# Documentary Evidence in Programme Approval and Monitoring

*Guidance for Education and Training Providers*

# About this Document

This document provides information on the preparation of the documentary evidence required as part of the programme approval and monitoring processes. Providers are asked to read this guidance carefully. Submitted documentation which is not in order will be returned to the provider which may affect the arrangements for approval or monitoring.

This document should be read in conjunction with:
- *Programme Approval and Monitoring Processes – Information for Education Providers*
- *Criteria and Standards of Proficiency for Education and Training – Guidelines for Education Providers – Relevant Registration Board*

There is additional guidance for providers on the visit. Please see:
- *Visit – Guidance for Education and Training Providers*

# Documentary evidence in approval and monitoring

## Programme approval

Upon application for programme approval the provider must demonstrate, through evidence, that the programme meets all of the *Criteria for Education and Training Programmes* and *Standards of Proficiency* set by the Registration Board as its requirements for the approval of programmes.

The documentary evidence alongside the visit will be used to determine whether the programme meets the Registration Board's requirements. If there is insufficient evidence to demonstrate that the programme meets all the criteria and standards of proficiency, programme approval will be refused.

Providers are advised to apply for programme approval only when they believe that there is sufficient evidence to demonstrate that the programme meets all the criteria and standards of proficiency.

## Programme monitoring

Once a programme is approved, the Registration Board will monitor the ongoing suitability of the programme. It is expected that providers will ensure on an ongoing basis that an approved programme continues to meet all the *Criteria for Education and Training Programmes* and *Standards of Proficiency*.

Providers should be ready to meet the requirements of the monitoring process upon request by the Registration Board. The documentary evidence alongside the visit will be used to determine whether the programme meets the Registration Board's requirements. Failure to demonstrate, through evidence, that a programme continues to meet all criteria and standards will result in a withdrawal of programme approval.

# Identifying documentary evidence

To identify documentary evidence CORU recommends that the provider engage in a review or self-study of the programme against the criteria and standards of proficiency. The review is likely to be led by school/discipline managers and programme director with the core programme team and. It may require input from other programme stakeholders such as administrative staff, students, graduates and external stakeholders such as placement providers and external contributors. As part of the self-study, those leading the process should consider the following for <u>each</u> criterion indicator and standard of proficiency:

1. **Does the programme currently meet this specific criterion indicator or standard of proficiency?**
   - Read all elements of the criterion indicator or standard carefully, consider the meaning in its entirety.
2. **If the programme does meet the specific criterion indicator or standard, what documentary evidence will demonstrate this?**
   - Documentary evidence should be specific to the criterion indicator or standard.
   - Providers may refer to as many sources of evidence as necessary.
   - CORU publishes the *Criteria and Standards of Proficiency for Education and Training – Guidelines for Education Providers – Relevant Registration Board.* This document offers information on evidence types and sources.
3. **Is this documentary evidence currently available in a suitable form?**
   - It may already exist in a suitable form e.g. in module descriptors, course handbooks, organisation policies, organisation charts, minutes etc.
   - It may not already exist in a suitable form and have to be produced specifically for the approval/monitoring process.
   - If the evidence is not available, please explain why this is the case.
4. **How will the documentary evidence be assembled?**
   - Existing evidence will need to be retrieved e.g. from files or computers.
   - Other evidence may need to be collected, analysed or presented in a suitable form. These tasks need to be completed as part of the review to enable the preparation of the documentary evidence.
5. **How will the documentary evidence be referenced?**
   - It is essential to link at least one piece of documentary evidence to each criterion indicator and standard of proficiency.
   - A specific page, paragraph or section reference must be given.
   - All referenced documentary evidence must be provided.
6. **Does the documentary evidence need to be explained?**
   - A short narrative explaining <u>how</u> the evidence provided meets the specific criterion or standard can be included if necessary e.g. if there are multiple sources of evidence for an individual criterion or standard. A narrative is not essential.
   - Where included, a narrative should explain the evidence, it cannot act as a substitute for evidence.
   - Where included, a narrative should not include superfluous information or summarise the piece(s) of evidence already provided.

# Preparing documentary evidence

CORU provides a *Mapping Document* template to facilitate the presentation of documentary evidence.  This document includes:

- questions on programme information which should be completed fully.

- a section to provide a *List of Documentary Evidence* referred to in the document.

- a section for each criterion indicator and standard where the name of the relevant documentary evidence is given and a reference to the specific page, paragraph or section.  This is essential.

- a section to write a narrative explaining the documentary evidence. This may not be necessary and is not essential.

The relevant *Documentary Evidence* should accompany the *Mapping Document*.

## Mapping Document

In preparing the *Mapping Document*, you should:

- ✓ Complete all programme information sections fully.
- ✓ Address each criterion indicator and standard individually.
- ✓ Name the evidence submitted for each criterion indicator and standard.
- ✓ Provide a specific reference in the evidence e.g. page, paragraph or section number.
- ✓ If necessary, provide a short narrative to explain the evidence listed.
- ✓ Keep the number of web links used in the *Mapping Document* to a minimum. As an alternative to providing links, please use screenshots, or simply print out the webpage and scan it in, and include as part of the *Documentary Evidence*.
- ✓ Complete the *List of Documentary Evidence Provided* listing all documents referred to in the *Mapping Document*.

## Documentary Evidence

In preparing the *Documentary Evidence*, you should:

- ✓ Ensure all pieces of evidence have page numbers and clear headings.
- ✓ Group similar documents together into one file where possible e.g. one document with all policies on accreditation of prior learning.
- ✓ Use a clear folder structure that is linked to the *Mapping Document*.
- ✓ Keep the name of each file below 256 characters. Please note that the file name includes the name of the document and the name of each folder you have to click through to access the document.
- ✓ Only include documents referenced in your *Mapping Document*.

# Submitting documentary evidence

When submitting to CORU, please:

- ✓ Provide **one soft copy** of the *Mapping Document* and *Documentary Evidence* stored on a USB key or disc.  If you wish to use a file sharing service, please contact CORU to determine compatibility.
- ✓ Provide **five hard copies** of the *Mapping Document* printed on paper and bound.
- ✓ We do **not** require hard copies of the *Documentary Evidence*.
- ✓ Send the soft copy and five hard copies by post, courier or hand delivery to the address below.
- ✓ Do not email the documents.

CORU will acknowledge receipt of all submissions.

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