

Process for selection of a higher education institution to accredit work-based learning

HE@Work has developed a process to select a higher education institution (HEI) to accredit the work based learning of a particular organisation. This may be modules or programmes. The principles which underpin this process include:

- openness
- meeting organisations' requirements
- facilitating the organisation's liaison with the awarding institution
- a transparent process to select an HEI to work with an organisation
- opportunities for constructive feedback to not selected for a particular project
- value for money

These stages begin after initial contacts between HE@Work and the organisation and after a decision has been made to proceed with the consultancy. HE@Work will manage the process on behalf of the organisation.

Stage 1: Initial discussion

There is discussion with the organisation which forms part of the diagnostic work of the HE@Work consultant(s) who identify areas in which HE level materials can be developed. The HE@Work consultant(s) will form a view as to the quantity and level of any potential material for accreditation through ongoing discussions and, where appropriate, viewing of evidence.

Stage 2: Development work with the client

The work identified in Stage 1 will be developed by the HE@Work consultant(s), in collaboration with the organisation, into outline HE programme(s).

Stage 3: Invitation to tender

An invitation to HEIs to tender for the validation work is drawn up by the client and HE@Work. This sets out details of the specification for the project including the scope, timescales and other requirements of the client. It includes the criteria for selection. The organisation signs off the invitation to tender which is then sent out to HEIs by HE@Work. At the same time the timetable for the selection process is drawn up to ensure the relevant people are available for the two stages of the selection of the HEI. The lead HE@Work consultant will be available between the sending out of the invitation and the deadline to provide clarification of the tender process to interested HEIs.

Stage 4: Response to the invitation to tender

HEIs submit their responses to the invitation by the due date. These are sent to HE@Work which logs and acknowledges them.

Stage 5: Shortlisting

A panel consisting of HE@Work consultants and the client representative(s) complete their scrutiny of the expressions of interest according to the criteria set out in the invitation to tender. This may take place electronically or actually. A shortlist is drawn up and letters are sent by HE@Work to the shortlisted candidates with details of the final stage and to those not selected.

Stage 6: Feedback on the shortlisting process

An HE@Work panel member will be available by phone/email to give feedback to the unsuccessful HEIs. An HE@Work consultant is also available to offer clarification about the final stage of the process to successful candidates.

Stage 7: Final selection

This stage often takes the form of a presentation by each HEI team followed by questions. However it may vary according to the organisation and will have been clearly set out in the letter sent to shortlisted candidates. Normally the final choice will be made on that day.

The chair of the panel will phone all the candidates on the shortlist to let them know the outcome. One panel member should be identified as the person who will give feedback to candidates who want it.

Follow up

An HE@Work consultant will work with the client to facilitate progress in the period up to the validation event.