 

**Aide Mémoire: Accreditation paperwork**

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| **Stage** | **Information required** | ESSENTIAL | DESIRABLE |
| **Application** |  |  |  |
|  | Application form | ✔ |  |
|  | Matrices (minimum of five) | ✔ |  |
|  | Short staff CVs | ✔ |  |
|  | Module/Unit descriptors | ✔ |  |
|  | Programme specifications | ✔ |  |
|  | List of resources (2 pages max.) | ✔ |  |
|  | One page summary on approach to PDP and CPD | ✔ |  |
|  | Recent external examiners report (s) | ✔ |  |

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| **Stage** | **Information required** | ESSENTIAL | DESIRABLE |
| **Accreditation visit** | Please make these available on the day: |  |  |
|  | Presentation by the teaching team | ✔ |  |
|  | Meeting with staff | ✔ |  |
|  | Meeting with students | ✔ |  |
|  | Examples of students work | ✔ |  |
|  | Tour of facilities | ✔ |  |
|  | Access to the virtual learning environment |  | ✔ |
|  | Visit to practical e.g. training excavation |  | ✔ |