

CILIP Accreditation: requirements from Institutions

The following specifies the information required by CILIP to carry-out an Accreditation assessment, rather than to request specific documents. It has been divided into two sections: Institutional and School / Department level information, and information related to the courses submitted: the first group, naturally, need only be submitted once, however many courses are submitted.

The information may be submitted in hard copy or wholly or partially on a CD-ROM (3 copies), which may be structured as a web document and contain links to the institution's website to avoid the need to repeat information already available. It will speed accreditation if mapping between the information required and the documents provided is included.

Institutional & School / Department information

- Confirmation from a senior member of the Institutional management (V-C or PVC or equivalent), of how the course and the sponsoring department fit the academic strategy of the institution.
- A copy of, or a reference to the online version of, the most recent relevant quality reports. This would be the latest QAA audit report and the most recent internal quality review of the school or department.
- A summary of the resources available to students, particularly libraries (eg no. of relevant journal titles) and IT facilities (whether there are dedicated departmental laboratories, how many machines, whether there is 24-hour access).
- Where a course is available to part-time off-campus students, a brief indication of how these facilities are made available to them, and to what extent they are expected to provide their own equipment.
- CVs of all staff involved in the teaching of the course(s), with particular reference to areas of research or scholarship and membership of professional bodies.

Course information

- An outline of the structure of the course -- the sequence in which it is taught, the compulsory and non-compulsory modules. Where courses with similar structures lead to different degrees (e.g. a BA and a BSc) there should be an explanation of the way in which they differ.
- The conclusions and recommendations of the most recent validation event. If the course is a revision of a previously accredited course, a brief description of the nature and reason for the changes should be given.
- Background information on:
 - The number of students for the previous 3 years
 - The number graduating successfully
 - Any information available on employment of graduates
 - An indication of how the needs of the market (locally and nationally) were assessed

- The learning outcomes and a brief outline of the content of those modules which address the Body of Professional Knowledge (as outlined in the attached document)¹, together with any reading lists.
- Comments by External Examiners on the performance and standards of students, and the student experience, for the preceding 3 years of the course, and an indication of how any comments have been addressed. *In the case of new courses, reports for any similar course would be welcomed.*
- Any surveys or feedback giving student reaction to the course.
- How in the course students are made aware of information work in practice
- How in the course students are made aware of the nature and purpose of professional bodies, the availability of professional qualifications, and the need for continued learning and development.
- The names of all module co-ordinators and any key staff associated with the modules.

CILIP Assessors will base their recommendation on the documentation they receive. If an Institution is using a VLE, and believes that material on that platform is important for the accreditation process, they must **either**:

- Allow the Assessors limited access to the VLE from their own site, if they wish limiting such access to the elements for which the VLE is relevant; **or**
- Print out the relevant pages and send them with the application; **or**
- Allow CILIP Assessors to access the VLE on-site in the institution. In this case, CILIP reserves the right to request re-imbursement of any expenses incurred by the Assessors.

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¹ This would be the Guide for Course Developers, or any other simplified version of the BPK.