/duration of course
Proposed frequency of delivery
Cost to staff undertaking the course at the partner organisation
Proposed content of the course
Proposed resources available to support delivery of the course
Learning activities (case studies, presentations, role play etc and where learning is assessed, how it is assessed)
Rationale (how the course responds to national policy or professional guidance, what essential skills training for staff is provided)
How the course will be evaluated (i.e. via participant feedback, for example)

**APPENDIX 2**  
**ENDORSEMENT DESK-BASED ANALYSIS REPORTING FORM**

Criterion	Met Y/N	Commentary
Do the content, aims/outcomes meet with the criteria and expectations?		
Are resources identified, sufficient and appropriate?		
Is the method of delivery appropriate?		
If the course is assessed, is assessment appropriate?		
How is evaluation undertaken?		
Have staff CVs been considered, are they appropriate?		

**APPENDIX 3**  
**AGREEMENT REGARDING USE OF THE UNIVERSITY LOGO AND STATEMENT**

University logos are available upon successful completion of the endorsement process.