



## **Educational Quality Standards Guidance Notes for Skype Conference Calls Educational Accreditation & Educational Recognition**

### **Introduction**

The Accreditation Sub-Committee (ASC) policy for Educational Accreditation (Accreditation, Recognition and Endorsement) is to have a face to face visit with the institution. It is anticipated that this will continue to be the policy but there are exceptions to this policy, such as The Open University when a face to face is not practical. The other main example is overseas travel distance such as Australia. Under these exceptional circumstances a 'Skype' conference call can be appropriate. This to be agreed with the Chair of Quality Standards and the Chair of the Accreditation Sub-Committee in consultation with the CEO.

For the preparation of the Skype call there are a number of additional details to consider as follows:

- Educational Accreditation/Reaccreditation – usually only 1 assessor required but could be 2 depending on the work involved.
- Educational Recognition only 1 assessor should be required.
- Assessor to ensure they have all the documentation relating to the application prior to the skype taking place.<sup>1</sup>
- Assessor to identify topics for discussions, good practice, areas for specific questions or clarification in advance (at least one week). In line with ASC procedures share the key topics for discussion with the institution at least three days before the call.
- Assessor to ensure they have the Skype name and contact details and that they have passed theirs on to the institution.
- Institution to provide, in electronic format, their presentation at least one week before the skype call.
- It is recommended to have a trial conversation with the institution lead before the day of the call to ensure everything works.

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<sup>1</sup> If there appear to be major concerns then the Skype call may be unnecessary or reduced in length as a face to face may be required.

- Assessor and University to agree an agenda, specifically the timings in advance e.g. you may wish to have a short break between sessions (*as a rule use standardised agenda provided by Educational Quality Standards Administrator*). *As there will be group changes – management to teaching to students then the timings are critical.*
- Assessor to decide how to record the meeting e.g. questions, making notes etc.
- Assessor to use the normal format for all meetings ensuring everyone has had the opportunity to interact and close meeting with everyone having had a say.
- Agree that if the time difference is an issue (e.g. Australia) and there is not enough time to conduct the call in one go, then a second session should be arranged.