

IES Endorsement of Short Courses



Introduction

The Institution of Environmental Sciences (IES) endorses courses of study that are deemed to benefit environmental professionals across different specialisms. These courses provide quality professional development opportunities for those working in the environmental sciences, equipping those who complete the course with sound knowledge and skills applicable to their professional practice.

Courses that are successful in achieving endorsement will be able to declare the course is “Endorsed by the Institution of Environmental Sciences” and can use the *IES Endorsed* logo in their course materials and advertising. Details of endorsed courses, including a direct link to the relevant webpage will be displayed on the IES website. IES staff will also promote the course by periodically featuring the course in our e-newsletter which is sent to IES members. Those who complete an IES endorsed course will be eligible to receive a certificate of achievement with the IES logo.

Benefits of endorsement

- Provides a clear signal that the IES supports the aims and objectives of the course
- Signals to attendees that the course operates and maintains high standards in its content and delivery
- External endorsement ensures critical self-assessment and continuous quality assurance
- Supports environmental scientists to gain access to CPD opportunities to develop sound knowledge and skills in subjects relevant to their specialism
- Promotion of the course to IES members (in excess of 5,000)

What constitutes a short course

A short course is a programme of learning and study that has at least five core teaching hours but will not lead to an exit award of Level 5 or higher in the **Framework of Higher Education Qualifications (FHEQ)**. If the course does lead to one of these exit awards, it should be submitted under our separate **accreditation scheme**. The Community for Environmental Disciplines in Higher Education (CEDHE), the education committee of the IES, provides a professional accreditation scheme for Foundation, Bachelors and Masters programmes in Higher Education and Further Education institutions.

The course can be delivered either in person, online or hybrid. The course should include:

- A detailed delivery plan
- Expected participant outcomes
- An assessed component
- Interactive elements to deliver practical skills
- Mechanisms to collect feedback from participants
- Inclusive teaching materials

Please download the **application form** to understand the full set of criteria.

Endorsement procedure

The responsibility for overseeing the endorsement process rests with the IES office. However, assessment will be completed by a panel, consisting of a minimum of two individuals with relevant academic and/or industry experience.

Prior to starting this process it is advised that the course provider has an informal discussion about the course with the IES office to assess suitability for endorsement. Following this, formal applications for endorsement require the completion of an **application form** and submission of course materials for review.



The application asks for details about the aims and learning outcomes, assessment (if applicable), how the course is delivered and what feedback mechanisms are in place. Applications and course materials should be emailed to info@the-ies.org.

The endorsement procedure is a supportive process where we work with course providers to help them attain the highest possible standards of education and development. Once the panel have reviewed the application and course material, the course provider will be informed of whether they have achieved endorsement. The Panel will also provide feedback which may include recommendations for improvement or any conditions of endorsement.

Feedback

After review of the application, the endorsement decision will be either to:

- Endorse the course for the normal period (3 years)
- Endorse the course for a shorter period
- Endorse the course subject to certain specified conditions being met before the first/next intake of candidates onto the course.
- Not endorse the course, detailing why it does not meet our standards.

Length of endorsement

Endorsement is normally awarded for a period of three years, although the IES reserves the right to award endorsements for longer or shorter periods as it sees appropriate. After the endorsement period has ended course providers can re-apply for endorsement.

Course providers are required to send through annual progress reports detailing any changes that have been made to the course and attendance statistics as well as feedback from attendees.

Fees

The cost of an application for endorsement depends on the number of teaching hours, length of the programme and the volume of materials to review:

- Tier 1 – up to 5 teaching hours: £200
- Tier 2 – 6 to 15 teaching hours: £300
- Tier 3 – 16 to 25 teaching hours: £400
- Tier 4 – Over 25 teaching hours £500

Fees are due at the application stage of the endorsement process.

Modifications to the course

The IES appreciates the need for course providers to constantly review their courses and modify content to ensure the course reflect changes in legislation, technology and practice. Where a course provider wishes to make more substantial changes to the course, prior agreement from the IES must be sought and failure to do so may be a breach of the endorsement. Substantial changes include changes to the course structure, curriculum/syllabus and assessment regime.

Requests for consideration of substantial changes should be sent to the IES office (sent via info@the-ies.org). A decision will then be made if the course needs to go through the review process again.