

# Pre-registration accreditation

Requirements and support available for Professional and Programme Leads



## RCOT pre-registration occupational therapy community

Congratulations on your new role leading pre-registration provision, development and delivery. To support your induction we are providing some key information.

What are the accreditation requirements? What support is available to me? In this document we give you live links to help you find what you need. We're here to support you, your stakeholders, and your learners in meeting and maintaining RCOT accredited status.

You're part of a larger community, and across the four nations there are:

- over 40 education providers
- over 100 programmes accredited by RCOT/in development
- over six different pre-registration routes and
- over 7000 pre-registration learners.

## Resources

We offer you a variety of useful resources and services. Consider how these resources might benefit your learners and be incorporated into your programme:

- [Professional standards for occupational therapy practice, conduct and ethics](#)
- [Career Development Framework](#)
- [CPD resources](#)

**As an education provider of an RCOT accredited pre-registration programme you can access:**

- the External Examiner register
- membership for Professional Leads to the Council of Occupational Therapy Education Directors (COTED) and
- associated subgroups of COTED for relevant roles:
  - admissions (OTAF)
  - practice-based learning (PPTF)
  - degree apprenticeships (OTIDA).

**These will enhance the processes you and your team use and are informative and supportive networks. Contact [qa@rcot.co.uk](mailto:qa@rcot.co.uk) for more information.**

## CPD resources for you and your learners

Our [CPD @ RCOT](#) webpage includes resources available to support you, teaching colleagues and learners in your programmes, including:

- the Career Development Framework
- resources for practice educators
- reflection templates and reflective scenarios.

## How we can support you

Our [news and events](#) page is regularly updated. We host fortnightly drop-in sessions via [MS Teams](#). If you're looking for a critical friend or mentor link, support for accreditation process or just to bounce ideas around, join us on the:

- first Thursday of every month 2–3pm, and
- third Tuesday of every month 9.30–10.30am.

## Accreditation and ongoing accreditation

Use this 'go-to' resource to ensure your programme continues to meet the learning and development standards: [Learning and development standards pre-registration education \(2019\)](#).

You mustn't exceed the maximum number of accredited RCOT learner places. As the Professional or Programme Lead it's your responsibility to [notify us](#) in advance if this is likely to change. RCOT and HCPC numbers may differ.

### For each pre-registration programme to maintain accreditation we ask you to annually submit:

- Annual Monitoring Report which informs the Compiled Annual Monitoring Reports. This is due each January/February, for the previous academic year.
- Learner intake numbers based on the programme intake, this is due in either October or February.
- Graduate learner numbers. This is due at the end of the academic year.

In addition to the requirements above, apprenticeship programme providers must confirm they have met the requirements to join the register of End-Point Assessment (EPA) organisations before the first cohort reach the EPA gateway.

Our [Learning and development standards for pre-registration education \(2019\)](#) requires you to [let us know in advance of any changes to the programme](#) after it has been accredited. These updates feed into the accreditation and the annual monitoring process. You can do this using the [major change form](#).

## Annual touch points

We'll request from you the information detailed above annually throughout the five-year accreditation period of your programmes. This is to ensure you evidence meeting the ongoing accreditation requirements.

For useful dates for your diary and workload planning look at the [ongoing accreditation requirements](#).

## Points of contact

Most importantly, please do keep in touch with us. We're here to support you in the ongoing delivery of your RCOT accredited pre-registration programme.

[qa@rcot.co.uk](mailto:qa@rcot.co.uk) This is accessed daily by the team.



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