# Application for Renewal of Prescription of a Qualification

This form should be used when seeking renewal of prescription for a qualification which is currently prescribed (recognised) by ARB. See also [Guidance on Prescription Renewal Applications](https://www.arb.org.uk/guidance-on-prescription-renewal-applications). If you have any queries, please contact the Accreditation Team (Qualifications@arb.org.uk).

**All applications must be submitted electronically (****Qualifications@arb.org.uk****).**

## 1. Application contact details

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| --- | --- | --- |
| 1.1 | **Institution** |  |
| 1.2 | **Name of** **main contact regarding this application***Please include any preferred title* |  |
| 1.3 | **Position held**  |  |
| 1.4 | **Address** |  |
| 1.5 | **Telephone**  |  |
| 1.6 | **Email**  |  |
| 1.7 | **Second application contact – name, position held, email, telephone**  |  |

## 2. Qualification(s) for which prescription is sought

Please complete the table and list all the qualification(s) for which prescription is sought (do not submit a separate application form for each qualification). If a qualification is/will be available in different modes (e.g. full-time, part-time, part-time apprenticeship) and/or with a named route within the same course (e.g. Bachelor of Arts (Honours) Architecture with a Year Abroad), please list each variant on a separate row (create additional rows where necessary). **A copy of the certificate awarded to successful graduates of each qualification must be submitted with the application.**

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| --- | --- | --- | --- | --- |
| **Qualification title for Schedule 1** e.g. Bachelor of Arts with Honours Architecture*As appears on the award certificate1* | **Awarding institution** e.g. University of Poppleton | **Length of course** e.g. three years | **Mode**e.g. full-time, part-time, part-time apprenticeship  | **Level** e.g. Part 1 |
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1 The award title as stated on the award certificate will be listed on Schedule 1 of ARB’s General Rules should the Board decide to grant prescription. Only students/candidates with an award stating the prescribed qualification title that precisely matches that listed on Schedule 1 will have a qualification eligible for registration upon graduation.

## 3. Period for which prescription is sought

Please indicate the start and expiry dates of the period of prescription being sought. The requested start date must coincide with the expiry date of current period of prescription.

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| **Period of prescription sought, e.g. 30 September 2023 – 30 September 2028** |  |

## 4. Preferred annual monitoring submission date

Please indicate the preferred date for the submission of annual monitoring material, should prescription be granted. This date must be the same for all of the institution’s prescribed qualifications, and at an appropriate point in the year when the institution will be able to submit all the material required for annual monitoring (see Appendix 2 of the [Procedures](http://www.arb.org.uk/procedures-prescription-qualifications)). Instances of annual monitoring material being submitted late will be noted by the Board, and may have an impact on the length of future periods of prescription.

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| **Preferred date for submission of annual monitoring, e.g. 31 January***If different to current annual monitoring date, include reasons for requesting the change* |  |

## 5. Application Evidence List

The institution is expected to provide the following material with the application. The file size of **any individual document submitted must be under 20mb**.

| **Expected evidence** | **Included** | **Not included** |
| --- | --- | --- |
| A copy of the certificate(s) awarded to successful graduates of each qualification | [ ] Yes  | [ ] No Reason(s): |
| Programme Specification for each qualification | [ ] Yes  | [ ] No Reason(s): |
| Module descriptions for each qualification | [ ] Yes  | [ ] No Reason(s): |
| Complete a separate mapping document for each qualification – for Parts 1 and 2, download the [mapping template(s)](http://www.arb.org.uk/prescription-process) from the website; for Part 3, use the institution’s own mapping document | [ ] Yes  | [ ] No Reason(s): |
| *(In addition to the above Criteria mapping)* Complete the appropriate [Part 1 mapping](https://arb.org.uk/wp-content/uploads/Part-1-FLSD-ES-Implementation-Aug-22.xlsx) / [Part 2 mapping](https://arb.org.uk/wp-content/uploads/Part-2-FLSD-ES-Implementation-Aug-22.xlsx) / [Part 3 form](https://arb.org.uk/wp-content/uploads/Part-3-FLSD-ES-Implementation-Aug-22.docx) for each qualification to show how the Fire and Life Safety Design, and Environmental Sustainability Guidance is addressed  | [ ] Yes | [ ] No Reason(s): |
| Qualification structure diagram that shows when modules are taken in relation to one another throughout the duration of each qualification | [ ] Yes  | [ ] No Reason(s): |
| Compensation regulations relevant to the qualification(s) | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| APL/APEL/direct entry policy and procedures | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| Study abroad regulations | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| Grade descriptions | [ ] Yes  | [ ] No Reason(s): |
| Marking and moderation regulations | [ ] Yes  | [ ] No Reason(s): |
| Governance and QA structure – details of internal and external review bodies relevant to the qualification(s) (e.g. internal annual monitoring, periodic review/revalidation, QAA, RIBA etc; name(s) of groups/bodies, membership, frequency and timing of reviews, scope of reviews) | [ ] Yes  | [ ] No Reason(s): |
| External examiner reports; and the institution’s responses to these | [ ] Yes  | [ ] No Reason(s): |
| Reports of internal and external review bodies; and responses to these | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| External examiners’ CVs | [ ] Yes  | [ ] No Reason(s): |
| Section of the QA handbook/regulations regarding external examiners | [ ] Yes  | [ ] No Reason(s): |
| External examiner handbook | [ ] Yes  | [ ] No Reason(s): |
| How the institution informs external examiners of ARB’s Criteria and requirements, and Guidance on Fire and Life Safety Design, and Environmental Sustainability to ensure that they take account of these when making comments in relation to ARB requirements in their annual reports | [ ] Yes | [ ] No Reason(s): |
| CVs of core staff and examiners (internal and external) | [ ] Yes  | [ ] No Reason(s): |
| Overview of all staff involved in the delivery and assessment of the qualification(s) – download the [staff list template](http://www.arb.org.uk/prescription-process) from the website (as for annual monitoring) | [ ] Yes  | [ ] No Reason(s): |
| Details of staff review/appraisal and CPD programmes (e.g. any sections of the QA handbook/regulations regarding staff review and development) | [ ] Yes  | [ ] No Reason(s): |
| Details of the institution’s expectations in relation to staff development relevant to the qualification(s) | [ ] Yes  | [ ] No Reason(s): |
| Details of any recent or forthcoming changes to staff structure or numbers | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| Student/candidate numbers for each qualification (including projected numbers for forthcoming years) | [ ] Yes  | [ ] No Reason(s): |
| Staff:student ratio for the qualification(s) | [ ] Yes  | [ ] No Reason(s): |
| Details of links with local practices and professional bodies | [ ] Yes  | [ ] No Reason(s): |
| The institution’s equality and diversity policy (link to policy online acceptable) | [ ] Yes  | [ ] No Reason(s): |
| Details of teaching and workshop space, storage, equipment/facilities, IT etc for the qualification(s) | [ ] Yes  | [ ] No Reason(s): |
| Student/course handbook for each qualification | [ ] Yes  | [ ] No Reason(s): |
| Details of any recent or forthcoming changes to resources | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| Details of any changes planned or anticipated during the period of prescription sought that will directly or indirectly affect the qualification(s); and how the institution will ensure that the resourcing of the qualification(s) is maintained or improved | [ ] Yes  | [ ] No [ ] N/AReason(s): |
| Statement from the Vice-Chancellor (or equivalent) setting out how the wider institution will support the School and qualification(s) during the period of prescription sought | [ ] Yes  | [ ] No Reason(s): |

## 6. Meeting ARB objectives

Section 10.2 of the Procedures for the Prescription of Qualifications (the [Procedures](http://www.arb.org.uk/procedures-prescription-qualifications)) sets out the objectives that must be met for a qualification to be prescribed by the Board.

An institution should bear in mind that in order for the Board to prescribe a qualification that has previously been prescribed, the institution and the Board must be confident that:

1. All students/candidates awarded the qualification since the qualification was prescribed or last renewed have met all the Criteria;
2. The systems used by the institution to ensure that all students/candidates awarded the qualification have met all the Criteria are adequate, and will continue to ensure that the Criteria are met for the future period of prescription; and
3. The institution’s future plans and commitment are such that the institution will maintain its ability to ensure that all students/candidates awarded the qualification meet all the Criteria.

Information on the evidence an institution is expected to submit as part of an application for prescription is indicated throughout the form below, and is summarised in the [Application Evidence List](#ApplicationEvidenceList). Please contact the Accreditation Team if you have any queries.

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| **If there are any particular issues that the institution has faced/is facing that relate to the qualification(s) and/or application, please provide details (including any relevant documents) in the box below.** |
|  |

## 7. Evidence submitted against ARB factors and derived questions

This section should be completed to indicate the evidence submitted against each of ARB’s factors and derived questions. **Where relevant, details have been included regarding the material expected** (also summarised in the [Application Evidence List](#ApplicationEvidenceList)). If the institution wishes to submit additional material, the relevance to the question and application must be clearly explained. If the institution offers more than one named qualification, please indicate where the evidence applies to all qualifications or whether it is specific to Part 1, Part 2 or Part 3. If a derived question does not apply or there is no relevant document to submit, please provide a commentary which the Board will take into consideration.

| **Factor and derived questions** | **Evidence presented***List the relevant documentation supplied; and any hyperlinks, where relevant. Where more than one piece of expected evidence is contained within a single document, clearly state in which document the evidence can be found. If additional information to that required is supplied, reasons for inclusion and relevance to the question/application must be stated.* | **Reference(s)***Specify the relevant pages/sections of the identified documentation* |
| --- | --- | --- |
| **1** | **That explicit strategies and mechanisms for assessing students/candidates have existed to ensure that all the relevant Criteria have been achieved.** |
| 1.1 | 1. Are all the Criteria at Part 1/Part 2/Part 3 (as appropriate) attained by passing the learning outcomes?
 | *Particular evidence expected:** *Complete a separate mapping document for each qualification – for Parts 1 and 2, download the* [*mapping template(s)*](http://www.arb.org.uk/prescription-process) *from the website. There is no Part 3 mapping template due to the extent of variability of these qualifications – institutions must provide a mapping document that shows how the Professional Criteria within the five overarching paragraphs are satisfied*
* *Programme Specification for each qualification*
* *Module descriptions for each qualification*
* *Qualification structure diagram that shows when modules are taken in relation to one another throughout the duration of each qualification*
 |  |
| 1. Do the assessments ensure that the learning outcomes are tested?
 | *Particular evidence expected:** *Mapping document for each qualification (as above)*
* *Module descriptions for each qualification*
* *Grade descriptions*
* *Confirmation as to whether or not all learning outcomes must be satisfied to meet the passing standard in each module and the qualification overall*
 |  |
| 1. How is the [Guidance](http://www.arb.org.uk/safety-and-sustainability-guidance-for-institutions/) on Fire and Life Safety Design, and Environmental Sustainability being incorporated into the qualification(s)?
 | *Particular evidence expected:** *(In addition to the Criteria mapping for 1.1.a) Complete the appropriate* [*Part 1 mapping*](https://arb.org.uk/wp-content/uploads/Part-1-FLSD-ES-Implementation-Aug-22.xlsx) */* [*Part 2 mapping*](https://arb.org.uk/wp-content/uploads/Part-2-FLSD-ES-Implementation-Aug-22.xlsx) */* [*Part 3 form*](https://arb.org.uk/wp-content/uploads/Part-3-FLSD-ES-Implementation-Aug-22.docx) *for each qualification to show how the Fire and Life Safety Design, and Environmental Sustainability Guidance is addressed*
 |  |
| 1. Is the qualification [principally in architecture](http://www.arb.org.uk/professional-qualifications-directive)?
 |  |  |
| 1. *(For Part 1 and Part 2)* Is at least half of the assessed work in [design](http://www.arb.org.uk/professional-qualifications-directive)?
 |  |  |
| 1.2 | Are students/candidates able to fail and/or receive compensation for any modules/assessments and still receive the qualification(s)? | *Particular evidence expected:** *Compensation regulations relevant to the qualification(s)*
 |  |
| 1.3 | What mechanisms are in place to ensure that those who gain direct entry into the latter stages of the qualification(s) will have met all the Criteria upon receipt of the qualification(s)? | *Particular evidence expected:** *APL/APEL/direct entry policy and procedures*
 |  |
| 1.4 | What mechanisms are in place to ensure that students/candidates who have spent a period of study abroad will have met all of the Criteria upon receipt of the qualification(s)? | *Particular evidence expected (where relevant):** *Study abroad regulations*
 |  |
| 1.5 | What information does the institution provide to students/candidates regarding ARB’s requirements for registration? |  |  |
| 1.6 | What internal second marking or moderation is in place to help guarantee the security and integrity of the marking? | *Particular evidence expected:** *Marking and moderation regulations*
 |  |
| **2** | **That these strategies and mechanisms of assessment have been subject to both internal and external periodic review and audit, and been found to be adequate.** |
| 2.1 | Where do each of the following review and comment on the adequacy of learning outcomes, assessments etc. in relation to ARB’s Criteria at the appropriate level, e.g. Part 1, Part 2 and/or Part 3?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected:** *Governance and QA structure – details of internal and external review bodies relevant to the qualification(s) (e.g. internal annual monitoring, periodic review/revalidation, QAA, RIBA etc; name(s) of groups/bodies, membership, frequency and timing of reviews, scope of reviews)*
* *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| 2.2 | Where do each of the following comment on and explicitly confirm that all students/candidates receiving each qualification have met all the Criteria at the appropriate level, e.g. Part 1, Part 2 and/or Part 3?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected:** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **3** | **That assessments have been rigorously monitored for consistency and benchmarked for comparability with other institutions offering prescribed qualifications, and been found to be adequate (e.g. by external examiners).** |
| 3.1 | Where do each of the following comment on and confirm the consistency and fairness of assessments, and whether standards are comparable with other institutions?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected:** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **4** | **That the institution has appropriately responded to problems identified by benchmarking, review and audit processes.** |
| 4.1 | What mechanisms and action plans are in place to address problems identified by benchmarking, review and audit processes? |  |  |
| 4.2 | Have any of the following raised other concerns through benchmarking, review and audit processes; and, if so, how have these concerns been responded to? * External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 | *Particular evidence expected (where relevant):** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **5** | **That internal and external review and audit processes have been rigorous and that, in their implementation, steps have been taken to ensure that they take account of the vocational, as well as academic, aspects of the qualification.** |
| 5.1 | 1. When were the institution’s quality assurance procedures last subject to independent audit, and what were the findings?
 | *Particular evidence expected:** *Reports of external review bodies; and responses to these*
 |  |
| 1. When is the next such audit anticipated to take place?
 |  |  |
| 5.2 | Have persons from architectural education and practice with knowledge of ARB’s Criteria and requirements been involved in any review processes such as the following?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers
 | *Particular evidence expected:** *External examiners’ CVs*
* *Section of the QA handbook/regulations regarding external examiners*
* *External examiner handbook*
* *How the institution informs external examiners of ARB’s Criteria and requirements, the Guidance on Fire and Life Safety Design, and Guidance on Environmental Sustainability to ensure that they take account of these when making comments in relation to ARB requirements in their annual reports*
* *Governance and QA structure – details of internal and external review bodies relevant to the qualification(s) (e.g. internal annual monitoring, periodic review/revalidation, QAA, RIBA etc; name(s) of groups/bodies, membership)*
 |  |
| **6** | **That appropriate mechanisms exist to ensure that the appointment, development and leadership of staff and examiners (including external examiners) is in accordance with best practice and has taken account of the vocational, as well as academic, aspects of the qualification.** |
| 6.1 | What staff are in place to deliver and assess the qualification(s)? | *Particular evidence expected:** *CVs of core staff and examiners (internal and external)*
* *Overview of all staff involved in the delivery and assessment of the qualification(s) – download the* [*staff list template*](http://www.arb.org.uk/prescription-process) *from the website (as for annual monitoring)*
* *Details of any recent or forthcoming changes to staff structure or numbers*
* *Student/candidate numbers for each qualification (including projected numbers for forthcoming years)*
* *Staff:student ratio for the qualification(s)*
 |  |
| 6.2 | Where have each of the following confirmed that there is an appropriate balance of staff/examiner expertise to ensure that ARB’s Criteria and requirements are rigorously assessed?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected (where relevant):** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| 6.3 | What mechanisms are in place (e.g. annual staff review) to identify staff development needs (both specific and generic); and how does the institution ensure staff regularly undertake development to maintain knowledge, skills and competence (both specific and generic)? | *Particular evidence expected:** *Details of staff review/appraisal and CPD programmes (e.g. any sections of the QA handbook/regulations regarding staff review and development)*
* *Details of the institution’s expectations in relation to staff development relevant to the qualifications*
 |  |
| **7** | **That the vocational aspects of the qualification are accepted as satisfactory by architects in practice.** |
| 7.1 | Have any of the following commented on the formal links between the institution and local practices, professional bodies etc?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected:** *Details of links with local practices and professional bodies*
* *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **8** | **That appropriate mechanisms are in place to ensure compliance with the duties relating to equality and diversity placed on the institution by equality legislation.** |
| 8.1 | What policies and/or mechanisms are in place to ensure the institution’s compliance with equality and diversity legislation and responsibilities? | *Particular evidence expected:** *The institution’s equality and diversity policy (link to policy online acceptable)*
 |  |
| 8.2 | Have any concerns been raised relating to the adequacy of the institution’s compliance with equality and diversity duties; and, if so, how have these concerns been responded to? | *Particular evidence expected (where relevant):** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **9** | **That the institution has adequate resources and will continue to have adequate resources during the future period of prescription.** |
| 9.1 | What (physical) resources and facilities does the institution have in place to deliver the qualification(s)?  | *Particular evidence expected:** *Details of teaching and workshop space, storage, equipment/facilities, IT etc for the qualifications*
* *Student/candidate numbers for each qualification (including projected numbers for forthcoming years)*
* *Student/course handbook for each qualification*
* *Details of any recent or forthcoming changes to resources*
 |  |
| 9.2 | Where have any of the following commented on and/or confirmed that resources are adequate?* External Examiners
* Internal Review Body
* External Review Body / Independent Advisers

If any concerns have been raised, how has the institution responded? | *Particular evidence expected:** *External examiner reports; and the institution’s responses to these*
* *Reports of internal and external review bodies; and responses to these*
 |  |
| **10** | **That the institution is committed to maintaining and, where appropriate, enhancing its provision relating to the matters listed above for the future period of prescription.** |
| 10.1 | What are the institution’s plans (departmental, expansion etc) during the period of prescription sought; and how will the resource requirements for those plans be met and maintained? | *Particular evidence expected:** *Details of any changes planned or anticipated during the period of prescription sought that will directly or indirectly affect the qualification(s); and how the institution will ensure that the resourcing of the qualification(s) is maintained or improved*
* *Student/candidate numbers for each qualification (including projected numbers for forthcoming years)*
* *Details of any recent or forthcoming changes to staff structure or numbers*
* *Details of any recent or forthcoming changes to resources*
 |  |
| 10.2 | Has a statement of support from the Vice-Chancellor (or equivalent) been provided which outlines the institution’s future commitment to the qualification(s)? | *Particular evidence expected:** *Statement from the Vice-Chancellor (or equivalent) setting out how the wider institution will support the School and qualification(s) during the period of prescription sought*
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## 8. Additional information

Please include below details of any additional information, core documentation and/or statements that should be brought to the attention of ARB and that is **not already** **referenced elsewhere in this application form**. Please make it clear whether this is relevant to all or specific named qualifications; and explain why that material is pertinent to the application and how it contributes to satisfying the objectives and factors for prescription.

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## 9. Conflicts of interest

If it is believed that any [Board members](http://www.arb.org.uk/board-members), [Prescription Committee members](http://www.arb.org.uk/the-prescription-committee) or [External Advisers](http://www.arb.org.uk/external-advisers) has a conflict/potential conflict of interest with the institution, please provide the details below. Add additional lines, if necessary. Please state ‘N/A’ if no conflicts/potential conflicts exist.

|  |  |
| --- | --- |
| **Name of Board member/Prescription Committee member/External Adviser** | **Nature of conflict/potential conflict of interest** *Include any dates where relevant, e.g. Part 1 external examiner September 2017 – August 2021* |
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## 10. Pass lists

Should prescription be renewed, it is a Standard Condition of prescription that following each and every set of examinations, the institution is required to submit to the Board its pass lists of graduating cohorts who have received the prescribed award. Pass lists must be submitted electronically as CSV files via the Pass List Portal – uploaded by the institution’s pass list administrator, and checked and approved by the Head of School (or equivalent).

Please provide the details of the individual responsible for uploading pass lists to the Pass List Portal (the pass list administrator), and the individual responsible for checking and approving pass lists.

|  |  |  |
| --- | --- | --- |
|  | **Individual responsible for uploading pass lists for the institution** | **Individual responsible for checking and approving pass lists for the institution** |
| **Name** |  |  |
| **Job title** |  |  |
| **Email** |  |  |
| **Telephone** |  |  |

N.B. Guidance on submitting pass lists can be found on the [Prescription Process](http://www.arb.org.uk/prescription) page of the website.

|  |  |
| --- | --- |
| **Has the institution submitted all 2021/22 pass lists for the prescribed qualification(s)?** | Yes [ ]  No [ ]  If No, please explain |

|  |  |
| --- | --- |
| **Please confirm when the institution expects to submit the pass list(s) each year**(by end which month) |  |

## 11. Authorisation and statement that information provided is accurate, relevant and true

a. To be completed by the Head of School (or equivalent).

|  |
| --- |
| **I certify that the information contained within this application is accurate, relevant and up-to-date; and that the School of Architecture has approved this application and its contents.****I confirm that no changes will be made by the School/institution to the institution’s application for prescription between the date of submission of the application and the date on which the Board issues its decision.** |
| **Signed** |  |
| **Print name** |  |
| **Position held** |  |
| **Date** |  |

b. To be completed by a duly authorised representative of the institution.

|  |
| --- |
| **I confirm that the above signatory has been authorised to submit this application on behalf of the institution named in section** [**1.1**](#Institution) **above.** |
| **Signed** |  |
| **Print name** |  |
| **Position held** |  |
| **Date** |  |