Role of JBM Secretariat

Ellen Ryan

JBM Secretary

JBM Secretariat is responsible for

- Coordination of JBM accreditation activities
  - JBM meetings (including Agenda, Minutes and associated correspondence)
  - Initial point of contact for all HE and FE establishments on accreditation matters
  - Administration for all JBM visits and preparation of Briefing File for visit

- Maintenance of accreditation records and EC UK accreditation database
- Publication of list of accredited courses at least twice a year
- Maintenance of JBM website – www.jbm.org.uk
- Liaison with EAB secretariat

- Preparation of the JBM Annual Report
- Advice to students and employers on the accreditation status of a degree programme
- Maintenance of Accreditation Visit Schedule and Coordination of visit secretary activities

- Liaison with Member Institutions on accreditation activities

JBM Visit Secretary

Each JBM Member Institution has nominated at least one member of staff to act as a visit secretary. The current nominees are:-

ICE – Ellen Ryan, Christina Goan

IHIE – Michelle Maguire

IHT- Rebecca Sprunt (Becky)

IStructE – Darren Byrne, Allan Brereton,

Joel Blackwell, Cynthia Hearing

Role of Visit Secretary

Pre-Visit Arrangements

- To co-ordinate with the Team Leader requests for additional information prior to the visit
- To liaise with the Team regarding the arrangements for the dinner and initial meeting on the Wednesday evening

During the visit

- On the morning of the visit to ensure that any requests for additional information are passed to the HOD
- To take notes during the visit
- To answer questions on policy issues or refer these to the JBM secretariat for advice
- To meet with the ICE/IStructE/IHT/IHIE Staff Liaison Officers as appropriate

- Try and keep the visit programme on schedule
- Ensure that the JBM Visit Checklist is completed at the end of the visit

Following the visit

- The Visit Secretary prepares the first draft of the Visit Report, normally within two weeks of the visit
- This is sent to the Team Leader for consideration and return with any changes
- The amended Report is sent to the remaining Team members for comment

- The Team members should return their comments within two weeks
- The Visit Secretary will then amend the Report to include the editorial changes from Team members

- For Audit purposes Visit Reports must be capable of independent verification
- Reasons why particular decisions have been reached must be clear.
- Evidence must exist that output standards and compensation regulations have been checked and verified and comply with JBM guidance

- Recommendations to Departments must be clear and all recommendations made by the Team must be shown in the appropriate section of the Visit Report.
- Any date suggestions for a Review Visit must take into account the 5-year programme.

- The final draft is sent to the university for factual correction only

- The comments are returned by the Head of Department to the Visit Secretary.

- The Visit Secretary will update the report to include factual changes but suggestions for any substantial changes will be forwarded to the Team Leader
- The Team Leader will confirm which substantive amendments should be accepted

- The Visit Secretary will then finalise the report and send a copy to the JBM Secretariat for consideration at the next scheduled Board meeting

- After the Board meeting the Visit Secretary will update the Visit report to incorporate any amendments suggested by the Board
- The final report will then be sent to the JBM secretariat for filing

JBM Secretariat role in the preparation of the Visit Report

- Will include the final Visit Report in the agenda papers
- When the JBM Secretariat receive confirmation from Member Institutions that they have considered and approved the recommendations from the JBM meeting they will send a copy of the final report to the University

- The 5 year Visit schedule, list of accredited courses and database records are then updated