
Professional, Statutory and Regulatory Body (PSRB) Policy

Policy 1.0: Professional, Statutory and Regulatory Body (PSRB) Policy

Policy Category:	Academic
Subject:	Policy to outline the principles and review processes in respect of Professional, Statutory and Regulatory Bodies (PSRBs)
Approving Authority:	Academic Board, via College Education Committee
Responsible Officer:	Vice President (Education & Student Success)
Responsible Office:	Admissions and Academic Regulations, Quality and Standards, Students and Education Directorate
Related Procedures:	Procedures for programme and module approval Procedures for programme and module monitoring and review
Related College Policies:	Sunset Clause for New Taught Programmes Policy
Effective Date:	2 November 2022
Supersedes:	Policy on Professional, Statutory and Regulatory Body Recognition approved by College Education Committee in 2014/15 academic year
Next Review:	2025/26

I. Purpose & Scope

The purpose of this policy is to outline the general principles and processes relating to the College's engagement with Professional, Statutory and Regulatory Bodies (PSRBs) in the approval and monitoring of its programme activity, ensuring compliance with any regulatory quality and standards requirements.

The policy will enable the College to populate section 5.2 of the Higher Education Achievement Record relating to professional status where the completion of the programme of study leads to eligibility for registration with a professional body. This will enable students to demonstrate any rights they have to practice or any professional status that is then accorded to them.

The policy will ensure that the College is able to meet its obligations for continuing registration with the Office for Students (OfS) by ensuring the accuracy of data relating to PSRBs through the Unistats return to Higher Education Statistics Agency (HESA) on an annual basis.

II. Definitions

Professional Statutory and Regulatory Body (PSRB): a generic term used to describe the diverse group of professional and employer bodies, regulators, and those with statutory authority over a profession or group of professionals who engage with higher education providers through the accreditation, approval and recognition of HE programmes. They provide membership services and promote the interests of people working in professions; accredit or endorse programmes and courses that meet professional standards, provide a route through to the professions or are recognised by employers.

III. Policy

1. General

- 1.01 King's considers engagement with PSRBs to be instrumental in the design, approval, monitoring and review of programmes to ensure these meet the needs of the business and the professions to which they apply and the expectation of students.
- 1.02 King's requires Faculties to seek and retain PSRB authorisation for programmes that qualify for such accreditation, approval, and recognition.
- 1.03 A request to establish a new formal relationship with a PSRB must be approved by the relevant Faculty Education Committee (FEC) (or equivalent) and College Education Committee (CEC) prior to applying to the PSRB.
- 1.04 Information provided to students on programmes that have PSRB requirements should be included in the relevant programme specification and advised to applicants as part of the course information material (currently provided through a Programme Information Sheet). The information provided must be current and compliant with the Competition and Market Authority (CMA) guidance provided to universities on their obligations to students in terms of consumer regulations to ensure that the reputation of the College is protected.
- 1.05 PSRB activity must be included in the College's PSRB register and accurately reflected on SITS via the programme approval and modification process as this will inform the HESA statutory Unistats data returns and fulfil the College's obligations to the OfS.
- 1.06 The relevant Faculty will be responsible for the oversight of the PSRB activity, ensuring that any changes to PSRB activity attached to a programme are notified to the Academic Regulations, Quality and Standards Office in a timely manner.
- 1.07 Reports received from PSRBs will be subject to monitoring through the College Education Committee reporting to Academic Board and should be considered as part of the annual monitoring and Periodic Programme Review processes.

2. Professional Statutory and Regulatory Body (PSRB) Process

- 2.01 Due to the diverse nature of PSRBs their approach may vary in the mechanisms used for accrediting, recognising, or approving a programme of study offered by the College and it is the responsibility of the relevant Faculty Education Committee or equivalent to notify the Academic Regulations, Quality and Standards of the approval mechanisms at the outset.
- 2.02 Where a programme is being delivered in collaboration with another HEI, a decision should be taken as to which PSRB requirements will need to apply with the relevant PSRB being informed that the programme is being delivered with a Partner as this may impact or influence their final decision. Collaborative programmes that have an overseas PSRB attached are subject to initial consideration from the College's Collaborative Provision Sub-Committee (CPSC) as part of the standard risk assessment and due diligence processes, with CPSC reporting any findings into CEC.
- 2.03 PSRB requirements should be addressed as part of the programme approval process with details included in the relevant Programme Approval Form (PAF) and Programme Information Sheets (for CMA compliance).
- 2.04 The currency of PSRB requirements should be monitored and managed by the relevant Faculty Education Committee (or equivalent). Where the PSRB requirements are subject to renewal and the PSRB has notified the Faculty to this effect, the Faculty in turn is required to inform the Associate Director, Academic Regulations, Quality and Standards of the relevant details who will notify all other relevant parties, including reporting to CEC.
- 2.05 Where possible the PSRB visit should be combined with the College's periodic review process as set out in the College's 'Procedures for programme and module monitoring and review' and should be

undertaken by the relevant Faculty and involve all necessary staff as requested by the PSRB. Where this is not possible, sign off for the documentation and subsequent response to the report must be undertaken at the level of the Executive Dean of Faculty prior to this being returned to the relevant PSRB, although some PSRBs may choose to deal directly with the President & Principal or one of the College's Senior Officers.

- 2.06 Following the initial and subsequent successful application to the PSRB, a copy of the outcomes report or formal notification, via a letter, providing confirmation of their decision with any conditions attached, should be sent to the Executive Dean of Faculty. For programmes accredited by the National Health Service, Department of Health, or Royal College of Dental Surgeons the review report should also be submitted to the Senior Vice President (Health & Life Sciences) and advised to the relevant FEC (or equivalent) and CEC.
- 2.07 The response to the outcomes report or letter should be signed off by the relevant Executive Dean of Faculty and sent to the PSRB. The outcome report or letter and response (including any recommendations and actions required by the PSRB) should be considered by the relevant FEC or equivalent and forwarded to CEC. A copy of the outcomes report or letter should be uploaded onto the College's PSRB SharePoint site¹.
- 2.08 Progress against the recommendations and actions outlined in the outcome report or letter should be reflected in the annual monitoring report (currently called Continuous Enhancement Review for Programmes, *curriculum enhancement* section) that will then be reported on to CEC.
- 2.09 The relevant Faculty Education Committee or equivalent and CEC should be advised immediately where there is an intention to terminate an association with a PSRB for a King's programme. The relevant programme team should seek advice from the Academic Regulations, Quality and Standards Office on the implications in respect of CMA compliance and reporting to the OfS. The programme team will be required to modify the programme using the process set out in the College's '*Procedures for programme and module monitoring and review*'.
- 2.10 The College's PSRB register² must be updated to include information on new or updated PSRB activity attached to relevant programmes and/or modules following any approval or review processes.

3. Policy amendment or Revocation

- 3.01 This policy may be amended or revoked with the approval of the College Education Committee reporting to Academic Board.

4. Review

- 4.01 This policy shall be reviewed at least every three years by the College Education Committee.

5. Reporting

- 5.01 The Responsible Officer will provide updates of the policy principles and review processes in respect of Professional, Statutory and Regulatory Bodies (PSRBs) to College Education Committee, who has delegated authority from Academic Board for this work.

¹ [PSRB - Home \(sharepoint.com\)](https://sharepoint.com)

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