CIOB
The Chartered Institute of Building

Part A Application

Accredited Centre Status

For teaching institutions seeking accreditation/re-accreditation of a programme/programmes as well as Accredited Centre Status

Section A: Contact & programme details

1: Contact details

Date of application:

DD MM YYYY

Name of teaching institution:

Faculty:

Department/ Division:

Title and contact name of person to whom correspondence should be addressed:

Postal address of main contact:

Postcode:

Email address:

Contact telephone:

COUNTRY AREA NUMBER

2: Details of programme

Programme titles to be considered under this application:

Delivery mode (full time/part time/sandwich /distance or other):

Please indicate if your teaching institutions is self-validating:

| | Self-validating | | Not self-validating |

If not self-validating please provide the name of the validating/awarding body. You will also be required to complete a Part C form.

Is this a first submission? [ ] Yes [ ] No

If no, please indicate the date of the previous submission:

DD   MM   YYYY

First cohort completion date:

DD   MM   YYYY

3: Collaborative programmes*

To be completed by self-validating institutions only.

Please indicate if you have a franchise or collaborative agreement with other providers of this programme:

Are you seeking accreditation for these providers? If yes, you must complete a Part C Form.

[ ] Yes [ ] No

Please indicate the name of the institution, contact name and postal address of all institutions to be accredited (on a separate document if necessary). Correspondence will only be sent to the main contact named in section 1.

*Please note if you wish for any collaborative programmes to be accredited please ensure you complete a **Part C Application Form** and send us all documents relevant to that institution, including information on their QA processes, collaborative agreements, Staff CVs, and External Examiner reports, without such documents we will be unable to accredit the programmes taught at these particular institutions.

Section B: Governance

1. Briefly describe the institution's strategic plan and explain how it uses this to make decisions in launching and developing new and existing programmes.

(You are limited to 500 words)

*Please provide a copy of the Strategic Plan

Please indicate the document title if different to that above.

2. Briefly describe how the institution's strategic plan enables the department to develop its knowledge and quality of teaching practice.

(You are limited to 500 words)

If available, please provide a copy of the Teaching and Learning Strategy

Please indicate the document title if different to that above.

3. Briefly describe how research gets transferred to the students and into the curriculum.

(You are limited to 250 words)

If available, please provide a copy of the Research Policy

Please indicate the document title if different to that above.

4. Briefly describe the institution's assessment policy and how this is supported by the strategic plan.
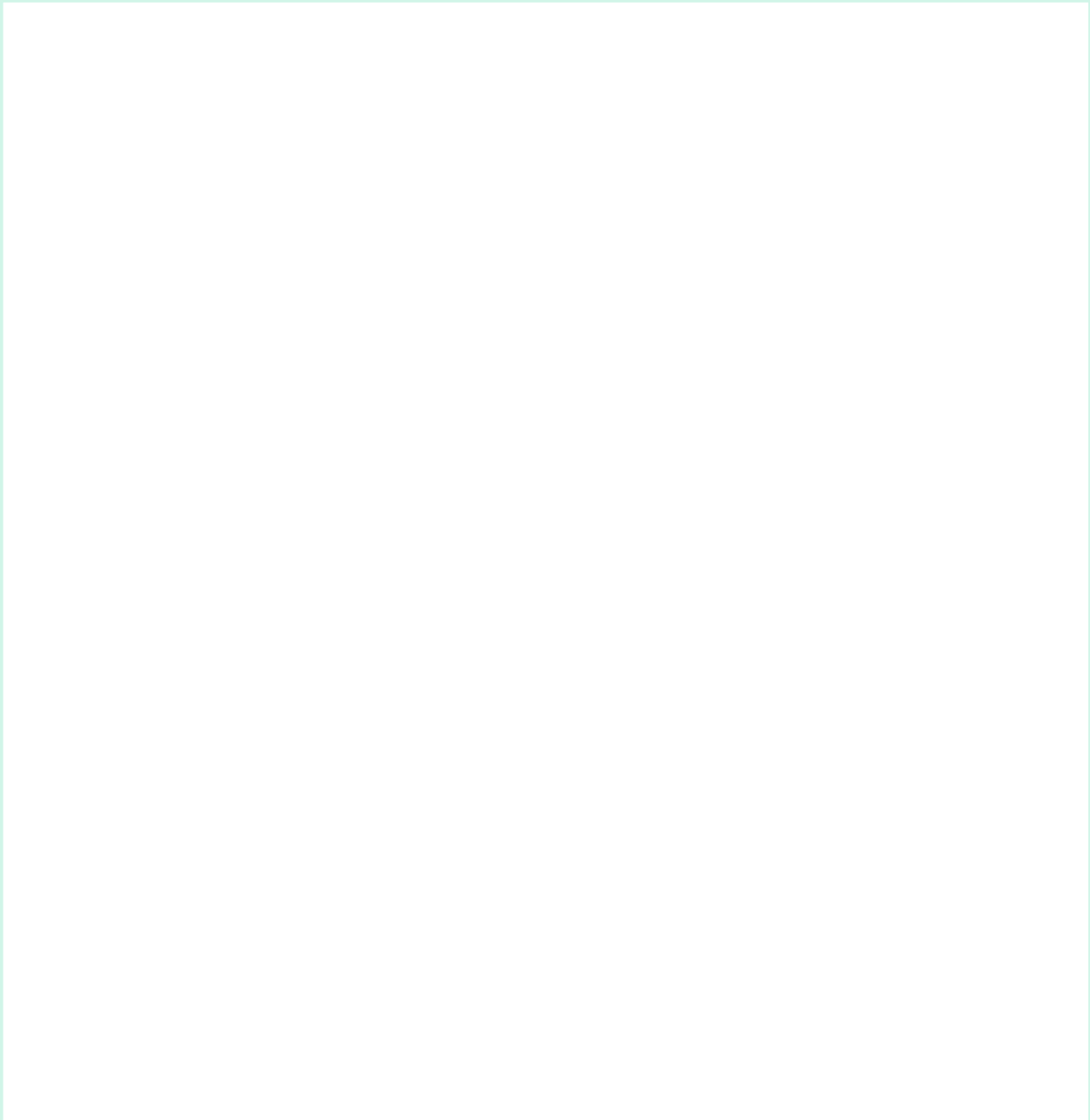
(You are limited to 250 words)

If available, please provide a copy of the Assessment Policy

Please indicate the document title if different to that above.

5. Briefly describe how the department has contributed to the institution's overall strategic plan over the last 5 years.

(You are limited to 500 words)

6. Describe the roles and responsibilities of the bodies involved in ensuring programmes are kept current and of a high quality.

(You are limited to 250 words)

Please provide any evidence of links to industry e.g. Terms of Reference for Industrial Advisory Committee

Please indicate the document title if different to that above.

7. Does the institution offer credit work placements? ☐ Yes ☐ No

If yes, explain how the student's learning is managed and how the module is assessed.

(You are limited to 500 words)

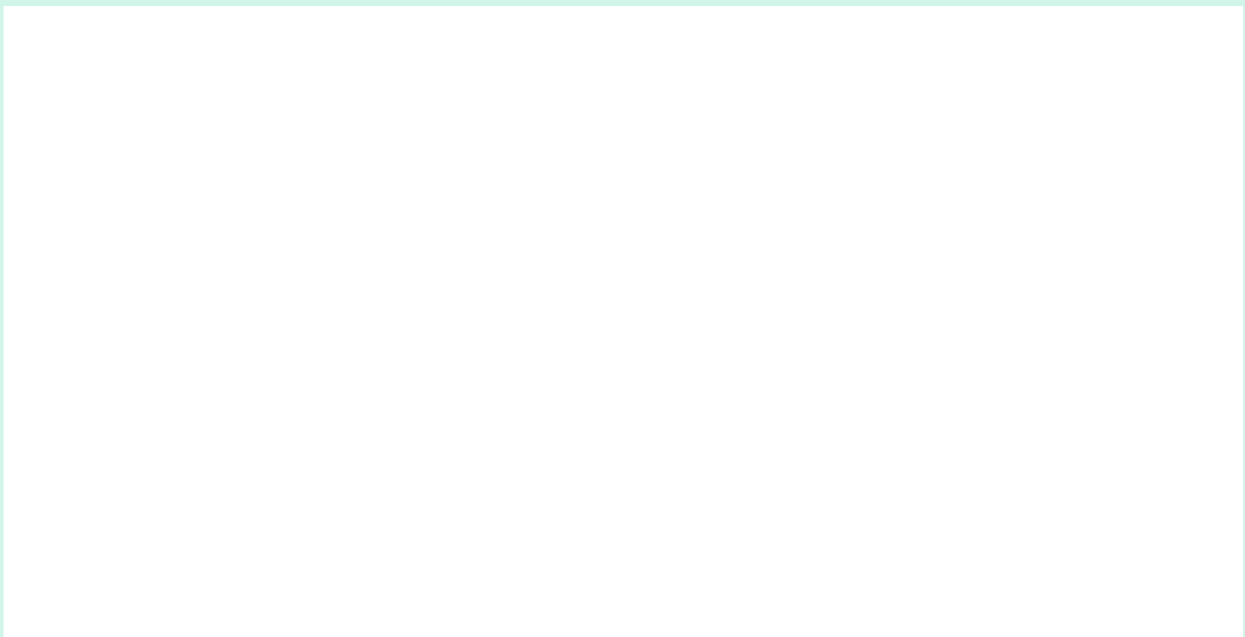## Section C: Quality Assurance

1. Explain how student satisfaction and programme quality is monitored.

(You are limited to 250 words)

If available, please provide a copy of the Self Evaluation Document/ Annual Report/Internal Validation Report/QAA Audit Reports/External Examiner Reports.

2. Describe how students are involved in the decision-making within the department. (You are limited to 250 words)

3. Describe the processes which support the students both academically and personally e.g. personal tutors, counsellors etc.

(You are limited to 250 words)

If available, please provide a copy of the Personal Tutoring Policy

Please indicate the document title if different to that above.

Section D: Resources (Human)

1. Explain how the institution's strategic plan has impacted on staff recruitment in the last 5 years.

(You are limited to 500 words)

If available, please provide a copy of institution's policy statement for Resource Allocation

Please indicate the document title if different to that above.

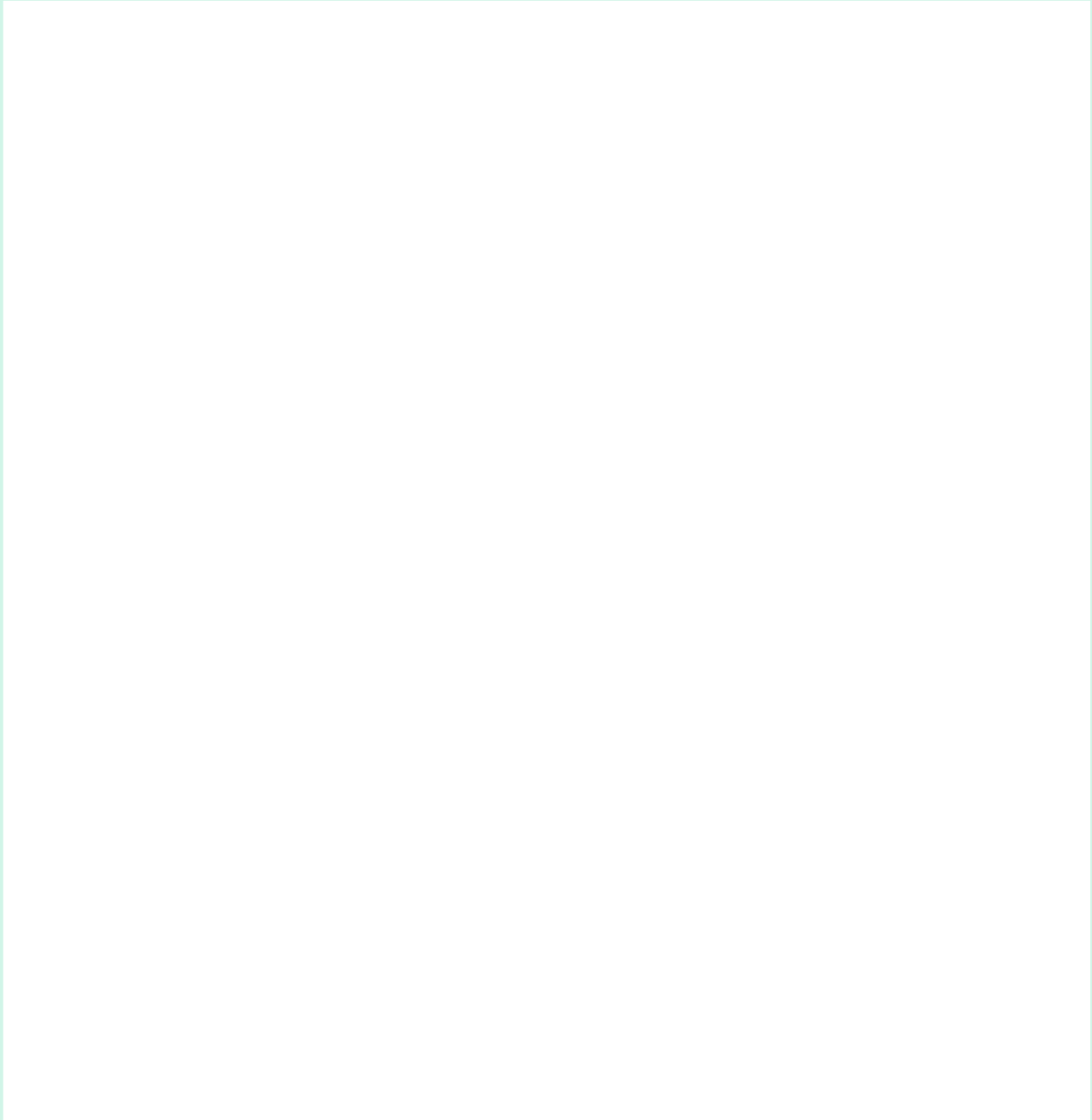## 2. Explain how the department manages Human Resources.

(You are limited to 250 words)

3. Explain how the institution ensures that teaching staff are adequate.

(You are limited to 250 words)

4. List the support staff involved on the programme(s) and please describe their roles and responsibilities within the department.

(You are limited to 500 words)

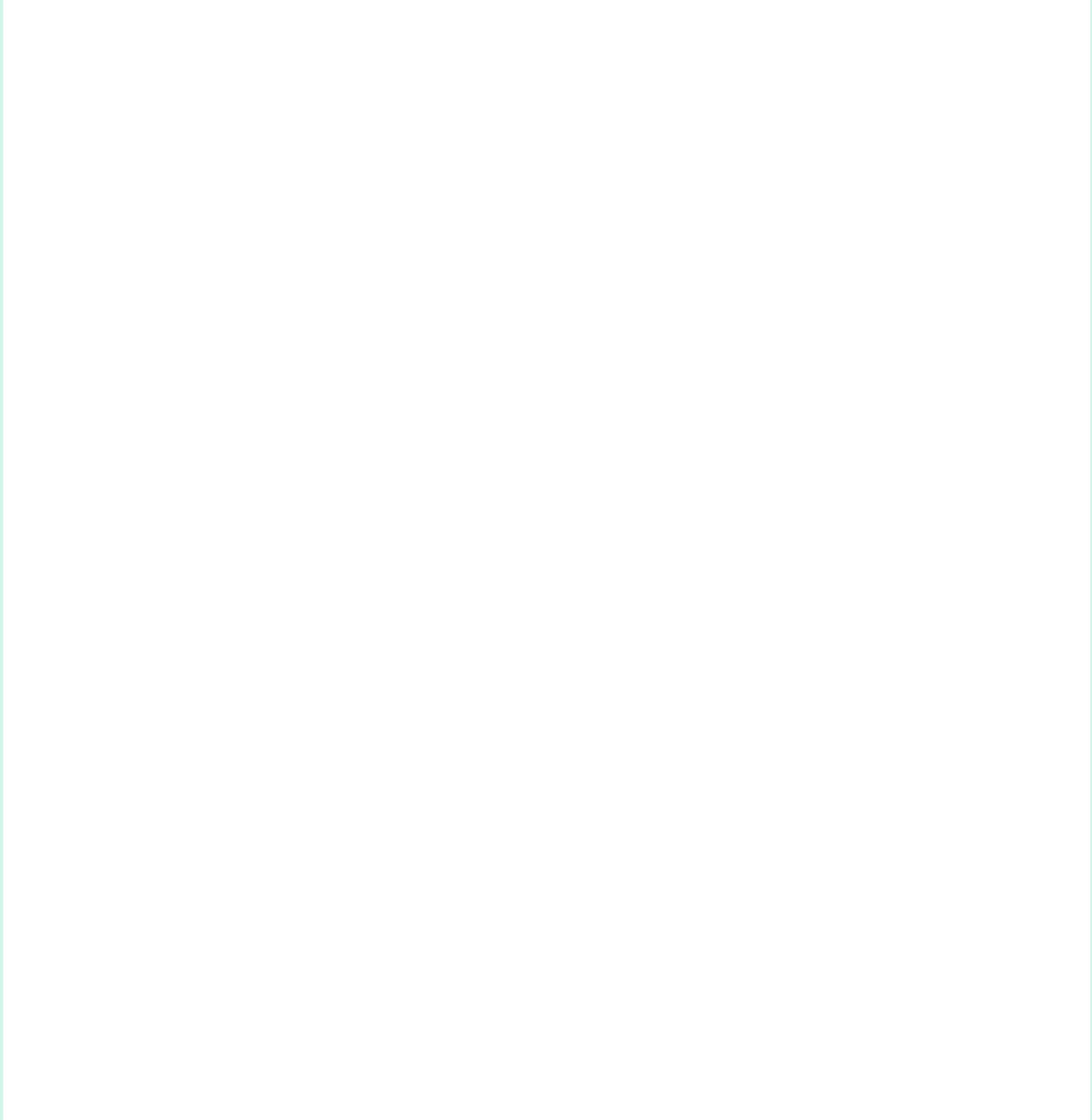## 5. Briefly describe the institution's policy on CPD.
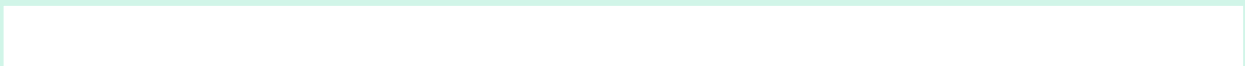
(You are limited to 250 words)

Section E: Resources (Environment)

1. Describe the location of the institution and the transport links available. Describe the provision for disabled access.

(You are limited to 500 words)

If available, please provide a copy of the Health & Safety Policy and Equal Opportunities Policy

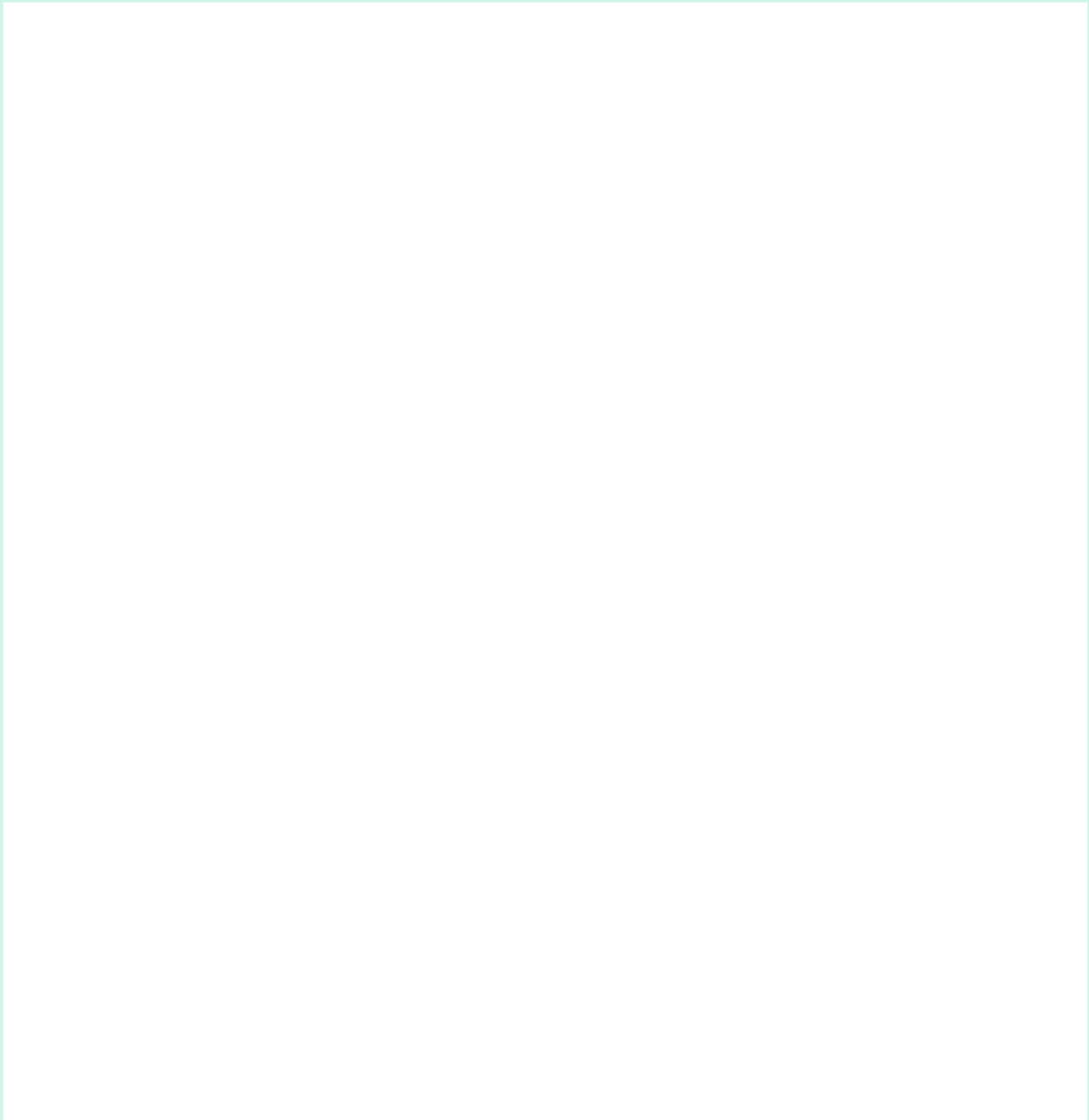Please indicate the document title if different to that above.

2. Briefly describe the facilities and the learning environment for the programmes to be accredited e.g. classrooms, library and laboratories.

(You are limited to 250 words)

3. Describe the student induction process for the institution, the programme, the library and the laboratories.

(You are limited to 500 words)

4. Describe the processes and procedures used to monitor and review the allocation and quality of physical resources.

(You are limited to 250 words)

If available, please provide a copy of the institution's Environmental & Sustainability Policy

Please indicate the document title if different to that above.

Section F: Additional information

Please use this space to provide any additional information in support of your application.

This section should also be used for comment by the validating body (who does not hold CIOB Accredited Centre Status) for teaching institutions that are not self-validating.

Please sign and date the form below:

Signature:

Date:

DD   MM   YYYY

Print name:

☐ Please publish details of our accredited programme in the appropriate CIOB magazine

☐ Please do not publish details of our accredited programme in the CIOB magazine

Please complete the checklist when the form is completed to ensure that all necessary supporting documents are provided. Documental evidence may be presented in a variety of forms, for example, an annual report, review or self-evaluation document.

☐ HE Mission Statement & Strategic Plan   ☐ Organisational Chart of Faculty/ Department Structure

☐ HE Research Policy & Strategy   ☐ Staff/Student Ratio Data

☐ HE Assessment Strategy   ☐ Environmental & Sustainability Policy

☐ HE Teaching & Learning Strategy   ☐ Personal Tutoring Policy

☐ Evidence of Links to Industry   ☐ Health & Safety Policy

☐ Self-Evaluation Document/Annual Report   ☐ Equal Opportunities Policy

☐ Internal Validation Report

☐ Quality Assurance Policy

☐ QAA Audit Reports

☐ Policy Statement for Allocation of Funds

☐ Policy Statement for Allocation of Human Resources