Revised Process for Selecting Mentors, Accreditors and Reviewers

Revision 6, May 2016
For purposes related to being a Registered Charity, SEDA Executive needs an account of how accreditors, reviewers and mentors are selected and appointed. The following are the principles and the procedure.

Principles to be followed when appointing accreditors, reviewers and mentors

1. Institutional elements of a recognition event are shared by all the accreditors involved, and the mentoring of institutional elements are shared by all the mentors involved, where there is more than one.
2. For an initial institutional recognition there should never be less than two accreditors.
   a. With one or two programmes in a recognition event, two accreditors are needed
   b. With more than two programmes, the number of accreditors may be less than the number of programmes.
   c. However, each accreditor should not be responsible for more than two unrelated awards. This may be relaxed if the programmes are being accreditors for similar Named Awards (e.g. SL and LTA, ELT and SLT).
   d. There should always be at least one mentor. The precise number of mentors to be determined by the Co-Chairs.
3. For subsequent programmes at a PDF-recognised institution, and for five-yearly reviews:
   a. One programme needs one accreditor
   b. With two or more awards, the number of accreditors is the same as the number of awards, or fewer if the breadth of expertise of the accreditor(s) allows it.
   c. However, any one accreditor should not be responsible for more than two unrelated awards. This may be relaxed if the programmes are closely related and being accredited for similar named awards (e.g. SL and LTA, ELT and SLT).
   d. There should always be at least one mentor. The precise number of mentors to be determined by the Co-Chairs.
4. Institutions will be given mentors with experience in the relevant award.
5. Other things being equal, institutions will be given a variety of people as mentors and accreditors; appointment of the same person for recognition, accreditation and reviews will be avoided.
6. The needs of institutions come before the needs of accreditors.
7. New accreditors are trained by participation at a professional development event and by shadowing a recognition (without payment).
8. Other things being equal, the aim is that each trained accreditor will be awarded the same number (in total) of recognitions, reviews, or mentoring activities in the long run, assuming they volunteer.
9. There may be times when certain accreditors are assigned to be mentors and/or undertake a recognition due to the location and needs of an institution/provider. For example, cultural requirements, language.
10. Accreditors and mentors will be encouraged to widen the range of their award experience, for example by shadowing recognitions or reviews.

The selection procedure to appoint accreditors, reviewers and mentors

1. A request for volunteers to be mentors, accreditors or reviewers will be emailed to all trained accreditors normally with a two weeks' deadline. What follows concerns the selection by the committee Co-Chairs from the volunteers, following the principles above.
2. Volunteers with fewer recent (last calendar year and this calendar year) and agreed accrediting/reviewing/mentoring contracts will be given preference, as long as they are in good standing.
3. Where neither this nor the principles above determine the selection from the volunteers, the Co-Chairs will make the selection on the basis of the benefit to the institution (first) and to the accreditors (second).
4. The Co-Chairs may ask for advice from relevant award coordinators concerning the suitability of individuals for particular contracts.
5. Where a Co-Chair is amongst the volunteers, the Vice-Chair will be consulted before a selection is made. Where both a Co-Chair and Vice-Chair are volunteers, one of the SEDA Co-Chairs will be consulted before a selection is made.
6. A contract between SEDA and the appointed accreditor/reviewer/mentor will be exchanged.
7. The following PDF Committee will endorse the appointment decisions of the Co-Chairs and comment on any issues arising.
8. In the case of mentors, accreditors or reviewers that are also members of the SEDA Executive Committee, the procedures regarding the payment of SEDA's trustees must also be followed.

Stephen Bostock, PDF Committee Chair
Ammended by Roz Grimmitt, Nov 2013
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Ammended again by Rachael Carkett, Vicky Davies, Jenny Eland and Roz Grimmitt, May 2016