

## JAMES Accreditation Guide – 2025/26 Including Online Meeting and Site Visit

JAMES has updated its accreditation procedure and visit format to use the valuable time assessors and institutions spend together more efficiently and constructively.

Below are the outlines for Initial Evaluations (AC0); Full Accreditations (AC1), and re-Accreditations (AC2).

### **Initial Evaluation** (a one-off procedure for new, first-time applications)

On receipt of the AC0 form, PO and payment, the Accreditation Manager reviews the institution details and course outline provided by the client or on their website. Decision is made whether to proceed or not.

An Assessor is assigned to inspect the institution's facilities and write a brief report.

The successful institution will be invited to apply for Full JAMES Accreditation, and start the process.

### **Full Accreditation** (lasting 3 years)

#### **Year 1**

On receipt of the AC1 form, PO and payment, the assessors/panel are chosen and briefed on the institution to be accredited.

Documentation is received by the assessors/panel, including some student work, and VLE access is gained.

Two assessors/panel review the submission. If required, a Zoom is arranged to ask further questions to the course leader and team.

The panel completes the accreditation process and makes an award decision.

Their report is submitted to the JAMES Executive for review and signing off. The institution is notified of the decision and receives a copy of the report.

Institution is added to JAMES website and sent a link to a range of JAMES assets, including student certificates, logos for marketing, quarterly *Review*, Outstanding Student Achievement Award, Summer School, etc.

### **Year 2**

A site visit is carried out to view the institution's facilities and interview students. *(For new institutions, this will be their second visit following the IE visit).*

### **Year 3**

JAMES will send a reminder a few months before the institution's 3-year accreditation expires to arrange re-accreditation.

## **Re-accreditation** (lasting 3 years)

### **Year 1**

On receipt of the AC2 form, PO and payment, the assessors/panel are chosen.

Institution provides documentation listing any course and/or facility changes.

If required, a Zoom meeting with the review panel and course leader may be arranged.

Review panel submits their report to the Executive for signing off. The institution is notified of the decision and receives a copy of the report.

Institution details are updated on the JAMES website and continue to benefit from the JAMES assets.

### **Year 2**

A site visit is carried out to view the institution's facilities and interview students.

### **Year 3**

JAMES will send a reminder a few months before the institution's 3-year accreditation expires to arrange re-accreditation.

**Any questions?** - [accreditation@jamesonline.org.uk](mailto:accreditation@jamesonline.org.uk)