Peer Accreditation Scheme

Guidelines

CoLRiC's Peer Accreditation Scheme (PAS) provides Further Education and Sixth Form member Colleges with the opportunity to initiate a supportive and rigorous assessment of Library and Learning Resource Services (LRS) against a set of specific criteria. The Scheme engages the entire organisation, raising the visibility of the LRS to senior College management, evidencing return on investment and helping to demonstrate the value and impact of the service in support of the wider teaching and learning agenda.

Benefits

PAS offers many benefits. The Scheme:

➢ **Provides** a stringent evaluation of the service within the context of the resources at its disposal

➢ **Assesses** how effectively and consistently an organisation supports the development of its Library and Learning Resource Service

➢ **Identifies** gaps in service provision, offering impartial professional advice on opportunities for service enhancements from senior library and information management professionals from across the UK

➢ **Confers** a recognised and prestigious quality mark that can be highlighted in Ofsted and other external quality assurance inspections.

Assessment criteria

PAS is organised into four sections for assessment which emphasise vision, leadership, management and collaboration in teaching and learning. The Scheme embraces the holistic role that a Library and Learning Resource Service should play in the wider organisation. A key element of the assessment will be to determine the intent, implementation and impact of services on determining academic success and a positive learner experience. The four sections are:

Leadership and management: evaluates the mission statement of the Library and Learning Resource Service and its interface, collaboration and alignment with the wider organisation in strategic planning. It explores the role the senior LRS management team has in in the operation and development of College-wide policy, including legal compliance, safeguarding, equality and diversity, for example.

Learning resources: assesses the development, management, promotion and exploitation of print and electronic information resources across the organisation, including the physical and digital study environment, LRS staffing, financial planning Peer resource allocation.

Integration into teaching and learning: assesses the effectiveness of the Library and Learning Resource Service in supporting learner skills development, but also determines the presence of the LRS in curriculum planning and the academic staff/student partnership.

Quality assurance: reviews the policies and procedures by which the performance of leadership, management and the Library and Learning Resource Service are measured, evaluated and reviewed for improvement. External benchmarking activity and a commitment to the ongoing training and professional development of the LRS team are included in this section.

Each section will be awarded a mark that will contribute to the overall grade.

Who are the assessors?

The CoLRiC PAS assessor team is made up of especially trained, experienced senior library and information management professionals with extensive knowledge of quality assurance across the education sector.

What is the process?

There are two key stages to the PAS scheme: *a) registration and self-assessment* and *b) virtual assessment day and post-assessment reporting and grading*.

Registration: When you express an interest in the Scheme you will be emailed a registration form. The initial registration fee is £300. On receipt of that fee, you will be sent two documents: the *PAS Criteria for Assessment* and the *PAS Evidence Checklist* enabling you to initiate an in-house self-assessment.

If you decide to proceed with the formal virtual assessment, the CoLRiC administrators will confirm the full cost which is based on Jisc banding.

The checklist and criteria for assessment are aide memoires highlighting the documents that need to be shared with CoLRiC assessors in advance of the online Peer Assessment. The evidence may differ according to the protocols and terminology used at each College. The checklist and criteria for assessment will enable you to determine an appropriate timescale and convenient date for the assessment.

Self-assessment: This part of the process will take the most time as it requires considerable evidence gathering and the provision of electronic documents in advance of the online assessment. Assessors will use this information to build a profile of your Library and Learning Resource Service and to prepare questions**.** When you have completed this process**,** you will be required to draft a timetable for the online assessment day in consultation with the CoLRiC administrators.

Virtual assessment day: The assessment day will be held online, and PAS assessors will gather evidence from it to build on their knowledge of the organisation; interviewing staff, students and senior management and questioning the data and information available. The assessors will provide feedback, articulating any service strengths, innovative projects or examples of good practice. They will also highlight areas for development or improvement, assigning an assessment grade. All the criteria for assessment will be awarded one of three scores: 2 (fully met), 1 (partially met) and 0 (not

met.) There are four grades: Excellent, Good, Satisfactory and Inadequate. The CoLRiC assessors will offer advice and support before, during and after the online accreditation. Colleges that achieve high scores will be invited to showcase their work as part of the CoLRiC online seminar programme and in our e-newsletter CoLRiC Impact.

Post-assessment: Within 28 days CoLRiC will provide a formal report of the assessment findings. CoLRiC will also award a certificate citing the grade. This will be valid for three years.

Please contact our administrators Gary Horrocks and Val Skelton if you have any queries. They will be able to advise on the assessment process in more detail. **Email**: *colric@colric.org.uk*; **Telephone**: *07879 667347*; or visit the CoLRiC website ***www.colric.org.uk***