

CIEH | Accreditation Programme Guidance



**Recognised
Partner
of CIEH**

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1 Introduction and scope

If you are seeking accreditation of your learning products you will first need to become a Recognised Partner.

Recognised Partner status

Our Recognised Partner programme gives formal recognition and status to learning providers offering high-quality learning and development for environmental health practitioners. It is a platform from which we can develop a mutually beneficial partnership in growing, supporting and professionally developing the environmental health profession and related industries.

The programme is a quality assurance system which aims to recognise a range of different learning providers who can prove they can meet our performance indicators and can foster our advocacy principles.

Accreditation of learning provision

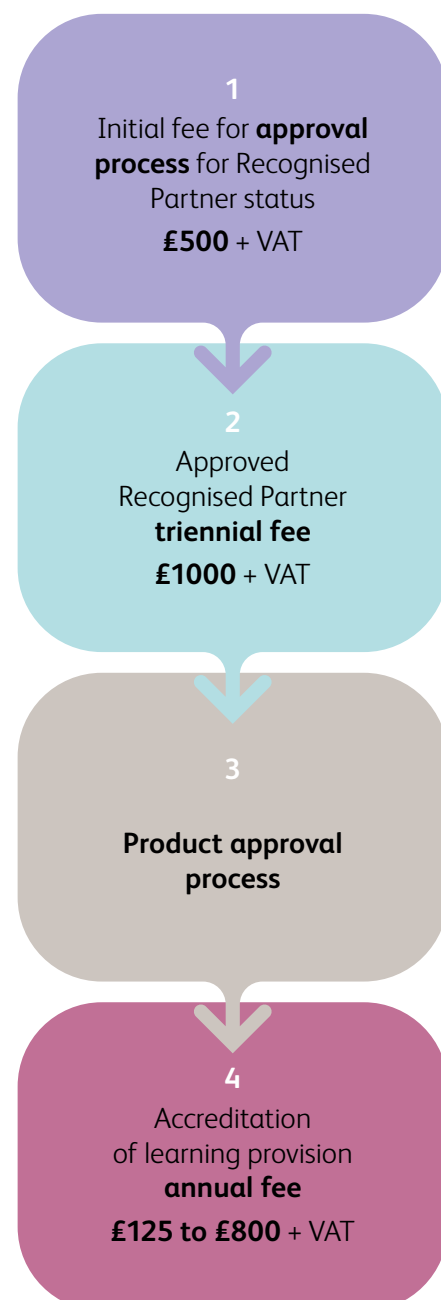
Accreditation is important to us, we will only accredit learning provision which meets our Professional Standards in the technical areas of environmental health. We will accept applications for accreditation of learning at all education levels.

Only once you have gained Recognised Partner status, will you be able to apply for your learning provision to be accredited through the purchase of a product licence.

Partnership benefits

Our Recognised Partners enjoy a range of benefits from their recognised status such as advertising opportunities and brand enhancement through association with CIEH.

2 Recognised Partner status



Approval process

To become a Recognised Partner, you must be able to demonstrate you can meet the key approval criteria in areas of learner experience and continuous improvement as well as evidencing appropriate levels of resource to deliver learning provision. To make a full application complete and submit the following set of documentation:

- Recognised Partner Application Form
- Evidence in support of each key criteria requested in the Recognised Partner Application Form

We will check the above documentation for completeness we will conduct a review of your evidence to ensure that a sufficient level of detail has been provided for each key criteria. If insufficient detail is submitted, your application will be returned to you with a checklist of criteria that must be evidenced for you to resubmit. After checking that all appropriate documentation and evidence has been submitted, we will then carry out a detailed review of your evidence. We aim to do this in 20 working days.

After we have reviewed your application form and evidence, we will determine your eligibility for Recognised Partner status. If you are an organisation who has been previously accredited by the CIEH, you will not need a site visit. A site visit will only be carried out in the case of an extraordinary issue e.g. exodus of teaching staff, unusually high complaints from students, change of venue/location, whistleblowing etc.

If you have never held CIEH accreditation, a pre-approval visit will be arranged by a CIEH representative at a suitable date and time. It should be noted that this stage does not constitute full approval. If your application is unsuccessful, a full and detailed explanation will be provided. You can re-apply, but no appeals will be accepted.

Costs

A non-returnable, one-off application fee of £500 + VAT must accompany your application documentation for CIEH to commence the approval process.

Approved status

Following the application process, CIEH will contact you to inform you whether your application for Recognised Partner status has been successful. If confirmed, we will ask you to complete a certificate and website requirement document. This information will be shared on our website and detailed on your certificate. We will inform you once your listing is ready for you to approve before it goes live and will provide a mock-up of your certificate for approval. At this point, we will share our branding guidelines and Recognised Partner status badge with you to use in accordance with the brand guidelines.

Costs

A triennial fee of £1000 + VAT must accompany your information sheet to complete the approval process

3 Accreditation of Learning

Product approval

Organisations will need to have gained Recognised Partner status before they can apply for learning provision to be accredited. Individual learning programmes will be accredited separately and in addition.

With the adoption of the CIEH Professional Standards Framework (PSF) the CIEH is now able to refocus the criteria with which it makes its accreditation decisions. The competencies within the PSF represent an outcome-related standard. The technical competencies within the PSF may now be used to develop course content for Learning and development provision.

Recognised Partners should complete the mapping matrix detailing how the learning provision maps to the PSF, cross-referencing and detailing equivalent outcome-related standards. A PSF mapping matrix has been developed to assist organisations with this process (see appendices). The mapping matrix should be submitted along with any supporting material to assist CIEH in awarding product approval and accreditation.

CIEH will accredit learning provision for different periods depending on the level of learning and duration, these will span between 1-year and 5-years. The maximum period of accreditation is set at 5 years reflecting the more static environment of the university delivery mode.

Accreditation

Following the product approval process, CIEH will contact you to inform you whether your accreditation has been successful. If confirmed, we will release the CIEH accredited logo for your use in accordance with the brand guidelines.

4 Quality assurance and ongoing monitoring

Maintaining quality

It is essential that all Recognised Partners are consistently delivering a high-standard of learning. To ensure this, CIEH will carry out timely and proportionate quality assurance monitoring through identifying risk ratings and requiring robust self-assessment from Recognised Partners. Should CIEH discover a Recognised Partner to be high-risk at any time, a full investigation will be carried out to determine the appropriate action from sanctions through to removal of Recognised Partner status.

Quality assurance monitoring

During the Recognised Partner approval process, a risk rating is established against the approval criteria to determine a level of quality assurance monitoring. CIEH's quality assurance monitoring is based on a risk-based approach. CIEH will employ risk matrix to assist with robust decision-making. Recognised Partners will be either assigned a medium or low risk rating. Those organisations who applied for approval and determined high risk will not be accepted.

Key performance indicators

CIEH has developed a set of essential performance criteria which must be met before an award is made. More detailed criteria can be found in the Recognised Partners application form.

KPI	Focus	Evidence
Learner experience	Organisations should have appropriate processes in place to maximise success and to support and guide learners	Records of the number of learners enrolled for each learning programme and their achievement Copies of IAG procedures upon enrolment Details of any mentoring, tutorials or learner support
Continuous improvement	The organisation should have a learner feedback process in place A process in place to review courses regularly to determine if improvements could be made to improve learner experience and performance	Feedback analysis Course review action plans
Resources	The delivery environment should be conducive to learning Delivery is carried out by knowledgeable and experienced lecturers/trainers who hold appropriate qualifications to facilitate learning	Evidence of confirmed arrangements/ownership in place for delivery premises Evidence of lecturers/trainers experience

Self-assessment

Each Recognised Partner must complete an annual self-assessment in which you are required to:

- verify your contact details
- advise us of changes and new developments within your institution, with supporting documentation where necessary
- provide evidence of any of the key performance indicators we have identified as needing additional information for that QA window
- Pay the annual product accreditation fee and, if applicable, the Recognised Partner fee

CIEH will send a request for self-assessment detailing the information, fees required and deadline for submission.

5 Renewal of Recognised Partner status

Process

Renewal of Recognised Partner status is carried out every three years and can only be awarded to organisations. It involves:

- analysis of the last 3-years of submitted self-assessments
- review of the current risk rating

A CIEH quality assurance visit to the Recognised Partners establishment may also be required.

Costs

A triennial fee of £1000 + VAT is required to cover administration and re-approval visit.

Contact us

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