

## Audit and Risk Committee Meeting

Tuesday, 4 February 2025 at 10:00 am to be held online via Microsoft Teams and in person at the Royal College of Nursing

Agenda Item	Classification	Rationale
1. Apologies for absence	Oral report Unclassified	n/a
2. Declarations of interest	Oral report Unclassified	n/a
3. Minutes of the last meeting held on 12 November 2024		
3a. Unclassified minutes	Unclassified paper	n/a
3b. Confidential minutes	<b>Confidential appendix</b>	<b>1,2,3,4</b>
4. Matters arising	Oral report	
<b>Matters for decision/discussion</b>		
5. Draft strategic plan	<b>Confidential paper</b>	<b>1</b>
<b>Matters to note</b>		
6. CEO update	Oral report	
7. Major projects update	Oral report <b>Confidential</b>	<b>3,4</b>
7a. Refurbishment of Hardwick Street		
7b. CMS project		
7c. CRM project & risk register	<b>Confidential paper</b>	<b>3,4</b>
8. Updates from the Director of Operations	Oral report	
8a. Audit tender process		
8b. ARC recruitment		
8c. VAT inspection		

9. Communications Risk Register	<b>Confidential paper</b>	<b>3,4</b>
10. Corporate Risk Register update	<b>Confidential paper</b>	<b>1,3,4</b>
11. ENQA updates		
11a. ENQA activity update	Unclassified paper	n/a
11b. Annual report of accreditation visits in 2024	<b>Confidential paper</b>	<b>2</b>
11c. RCVS accreditation visitation work plan 2024/25	Unclassified paper	n/a
12. Any other business (AOB)		
12a. Review of Terms of Reference	Oral report	
12b. Reflective session	Oral report	
13. Date of the next meeting: Tuesday, 13 May 2025 (remote). Joint meeting with the Finance and Resources Committee to be held on the same day (afternoon) to consider the draft annual report.	Oral report Unclassified	n/a

## Audit and Risk Committee – Terms of Reference

1. The Audit and Risk Committee shall support the Council by reviewing the comprehensiveness and reliability of assurances and internal controls in meeting the Council's oversight responsibilities. The Committee is a non-executive committee and has no executive powers except as set out below.
2. The Committee has delegated authority to:
  - a. Monitor the Council's risk management arrangements;
  - b. Approve the internal audit programme; and,
  - c. Advise the Council on the comprehensiveness and reliability of assurances and internal controls, including internal and external audit arrangements, and on the implications of assurances provided in respect of risk and control.
3. The Committee may request the attendance of any employee or member, as set out in paragraph 17 below, and may incur expenditure for the purpose of obtaining advice in terms of paragraph 21 below.
4. The Committee is accountable to the Council. The minutes of each Committee meeting shall be circulated to the Council. The Committee shall report to the Council annually on its work. It may also submit separately to the Council its advice on issues where it considers that the Council should take action. Where the Committee considers there is evidence of *ultra vires* transactions or evidence of improper acts, the Chair of the Committee shall raise the matter at a formal Council meeting.
5. The Committee shall have five members, but may operate with fewer while a vacancy exists, provided the quorum is maintained. The members shall include two Council members, of whom one shall be a lay member and one a registrant member. Neither the President, Vice-Presidents, nor the Treasurer shall be members of the Committee. The members of the Committee who are not Council members (the "external members") shall have appropriate audit and risk management experience.
6. The Council will elect one of the external members serving on the Committee as Chair, based on relevant background and skills. The Committee will elect a Vice-Chair and in the absence of the Chair, the Vice-Chair will chair the meeting.
7. The Committee shall support the Council by reviewing and advising the Council on the operation and effectiveness of the arrangements which are in place across the whole of the Council's

activities that support the achievement of the Council's objectives. In particular, the Committee shall review the adequacy of:

- a. All risk and control related disclosure statements, together with any accompanying internal audit statement, where appropriate, external audit opinion or other appropriate independent assurances, prior to endorsement by the Council;
  - b. The underlying assurance processes that indicate the degree of the achievement of corporate objectives, the effectiveness of the management of principal risks and the appropriateness of the above disclosure statements;
  - c. The policies for ensuring compliance with relevant regulatory, legal, governance and code of conduct requirements; and
  - d. The policies and procedures for all work related to fraud and corruption.
8. In carrying out this work the Committee will primarily utilise the work of internal audit, where appropriate, external audit and other assurance functions. It will also seek reports and assurances from Department Managers as appropriate, concentrating on the over-arching systems of governance, risk management and internal control together with indicators of their effectiveness.
9. In reviewing risk management arrangements, the Committee shall draw attention to areas where:
- a. Risk is being appropriately managed and controls are adequate (no action needed);
  - b. Risk is inadequately controlled (action needed to improve control);
  - c. Risk is over-controlled (resource being wasted which could be diverted to another use); and,
  - d. There is a lack of evidence to support a conclusion (if this concerns areas which are material to the organisation's functions, more audit and/or assurance work will be required).
10. In relation to internal audit, where appropriate, the Committee shall:
- a. Ensure that there is effective internal audit activity that complies with any applicable standards and provides appropriate independent assurance to the Council, Audit and Risk Committee, Secretary and Registrar;
  - b. The internal audit activity will include reviews into RCVS internal processes, policies and procedures. These reviews will be based on identified high risk areas from the Corporate Risk Register and assurance map;
  - c. Ensure that the College makes adequate resource available to internal audit activity, where required;
  - d. Review the need for an internal audit strategy, operational plan and work programme;

- e. Consider the major findings of the internal audit/review work, where carried out, and management's response; and,
  - f. Annually review the effectiveness of internal audit.
11. In relation to external audit, the Committee shall:
- a. Consider the appointment and performance of the external auditor, the audit fee and any questions of resignation or dismissal and make appropriate recommendations to the Council;
  - b. Discuss and agree with the external auditor, before the audit commences, the nature and scope of the audit as set out in the external audit plan and their local evaluation of audit risks;
  - c. Review the work and findings of the external auditor, consider the implications and management's responses to their work; and,
  - d. Review all external audit reports, including agreement of the annual audit letter before submission to the Council and any work undertaken outside the annual audit plan, together with the appropriateness of management responses.
12. The Committee shall review the annual financial statements, focusing particularly on:
- a. Disclosures relevant to the terms of reference of the Committee;
  - b. Changes in, and compliance with, accounting policies and practices;
  - c. Unadjusted mis-statements in the financial statements;
  - d. Major judgmental areas; and,
  - e. Significant adjustments resulting from the audit.
13. The Committee shall ensure that the systems for financial reporting to the Council, including those of budgetary control, are subject to review as to completeness and accuracy of the information provided to the Council.
14. The Committee shall meet not less than three times a year. The external auditors may request a meeting if they consider that one is necessary.
15. Only Committee members shall be entitled to attend meetings of the Committee. The Treasurer, CEO, Secretary and/or Registrar, and Director of Operations shall normally attend meetings. Representatives from the external auditors shall attend meetings as required for relevant items. The President and other Council members may attend meetings at the invitation of, or with the agreement of, the Chair of the Committee.

16. The Committee may request any employee or member to attend a meeting to assist with its discussions on any particular matter or to provide any information it may reasonably require in order to fulfil its remit. All employees and members shall co-operate with any reasonable request made by the Committee.
17. The Committee may ask any or all non-members to withdraw for all or part of a meeting if it so decides. In such an instance, the Chair shall ensure that a proper record is made of the meeting.
18. The senior representatives of external audit shall have free and confidential access to the Chair of the Committee. At least once a year, the Committee shall provide an opportunity to meet privately with the external auditors. College staff will not be present during these confidential meetings.
19. The Committee may investigate any activity within its terms of reference. It may seek any information it requires from any employee and all employees shall co-operate with any request made by the Committee.
20. The Committee may obtain legal or other independent professional advice and secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, within the budget approved by the Council. The CEO and/or Registrar shall ensure that appropriate secretariat support is provided to the Chair and Committee.

#### Remit relating to accreditation functions of the College

21. The Committee will receive assurances that the quality assurance work undertaken by the College in relation to the accreditation of veterinary degree programmes and veterinary nursing educational institutions is operating in accordance with its published procedures. This process of assurance is also designed to contribute to compliance with the requirements for membership with the European Association for Quality Assurance in Higher Education (ENQA) that 'Agencies should have in place processes for internal quality assurance related to defining, assuring and enhancing the quality and integrity of their activities'. This will be achieved by:
  - a. At the beginning of each calendar year, the Committee will be provided with a work plan, detailing the accreditation visitations that are scheduled for the forthcoming year;
  - b. Brief progress reports against this work plan will be provided as a standing item at each meeting of the Committee. These reports will also highlight any major concerns or issues that had arisen as a result of quality assurance activities conducted in the period covered by the report;
  - c. An annual report will be produced at the end of each calendar year. This will be presented to the Committee together with the work plan for the next calendar year. The annual report would be expected to include:
    - Confirmation that quality assurance activities have been completed in line with the work plan, or reasons for any variation;
    - Actions that have been taken or that are planned as a result of discussion by committees;

- Actions that have been taken or that are planned as a result of feedback from stakeholders (visitors/universities); and,
  - Trends and themes identified in information presented year on year.
22. Findings of the Committee arising from assurances received on the quality assurance activities of the College in relation to veterinary degree programmes and veterinary nursing educational institutions shall also be circulated to the Primary Qualifications Subcommittee (PQSC), Education Committee and the Veterinary Nurses Education Committee.
23. The Committee may choose to invite attendance from representatives of Education Committee and VN Education Committee for the purpose of receiving assurances on quality assurance activities undertaken by those Committees.
24. Where an appointed member of the Audit and Risk Committee is also involved with the education quality assurance activities of the RCVS, they shall not be permitted voting rights on any issues discussed however they may remain present at the meeting for points of clarification.

<b>Summary</b>	
Meeting	Audit and Risk Committee (ARC)
Date	4 February 2025
Title	ARC meeting minutes – 12 November 2024
Summary	Minutes of the ARC meeting held remotely via Microsoft Teams on Tuesday, 12 November 2024.
Decisions required	The Committee is asked to approve the unclassified minutes and the confidential appendix.
Attachments	Confidential Appendix
Author	Huda Haid Governance Officer <a href="mailto:h.haid@rcvs.org.uk">h.haid@rcvs.org.uk</a>

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	n/a
Appendix	<b>Confidential</b>	<b>1,2,3,4</b>

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Private	The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are



	general issues which can be disclosed, for example in reports to committees and Council.
<b><sup>2</sup>Classification rationales</b>	
Confidential	<ol style="list-style-type: none"> <li>1. To allow the Committee or Council to come to a view itself, before presenting to and/or consulting with others</li> <li>2. To maintain the confidence of another organisation</li> <li>3. To protect commercially sensitive information</li> <li>4. To maintain public confidence in and/or uphold the reputation of the veterinary professions and/or the RCVS</li> </ol>
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## Minutes of the Audit and Risk Committee (ARC) meeting held online via Microsoft Teams on 12 November 2024

### Members:

Mr K Grewal	External lay member
Mr V Olowe	External lay member & Vice-Chair
Ms J Shardlow	External lay member & Chair
Mr W A S Wilkinson*	RCVS Council member
Ms J S M Worthington	RCVS Council member

### In attendance:

Dr M M S Gardiner	Treasurer (Observer)
Ms H Haid	Governance Officer
Ms L Lockett	CEO
Ms C McCann	Director of Operations
Mr A Quinn-Byrne	Governance Manager
Mr A Scanlan	CRM Project Manager
Ms S Tetsola	Head of Finance
Mr D Tysoe	Chief Digital Officer
Ms K Williams	Education Quality Improvement Manager

### Guests

Mr D Chhatralia	Audit Partner, Crowe UK LLP
Mr M Catolico	Senior Audit Manager, Crowe UK LLP

\*Denotes absence

### Apologies for absence

1. Apologies were received from Mr W A S Wilkinson.
2. The Customer Relationship Management (CRM) Project Manager joined the meeting to present the 'CRM project' agenda item under the 'Major projects update'.
3. The Education Quality Improvement Manager joined the meeting to present the 'ENQA update' agenda item only.
4. The Chief Digital Officer joined the meeting to present the 'IT/Digital Risk Register' agenda item only.

## Declarations of interest

5. There were no declarations to record.

## Minutes of the last meeting

6. The Committee approved the minutes of the last meeting, held on 10 September 2024, as an accurate record.

## Matters arising

7. The Treasurer/Chair of the Finance and Resources Committee (FRC) informed ARC that the action to appoint an FRC member to the Audit Tender Working Group, from the last meeting, had been completed.

## RCVS Audit Planning Report

8. Confidential information is contained in paragraph 1-3 of the classified appendix.

## CEO update

9. The CEO provided an oral report on the following College activities to the Committee:
  - a) Future governance reform: in June, the RCVS had consulted on its new 'good governance' proposals, which sought to better align the College with regulatory norms whilst also recognising its unique role as a royal college that regulates. The good governance proposals were part of the RCVS' overall legislative reform agenda. An external agency had been appointed to analyse the data from the consultation and a report went to RCVS Council on 7 November. The members voted on a number of proposed changes to the College's future governance structure, including removal of Veterinary Schools' Council appointees from RCVS Council and no longer having elected veterinary surgeons on RCVS Council, but retaining an elected veterinary element on a future council or committee focussed on upstream regulation and development of the profession, which would report to RCVS Council.

- b) Statutory Instrument (SI) for Statutory Membership Exam (SME): the College had been calling for a new SI for some time to improve the arrangements for the SME, in order to make it more accessible for overseas graduates. The SI was now close to being finalised and a draft would subsequently go to RCVS Council for approval. The SI would allow candidates to re-sit the components of the exam that they failed and pay the proportionate fee, without having to redo the whole exam and pay the entire fee. There would also be more diets of the exam during the year, which would give candidates better flexibility on when they could retake.
- c) Recruitment of new Registrar: the previous Registrar had retired from the RCVS in July. The recruitment process to fill the position was still ongoing, with final interviews scheduled with potential candidates. The interviewing panel consisted of the CEO, People Director, President, Chair of ARC and Ms L Ford (lawyer and lay member of RCVS Council).
- d) New Strategic Plan: the proposed direction of travel was intended to go the RCVS Council for consideration on 7 November 2024. However, the meeting had over-run, and the agenda item had not been reached. Instead, some informal evening meetings would be set with members of Council and VN Council to discuss the concepts so far.

10. Further confidential information is contained in paragraph 4 of the classified appendix.

### Major projects update

11. This agenda item covered three major ongoing College projects. Confidential information is contained in paragraphs 5-13 of the classified appendix.

### IT/Digital Risk Register

12. Confidential information is contained in paragraphs 14-18 of the classified appendix.

### Corporate Risk Register update

13. Confidential information is contained in paragraphs 19-24 of the classified appendix.

### ENQA update

14. The Education Quality Improvement Manager shared a report providing an update on activities relating to the RCVS' ENQA membership for note. The Committee indicated that it would be useful to have an additional section outlining any key implications for the RCVS arising from the engagement activities in the next iteration of report, as this would help the Committee to better understand next steps.

**Action: Education Quality Improvement Manager to outline key implications for RCVS in the next ENQA activity report.**

15. The Education Quality Improvement Manager also shared a report providing an update on RCVS accreditation events that had been completed in line with the agreed 2024 work plan, also for note. Confidential information is contained in paragraphs 25-29 of the classified appendix.

### Any other business (AOB)

#### **Draft Terms of Reference for Audit Tender Working Group**

16. Confidential information is contained in paragraph 30-32 of the classified appendix.

#### **Reflective session**

17. The Committee queried what was being done regarding the recruitment of new ARC members following discussions at the last meeting. The Director of Operations explained that the recruitment process was currently in progress.
18. The Chair thanked the Committee members for their contributions and there was no further business to record.

### Date of the next meeting

19. The next ARC meeting would be held on Tuesday, 4 February 2025 at 10:00 am, in person.

<b>Actions</b>	<b>Date</b>	<b>Status</b>
Education Quality Improvement Manager to outline key implications for RCVS in the next ENQA activity report.	2025	Completed – see agenda item 11a.

<b>Meeting</b>	Audit and Risk Committee
<b>Date</b>	4 February 2025
<b>Title</b>	Update on ENQA activities
<b>Summary</b>	This report provides an update on the activities undertaken that relate to our ENQA membership.
<b>Decisions required</b>	None, for note.
<b>Attachments</b>	ENQA briefing
<b>Author</b>	Kirsty Williams Quality Improvement Manager <a href="mailto:k.williams@rcvs.org.uk">k.williams@rcvs.org.uk</a> 020 7222 2001

### Classifications

Document	Classification <sup>1</sup>	Rationales <sup>2</sup>
Paper and attachments	Unclassified	n/a

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## <sup>2</sup>Classification rationales

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## Update on ENQA engagement for 2025

Since the ARC meeting in November, there has not been any further ENQA activity. However, planned for 2025 are the following:

- 2025 marks the 25<sup>th</sup> anniversary for ENQA and all agencies have been invited to submit a short 30 second video to state what membership of ENQA has provided for the organisation and to offer them congratulations. This will be used on social media as one of the ways to mark the anniversary. We have worked with the comms team and Lizzie on a script and how to make the best video clip, and this is to be submitted by the end of January.

The narrative is:

*Since becoming members of ENQA in 2018, the Royal College of Veterinary Surgeons, based in the UK, has been able to reassure its members that their regulatory body is recognised as meeting the European Standards in Higher Education. Being part of this dynamic quality assurance community has validated our own practices and given us new insight into international best practices employed across different sectors.*

*Membership has also brought networking and CPD opportunities and has been useful in understanding the wide variety of ways quality assurance is applied across different educational establishments, countries and cultures.*

*The RCVS would like to wish ENQA many congratulations on their 25<sup>th</sup> anniversary, and we look forward to continuing our collaborative relationship with the organisation.*

- In April, the ENQA members forum will be held in Paphos, Cyprus, and we will be submitting a proposal for a poster presentation. The subject this year is sustainability. Attending the forum will be Kirsty Williams and Shirley Gibbins.
- In October, ENQA will be holding their General Assembly in Brussels and this will include further 25<sup>th</sup> anniversary celebrations.
- Towards the end of 2025, we will need to submit a mid-term report based on how the RCVS are working to meet the recommendations and suggestions from the review in 2023. The work carried out so far on these is in the table below
- We will have the opportunity to meet with ENQA panel members early in 2026 to discuss the plans we have to meet the standards of the ESG and any other work that may be relevant. This is not a review, but a consultative exercise.

Recommendation / Suggestion	Standard	Action to be taken to address	By Whom	Proposed date of completion	Actual date of completion
<b>Recommendation:</b> The panel recommends the RCVS to discuss with the VS stakeholders the aims and use of the data submitted in the scope of annual monitoring.	2.2 – designing methodologies fit for purpose	Meetings held with all UK schools to review the annual monitoring data. Guidance produced linking each piece of data with the relevant standard. Feedback from schools acted upon and necessary updates made.	Undergraduate team	April 2024	April 2024
<b>Recommendation:</b> It is necessary to reflect on the requirements of the standard. An appropriate place to start would be a critical analysis of the available accreditation reports and a discussion of potential topics with the stakeholders. We expect that this would lead to a revision of the existing plan and may require additional expertise.	3.4 – Thematic analysis	To understand what is required to meet this standard. Share proposed action with ENQA to ensure it will be compliant with the standard.	KW UG team VN team	December 2024	In progress. Themes are VS – reasonable adjustment. VN - outcomes from the VN Vision work.
<b>Recommendation:</b> While recognizing the challenge, the panel recommends the RCVS to work towards fully excluding committee and Council members from the expert panels.	2.4 – Peer-review experts	No current committee or council members to be included in accreditation panels	UG team VN team	Jan 2024	Jan 2024
<b>Suggestion:</b> The panel suggest the RCVS to explicitly offer the possibility of submitting a SER, should an institution want to.	2.3 – implementing processes	To review the option and assess if this will fit with the new methodology. Discuss with relevant stakeholders – ie schools and panel members.	UG team		In progress

<p><b>Suggestion:</b> The panel suggests that the College considers involving more experts trained and working in other contexts to the expert panels, to bring outside expertise and further mitigate the issues connected to working in a small profession.</p>	2.4 – peer-review experts	To explore the opportunities available to engage experts outside the veterinary profession, whilst not diluting the expertise required to understand the specifics of the educational programmes.	UG team VN team		At least 2 VS panel members are not vets, but are educationalists.
<p><b>Suggestion:</b> The panel suggests that the College starts looking at possibilities to codify the decision-making to a degree.</p>	2.5 – criteria for outcomes	To be discussed			
<p><b>Suggestion:</b> The panel suggests including students in the work of the Council.</p>	3.1 – activities, policy and processes for quality assurance.				Students are already active in a number of committees in the VS and VN departments, as well as active panel members for accreditations.

<b>Meeting</b>	Audit and Risk Committee
<b>Date</b>	4 February 2025
<b>Title</b>	RCVS accreditation visitation work plan for veterinary schools and veterinary nursing qualifications
<b>Classification</b>	Unclassified
<b>Summary</b>	This report confirms the RCVS accreditation activities that have been completed in line with the agreed work plan for 2024 and the proposed work plan for 2025.
<b>Decisions required</b>	None, to note
<b>Attachments</b>	Updated 2024 work plan with completed actions Proposed 2025 work plan of RCVS accreditation events
<b>Author</b>	Kirsty Williams Quality Improvement Manager <a href="mailto:k.williams@rcvs.org.uk">k.williams@rcvs.org.uk</a> 020 7222 2001

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Key	
	ARC Feb 25 AI 11c Veterinary
	Veterinary Nursing

2024 RCVS accreditation event work plan

Accreditation events undertaken in 2024	Panel members	Application (VN) due / Repository (VS) closed by	Outcome
Bristol Focussed revisit (following visit in 2021) 6 <sup>th</sup> – 8 <sup>th</sup> March 2024	<ul style="list-style-type: none"> <li>• Mandisa Greene</li> <li>• Paul Wood</li> <li>• Steve Shaw</li> <li>• Jordan Nichols (RCVS lead for undergraduate education)</li> <li>• Claire Holliday (RCVS senior education officer)</li> <li>• Hayley Sinchon (RCVS senior education officer) Observer</li> <li>• Kirsty Williams (education quality improvement manager) Observer</li> </ul>	29/01/2024	“Full Accreditation” for the remainder of the accreditation cycle subject to satisfactory annual monitoring reports. As the accreditation cycle started in 2021, this means that the next RCVS visit is scheduled for 2028.
Cambridge Visit triggered by PQSC and EC following a review of annual monitoring data Visit – 27 <sup>th</sup> – 31 <sup>st</sup> May 2024	<ul style="list-style-type: none"> <li>• Hannah Fitzsimmonds</li> <li>• Mary Thompson</li> <li>• Niall Connell</li> <li>• Peter Hastie</li> <li>• Pred Prokic</li> <li>• Susan Rhind</li> <li>• Linda Prescott-Clements (RCVS Director of Education)</li> <li>• Jordan Nicholls (RCVS lead for undergraduate education)</li> <li>• Hayley Stinchon (RCVS senior education officer)</li> <li>• Kirsty Williams (RCVS education quality improvement manager)</li> </ul>	15/03/2024	“Conditional Accreditation”, with a full visitation to be held in September 2025. Furthermore, the Department is required to actively notify both existing students, and current and future applicants, to the VetMB of the programme’s accreditation status and be fully transparent with current and future students regarding the implications of this status from the outset. All current students should be written to at the earliest opportunity, and details should also be clearly

			displayed on the website for prospective students to see.
Charles Sturt University (CSU) 16 <sup>th</sup> – 20 <sup>th</sup> September 2024 Joint with AVBC	<ul style="list-style-type: none"> <li>Katy Cobb</li> </ul>		Awaiting report from AVBC
Pretoria University 5 <sup>th</sup> – 10 <sup>th</sup> May 2024 Focussed revisit joint with SAVC, AVBC	<ul style="list-style-type: none"> <li>Malcolm Cobb</li> </ul>	Self Evaluation Report (SER) provided 23 <sup>rd</sup> April 2024	“Full Accreditation” for the remainder of the accreditation cycle subject to satisfactory annual monitoring reports. As the accreditation cycle started in 2021, this means the next RCVS visit is scheduled for 2028.
Hartpury 20 <sup>th</sup> – 22 <sup>nd</sup> February 2024	<ol style="list-style-type: none"> <li>Emma Anscombe-Skirrow (Chair)</li> <li>Molly Down (student representative)</li> <li>Claire Defries (educator representative)</li> <li>Helen Farrant (employer presentative)</li> <li>Victoria Hedges (RCVS VN examinations quality lead)</li> <li>Abigale Gomez (RCVS Senior Qualifications Officer)</li> </ol>	09/01/2024	Full accreditation (5 years)

<p>Coventry 19<sup>th</sup> – 21<sup>st</sup> March 2024</p>	<ol style="list-style-type: none"> <li>1. Sam Double (chair)</li> <li>2. Florrie Sage (student representative)</li> <li>3. Gemma Irwin-Potter (educator representative)</li> <li>4. Aislin O’Raw (employer presentative)</li> <li>5. Tori Thornton (RCVS Qualifications Assessor)</li> <li>6. Abigale Gomez (RCVS Senior Qualifications Officer)</li> <li>7. Kirsty Williams (RCVS Education Quality Improvement Manager)</li> </ol>	<p>06/02/2024</p>	<p>Full Accreditation (5 years)</p>
<p>Middlesex 23<sup>rd</sup> – 24<sup>th</sup> April 2024</p>	<ol style="list-style-type: none"> <li>1. Sally Chuter (chair)</li> <li>2. Florrie Sage (student representative)</li> <li>3. Emily Smith (educator representative)</li> <li>4. Jessica Gilby (employer presentative)</li> <li>5. Victoria Hedges (RCVS VN examinations quality lead)</li> <li>6. Abigale Gomez (RCVS Senior Qualifications Officer)</li> </ol>	<p>12/03/2024</p>	<p>Full Accreditation (5 years)</p>
<p>Writtle Autumn 2024</p>	<p>Panel TBC</p>		<p>Due to a merger with a new university (Anglia Ruskin University) the accreditation has been postponed in order to allow time for the new programme to be developed. The plan is for the visit to take place in Autumn</p>



			2025, to allow for a student intake in September 2026
Ulster October 2024	<ol style="list-style-type: none"> <li>1. Sam Double – Chair</li> <li>2. Louise Sutherland – Educator representative</li> <li>3. Aislin O’Raw – Employer representative</li> <li>4. Katie Norris – Student representative</li> <li>5. Tori Thornton – RCVS Qualifications assessor</li> <li>6. Kirsty Williams – RCVS Education Quality Improvement Manager</li> <li>7. Abigayle Gomez – Senior Qualifications Officer</li> </ol>		<p>Conditional provisional accreditation.</p> <p>(Provisional accreditation is granted to new programmes that have made substantial progress towards meeting the RCVS Standards Framework for Veterinary Nurse Education and Training. However, the VN Education Committee identified several significant concerns when reviewing the report and action plan, thus determining that conditions should also be applied.)</p>
University of Central Lancashire (UCLan) 3 <sup>rd</sup> – 5 <sup>th</sup> December 2024	<ol style="list-style-type: none"> <li>1. Carla Husband – chair</li> <li>2. Kira Thomas – student representative.</li> <li>3. Nathan Price – educator representative</li> <li>4. Carol Hicks – employer representative</li> <li>5. Kirsty Williams – Education Quality Improvement Manager</li> <li>6. Abigayle Gomez - Senior Qualifications Officer</li> </ol>		Report and action plan are being finalised and will be due to be presented to VNEC early in 2025
Royal Veterinary College (RVC) To take place 21 <sup>st</sup> – 23 <sup>rd</sup> Jan 2025	<ol style="list-style-type: none"> <li>1. Gemma Irwin-Porter - Chair</li> <li>2. Molly Down – Student representative</li> <li>3. Nicci Johnson - educator representative</li> <li>4. Steph Goddard - employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> </ol>		

Central Qualifications (Awarding Organisation) To take place 18 <sup>th</sup> – 20 <sup>th</sup> Feb 2025	<ol style="list-style-type: none"> <li>1. Aislin O'Raw - chair</li> <li>2. Gemma Thirkettle – student representative</li> <li>3. Ali Heywood – educator representative</li> <li>4. Emily De Corte – employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Kirsty Williams – Education Quality Improvement Manager</li> </ol>		
University of Chester 18 <sup>th</sup> – 20 <sup>th</sup> March 2025	<ol style="list-style-type: none"> <li>1. Sam Double - chair</li> <li>2. Florrie Sage – student representative</li> <li>3. Nicci Johnson – educator representative</li> <li>4. Theona Aristdou – employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Jasmine Curtis - RCVS Qualifications Assessor</li> </ol>		
Vet Skill (Awarding Organisation) 30 <sup>th</sup> April – 2 <sup>nd</sup> May 2025	<ol style="list-style-type: none"> <li>1. Emma Anscombe-Skirrow - chair</li> <li>2. TBC – student representative</li> <li>3. Heather Bush – educator representative</li> <li>4. Steph Goddard – employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Jasmine Curtis - RCVS Qualifications Assessor</li> <li>7. Julie Dugmore – Director of VN</li> </ol>		
<b>Pre-Accreditation support meetings</b>			
Ulster 12 <sup>th</sup> January 2024	<ol style="list-style-type: none"> <li>1. Shirley Gibbins (RCVS Qualifications Manager, Veterinary Nursing)</li> <li>2. Tori Page (RCVS qualifications assessor)</li> </ol>	n/a	n/a
Portsmouth University 17 <sup>th</sup> January 2024	<ol style="list-style-type: none"> <li>1. Julie Dugmore (RCVS Director of Veterinary Nursing)</li> <li>2. Shirley Gibbins (RCVS Qualifications Manager, Veterinary Nursing)</li> </ol>	n/a	n/a
UCLan 15 <sup>th</sup> February 2024	<ol style="list-style-type: none"> <li>1. Julie Dugmore (RCVS Director of Veterinary Nursing)</li> </ol>	n/a	n/a

	2. Shirley Gibbins (RCVS Qualifications Manager, Veterinary Nursing)		
Wrexham 13 <sup>th</sup> March 2024	3. Julie Dugmore (RCVS Director of Veterinary Nursing) 4. Shirley Gibbins (RCVS Qualifications Manager, Veterinary Nursing)	n/a	n/a

2025 RCVS accreditation event work plan

Accreditation events planned for 2025	Panel members	Application (VN) due / Repository (VS) closed by	Training of panel members
Dublin (focussed revisit) February 2025	<ul style="list-style-type: none"> <li>• Dr Kate Richards - Chair, VPH practitioner</li> <li>• Prof Neerja Muncaster - Small Animal Education - University of Surrey</li> <li>• Prof Malcolm Cobb - Small Animal Education - University of Nottingham</li> <li>• RCVS Staff Member: Ms Claire Holliday</li> </ul>	23 <sup>rd</sup> December 2024	All training completed via Academy course
Harper and Keele (final visit - new school) 12 <sup>th</sup> – 16 <sup>th</sup> May 2025	<ul style="list-style-type: none"> <li>• Kate Richards</li> <li>• Alex Berry</li> <li>• Hannah Fitzsimmonds</li> <li>• Jude Bradbury</li> <li>• Peter Hastie</li> <li>• Alexander Corbishley</li> <li>• Michal Tkcaz</li> <li>• Jenny Weston</li> <li>• Anthea Fleming</li> <li>• Joe Moffitt</li> <li>• Lind Prescott-Clements – RCVS Director of Education</li> <li>• Kirsty Williams – RCVS Education Quality Improvement Manager</li> <li>• Claire Holliday – RCVS Senior Education Officer</li> </ul>	13 <sup>th</sup> December 2024	All training completed via Academy course.

Cambridge (focussed revisit) 8 <sup>th</sup> – 12 <sup>th</sup> September 2025	<ul style="list-style-type: none"> <li>• TBC</li> </ul>		
Queensland 7 <sup>th</sup> – 12 <sup>th</sup> September 2025	<ul style="list-style-type: none"> <li>• Jenny Hammond</li> </ul>		
James Cook 15 <sup>th</sup> – 17 <sup>th</sup> September 2025	<ul style="list-style-type: none"> <li>• TBC</li> </ul>		
Adelaide 24 <sup>th</sup> – 26 <sup>th</sup> September 2025	<ul style="list-style-type: none"> <li>• TBC</li> </ul>		
Melbourne 29 <sup>th</sup> September – 1 <sup>st</sup> October 2025	<ul style="list-style-type: none"> <li>• TBC</li> </ul>		
Barcelona 29 <sup>th</sup> September – 3 <sup>rd</sup> October 2025	<ul style="list-style-type: none"> <li>• TBC</li> </ul>		
RVC November 2025	<ul style="list-style-type: none"> <li>• Prof. Susan Dawson – Chair</li> <li>• Dr Mary Fraser</li> <li>• Dr Inaki Deza-Cruz</li> <li>• Dr Pred Prokic</li> <li>• Dr Alison Prutton</li> <li>• Dr George King</li> <li>• Ms Amani Kabbeer-Ali – Student Rep</li> <li>• Mr Jordan Nicholls – RCVS Representative</li> <li>• Ms Hayley Stinchon – RCVS Representative</li> <li>• Ms Kirsty Williams – RCVS Observer</li> </ul>		Not all panel have completed the training, but they have until September to complete.
Royal Veterinary College (RVC) To take place 21 <sup>st</sup> – 23 <sup>rd</sup> Jan 2025	<ol style="list-style-type: none"> <li>1. Gemma Irwin-Porter - Chair</li> <li>2. Molly Down – Student representative</li> <li>3. Nicci Johnson - educator representative</li> <li>4. Steph Goddard - employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> </ol>		Chair has completed specialised chair training. All panel members have undergone training or refresher training in 2024
Central Qualifications (Awarding Organisation) To take place 18 <sup>th</sup> – 20 <sup>th</sup> Feb 2025	<ol style="list-style-type: none"> <li>1. Aislin O'Raw - chair</li> <li>2. Gemma Thirkettle – student representative</li> <li>3. Ali Heywood – educator representative</li> <li>4. Emily De Corte – employer representative</li> </ol>		Chair has completed specialised chair training.

	<ol style="list-style-type: none"> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Kirsty Williams – Education Quality Improvement Manager</li> </ol>		All panel members have undergone training or refresher training in 2024
University of Chester 18 <sup>th</sup> – 20 <sup>th</sup> March 2025	<ol style="list-style-type: none"> <li>1. Sam Double - chair</li> <li>2. Florrie Sage – student representative</li> <li>3. Nicci Johnson – educator representative</li> <li>4. Theona Aristdou – employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Jasmine Curtis - RCVS Qualifications Assessor</li> </ol>		Chair has completed specialised chair training. All panel members have undergone training or refresher training in 2024
Vet Skill (Awarding Organisation) 30 <sup>th</sup> April – 2 <sup>nd</sup> May 2025	<ol style="list-style-type: none"> <li>1. Emma Anscombe-Skirrow - chair</li> <li>2. TBC – student representative</li> <li>3. Heather Bush – educator representative</li> <li>4. Steph Goddard – employer representative</li> <li>5. Abigayle Gomez - Senior Qualifications Officer</li> <li>6. Jasmine Curtis - RCVS Qualifications Assessor</li> <li>7. Julie Dugmore – Director of VN</li> </ol>		Chair has completed specialised chair training. All panel members have undergone training or refresher training in 2024
Writtle – TBC. Possibly late 2025 New programme so no start date confirmed.	TBC		
Grimsby – TBC. Possibly late 2025 New programme so no start date confirmed.	TBC		
Portsmouth – TBC - late 2025 or early 2026	TBC		
Wrexham - TBC - late 2025 or early 2026	TBC		