

# College of Radiographers Short Course Approval

---

The aim of approval of short courses is to provide participants with clear indication that a specific course is relevant to the practice of radiography and may also contribute to an individual's continuous professional development.

## Definitions

### Short course

Short courses are designed to provide opportunities for individuals to update their knowledge and skills and may also assess or confirm competence. It is likely that a short course will have wide general appeal but it cannot be tailored to the learning or developmental needs of an individual. Additionally, it is unlikely that a short course would attract academic credit and as such is unlikely to make a significant contribution to a postgraduate award.

Short courses may be offered by a variety of educational institutions, manufacturers, commercial institutions, clinical departments and could be operated on a partnership or franchise basis. However, principal responsibility for the course will lie with one organisation that will be responsible for submission of documentation and the quality assurance of the course and assessment where applicable. Approval of a course leads to accreditation of the institution to deliver that programme.

### College of Radiographers' Assessor

An experienced academic or clinical member of the Society and College of Radiographers who has met the necessary assessor requirements: <https://www.sor.org/learning/education-accreditation/assessors>. As far as reasonably possible they will have considerable experience of the modality under consideration. All assessors have undergone training on current approval processes. The College of Radiographers reserves the right to appoint more than one assessor if they deem it necessary.

### Education Provider

The organisation/individual delivering the short course. E.g. a college or university, hospital department, independent provider, commercial company, radiography equipment manufacturer etc.

### Approval fee

A fee for the approval of short courses is payable by those institutions not taking advantage of The College of Radiographers Annual Inclusive Services Package. Please contact [approval@sor.org](mailto:approval@sor.org) for further information in this package. The current fees can be found here: <https://www.sor.org/node/10178>. The fee or purchase order number must be submitted at the same time as the application. For specific information about how to pay the fee please contact the College of Radiographers: [approval@sor.org](mailto:approval@sor.org) or 020 7740 7226.

No refund will be made in the event of an application being unsuccessful or the short course being withdrawn before approval is complete.

The College of Radiographers will not assign an assessor unless payment/purchase order number has been received.

### Duration of approval

Approval lasts for a period of 2 years and the short course may be delivered as required during the approval period.

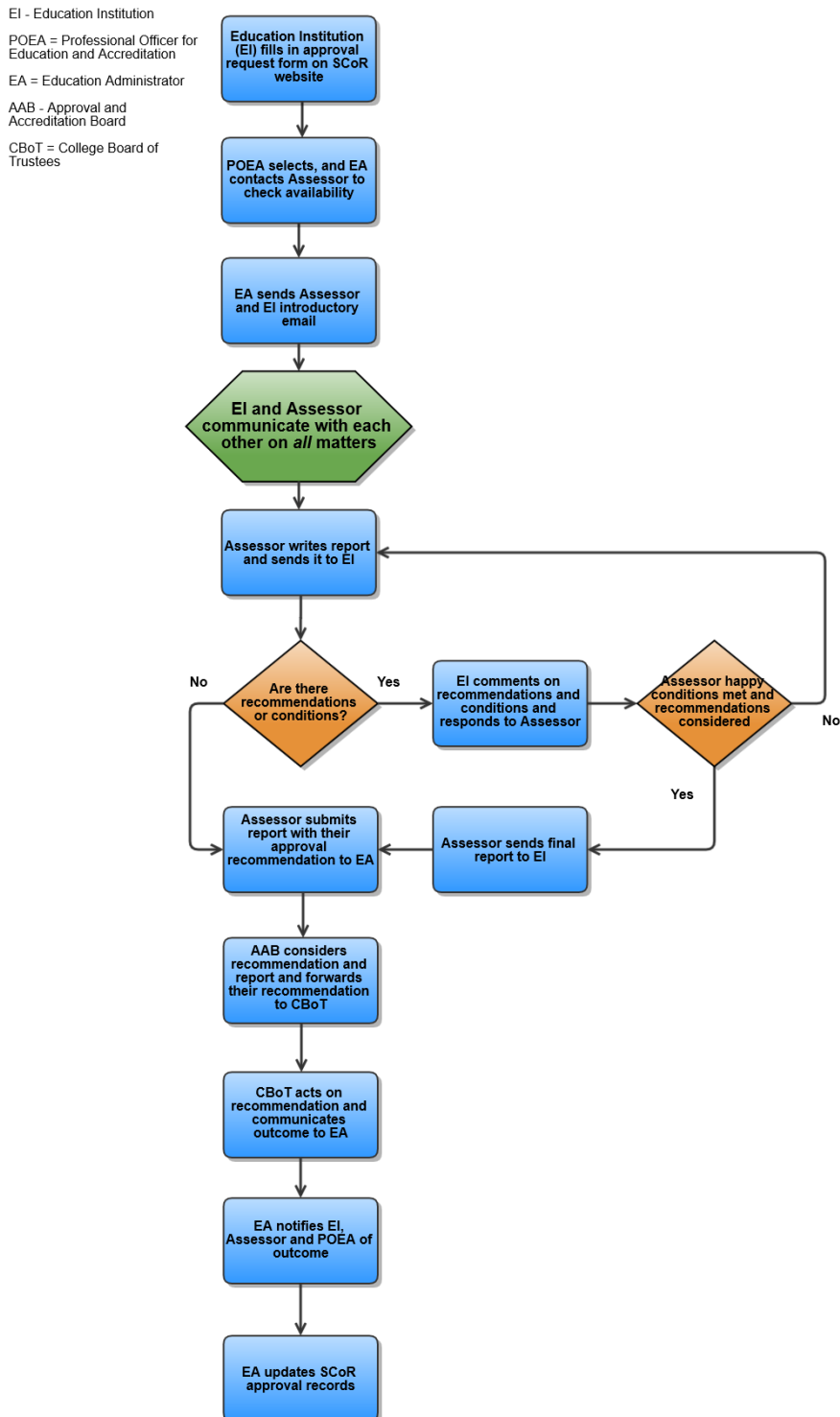
In the event of significant change being made to the course, including but not limited to changes of learning outcome, the Education Provider should seek advice from The College of Radiographers as re-approval may be necessary.

Retrospective approval will not be granted.

## Process for approval of short courses

The following procedure will be followed by applicants, College of Radiographers assessors and the Approval and Accreditation Board.

### Programme approval/re-approval process



## Applying for short course approval

The Education Provider must apply and submit course documentation via the online application form: <https://www.sor.org/learning/education-accreditation/application-programme-approval> at least six months prior to the commencement of delivery of the course. We recommend that Education Providers take note of the dates that the Approval and Accreditation Board and the College Board of Trustees meet.

In cases where Education Provider has not completed the documentation at the point of application, it must be sent directly to the College of Radiographers assessor at least 6 weeks before the desired completion of the review.

## Documentation

The following should be included within the short course documentation:

- Short course rationale, aims and objectives
- Admission criteria
- Student intake (number of students per cohort and frequency of running the short course).
- Programme structure including example timetable/agenda
- Learning outcomes
- Indicative course content
- Description of learning resources to be utilised including reading/reference list
- Teaching and learning methods
- Assessment methods including marking and moderation arrangements
- Methods of quality assuring and auditing the short course teaching, delivery and student satisfaction.
- Support for students while on placement (if applicable)
- Curriculum vitae of the academic/teaching staff who will be delivering the short course. Curriculum Vitae must include relevant qualifications.

## Review of the documentation

The documentation will be scrutinised by a College of Radiographers appointed assessor(s). During the assessment of the documentation additional information or clarification may be sought by the assessor. The assessor will communicate directly with the Education Provider.

## The Assessor(s) report

Assessors are required to use the Approval and Accreditation Board pro- forma to submit their report. A copy of this pro-forma can be found in the document download box on the approval page of the website: <https://www.sor.org/learning/education-accreditation/education-approval-and-accreditation>

Following review of the documentation, assessors will submit their initial (part 1) report directly to the Education Provider.

## Conditions and recommendations

The Education Provider must consider the recommendations and conditions specified by the assessor and then respond directly to the assessor.

Conditions – These must be addressed to the satisfaction of the assessor.

Recommendations – The Education Provider must consider and comment on recommendations. Recommendations do not have to be implemented but the assessor must be assured that they have been given full consideration.

### Final report

Once the assessor has reviewed the commentary on conditions and recommendations they will forward their final report (part 1 and part 2) with their approval recommendation to the Education Provider and the College of Radiographers.

### Approval and Accreditation Board and College Board of Trustees

The Approval and Accreditation Board meets three times each year. Dates can be found on the Society and College of Radiographers' website: <https://www.sor.org/learning/education-accreditation/approval-and-accreditation-board>. Final reports must be received from assessors at least 3 weeks prior to the Approval and Accreditation Board.

The recommendation to approve (or not) will be considered by the Approval and Accreditation Board and ratified by the College Board of Trustees. Dates that the College Board of Trustees meet can be found on the website: <https://www.sor.org/learning/education-accreditation/approval-and-accreditation-board>. Following ratification the Education Provider and assessor will be informed of the outcome.

### Completion of the Approval

Following ratification by the College Board of Trustees the Education Provider *must* forward a copy of the most recent documentation to The College of Radiographers.

**The approval process will not be complete until the final documentation has been received.**

### Further information

If further information is required about the short course approval process or fees please contact the College of Radiographers via email: [approval@sor.org](mailto:approval@sor.org) or telephone 020 7740 7226.

## College of Radiographers Short Course Approval

### Frequently asked questions

#### Q What is a short course?

A A short course is designed to enable individuals to gain knowledge, skills and sometimes competence. They differ from CPD courses because they may be summatively assessed.

#### Q Does a short course have to be delivered face-to-face?

A No. It can be delivered in any way you like, as long as it meets our quality requirements and gives learners the opportunity to meet all the learning outcomes and achieve the course goals. The College of Radiographers welcomes innovative methods of delivery, teaching, collaboration and assessment.

#### Q Can completion of a short course give the learner academic credits?

A Successful completion of a short course doesn't usually lead to academic credits but as some short courses are composed of single or a small number of education institution run modules, academic credit may be awarded. However, the credit is unlikely to constitute a large proportion of an undergraduate or postgraduate award.

#### Q How much does it cost to apply for College of Radiographers' short course approval?

A All our approval fees can be found on our website: <http://sor.org/node/10178>

#### Q Does the short course need to be run by a university or college?

A No. Short courses can be run by any education provider, including NHS or independent providers of healthcare, companies, radiographic equipment manufacturers, individuals etc. As long as the education provider is able to meet our quality requirements laid out in the main document we will consider the course for approval.

#### Q Do we have to have a student handbook?

A No, but it is very helpful for the learners (and the College of Radiographers' Assessor) to see the whole course, including rationale, aims and outcomes in one document. You may wish to combine the student handbook with other course documentation such as workbooks, assessments and log books. However, this *isn't* essential and if you prefer to provide separate documents it is fine with us.

**Q** What is the “short course rationale”?

**A** The rationale is the reason that you are running the short course. It may include reference to the local or national radiographic workforce need for the programme or the skills that it will enable learners to develop. It may also include the reasons you have chosen to deliver the course in the way you have e.g. distance learning, face to face, online, a blend of delivery methods etc.

**Q** What are aims, objectives and learning outcomes?

**A** Aims describe the purpose of the course and the reasons learners will have for attending it. They will usually be long term goals. They may relate to learners’ career, CPD, service users and practice. For example:

This short course aims to develop competent practising radiographers who are equipped with the skills, knowledge, understanding and attitude necessary to cannulate service users prior to the administration of radio-opaque contrast.

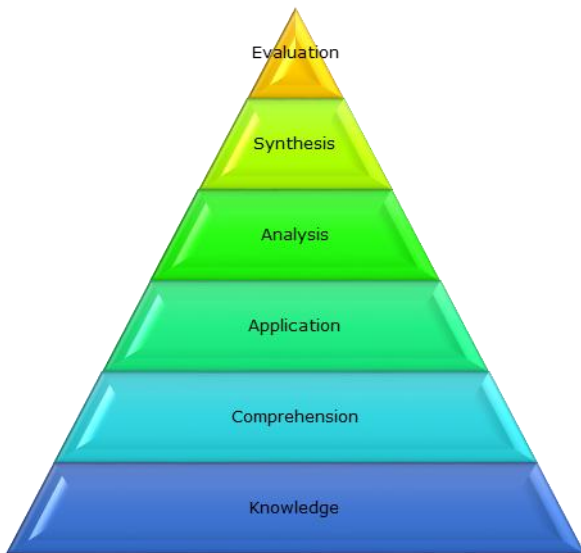
The aim of this short course is to provide opportunities for learners to develop a wide range of intellectual and other skills related to radiation protection.

Objectives or learning outcomes are “...testable statements describing what you intend your students to learn.” (Petty, 2014, p385). Learning outcomes (objectives) should:

- Specify precisely what the learner should be able to do.
- Be written so it is possible to determine whether the outcome/objective has been achieved.
- Usually short term.
- Suit the resources, teacher and learners.
- Sometimes define the circumstances under which the objective is to be demonstrated. E.g. a diagram of an X-ray tube drawn in 4 minutes, with fewer than 5 mistakes.

(Petty, 2014, p386).

The whole course may have learning outcomes which are assessed. If the learner can demonstrate that they have met the short course learning outcomes then they will pass the course. Individual presentations or teaching sessions may have their own learning outcomes too. These are likely to be assessed by the session facilitator in an informal way. When writing learning outcomes it may be helpful Consider Bloom’s Taxonomy of Educational Objectives – Cognitive domain (Bloom, 1956) {see diagram on the following page}.



- Judge, evaluate, give arguments for and against, criticise...
- Summarise, generalise, argue, organise, design, explain the reason for...
- Break down, list component parts of, compare and contrast, differentiate between...
- Use, apply, construct, solve, select...
- Explain, describe reasons for, identify causes of, illustrate...
- State, recall, list, recognise, select, reproduce draw...

Examples of learning outcomes are:

By the end of this course learners should be able to:

- List the four chambers of the heart.
- Explain the blood flow through the heart, lungs and body.
- Select the appropriate size of lead shielding for the examination.
- Compare and contrast CT and MRI scanners.
- Summarise the IR(ME)R regulations relevant to radiographic practice.
- Critique a journal article relevant to the short course material.

Bloom, B.S. (1956) Taxonomy of Educational Objectives. Handbook 1: Cognitive Domain, London: Longman.

Petty, G. (2014) Teaching Today, 5th edition, Cheltenham: Nelson Thorne.

**Q** When will I know if my short course has been approved?

**A** The College of Radiographers' assessor will forward you their preliminary report. Once you have addressed any conditions or recommendations the assessor will forward you their full report, including their recommendation for course approval or deferral. However, your course will only be approved after the assessors' report has been considered by the College of Radiographers' Approval and Accreditation Board and College Board of Trustees. Dates that these boards meet can be found on our website:

<http://sor.org/learning/education-accreditation/approval-and-accreditation-board>

**Q** What does "indicative course content mean"?

**A** Indicative content is the actual subjects that will be included in the short course. It can be presented in the form of an agenda for the day(s) or a description of each of the taught or facilitated sessions.

**Q Why is a CV required for the lecturing/teaching staff, and what should it include?**

**A** It is essential that The College of Radiographers' Assessor can determine if the lecturing/teaching staff and facilitators have the necessary knowledge and skills to deliver the course and ensure that the learning outcomes are met. A CV will enable them to gauge this. The CVs should include:

- Name
- Details of regulatory and professional body registration and accreditation
- Qualifications
- Clinical experience related to the subject area
- Teaching/presenting/facilitating/mentoring/etc. experience
- Audit, service evaluation, research, presentations, publications etc.
- Any other details relevant to the short course delivery