Attachment C – Work Plan

Key ☐ Action required   ▨ As required

	Jul 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022
Meetings												
Committee meetings (face-to-face)					25						TBC	
Committee meetings (tele/videoconference)	29							TBC				
Accreditation Committee Chairs' meetings		TBC				TBC		TBC			TBC	
Exec Meetings (Board and Committee Chair)		TBC				TBC		TBC				TBC
Health Profession Accreditation Collaborative Forum meetings	TBC											
Business processes and procedures												
Recruit assessors												
Assessor Training	Online											
Approve routine annual monitoring package								2022				
Confirm indicative 2022-2023 budget and workplan												
Annual review and forward planning									2021 CY			
Report to Board against KPIs												
Accreditation Risk Framework development	Drafting		Feedback	Drafting	Finalising		Confirm					

Assessment of programs of study												
Receive application for accreditation assessment	SITCM[1]			RMIT					WSU			ECNH
Evaluate application	SITCM[1]	SITCM[1]	SITCM[1]	RMIT	RMIT		RMIT		WSU	WSU	WSU	ECNH
Site Visit					SITCM[1]			RMIT				WSU
Draft accreditation report writing and fact check	Torrens	Torrens			SITCM[1]		SITCM[1]	RMIT	RMIT	RMIT		WSU
Decision on accreditation and proposed conditions (previously known as preliminary decision)					Torrens			SITCM[1]			RMIT	
Confirm accreditation decision					Torrens			SITCM[1]			RMIT	
Notice to provider and report to Board on accreditation decision					Torrens			SITCM[1]			RMIT	
Monitoring approved programs of study												
Receive responses to routine annual monitoring (RAM)/specific monitoring (SM) including transition requirements from 2013 AS to 2019 AS		2021 RAMS (4Eps)										
Evaluate responses to routine annual monitoring (RAM)/specific monitoring (SM) including transition requirements from 2013 AS to 2019 AS- prepare report		2021 RAMS (4Eps)	2021 RAMS (4Eps)	2021 RAMS (4Eps)								
Committee considers report on responses to routine annual monitoring (RAM)/specific monitoring (SM) including transition requirements from 2013 AS to 2019 AS					2021 RAMS (4Eps)							
Update provider and Board on outcome of routine annual monitoring/specific monitoring including transition requirements from 2013 to 2019 AS						2021 RAMS (4Eps)						

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[1] SITCM assessment against 2019 accreditation standards is subject to outcomes of TEQSA re-registration and course re-accreditation processes

Stakeholder engagement													
Approve stakeholder engagement framework													
Implement stakeholder engagement framework	░	░	░	░	░	░							
Evaluate stakeholder engagement framework							░	░					
Revise stakeholder engagement framework									░		To Chairs' meeting	

Attachment D – Funding arrangements

Item 1 – Funding Principles

These Funding Principles are to be applied by accreditation authorities, National Boards and AHPRA when they are considering and agreeing on the funding to be provided to the accreditation authority by the National Board/AHPRA for performance of the accreditation functions.

The principles aim to promote consistency, transparency and accountability for use of registrant fees to fund the accreditation function.

The National Board will provide funding through registrant fees to cover some of the indirect costs of the Accreditation Committee's activities related to program accreditation including monitoring.

The following principles will apply, in addition to the guiding principles and objectives of the National Law, and the Quality Framework for the Accreditation Functions, when the Accreditation Committee is requesting funding from the Board (funding request) and when the Board is deciding to provide funding to the Accreditation Committee (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded

2. The funding provided by the National Board should cover a proportion of the governance costs related to the accreditation functions

3. The funding provided by the National Board for the development and review of accreditation standards should be requested and considered separately to the funding

4. Requests for increases in funding from the previous year should not usually exceed the indexation range applicable to National Board fee increases

5. Where the Accreditation Committee considers an increase in funding above the indexation range is required, it should put the funding request and a business case supporting the increase above the indexation range to the National Board for their consideration

6. Such a request and business case should be forwarded to the National Board to enable them to have sufficient time to properly consider the funding request

7. The National Board may agree to the requested increase in funding or propose to agree to a lesser amount. Such a proposal and reasons for that proposal should be forwarded to the Accreditation Committee to enable it to have sufficient time to properly consider the proposed funding amount and reasons.

8. The National Board should agree to provide sufficient funding to enable the Accreditation Committee to effectively deliver the accreditation functions.

Item 2 – Funds

The Funds allocated by the National Board to support the work of the Accreditation Committee in the 2021/2022 financial year is $133,922.