

Schedule 3 – Work Plan

For the 2022/2023 financial year the work to be undertaken by the Accreditation Authority is set out in Schedule 2 and the CCEA work plan of expected activity below.

2022/23	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
GOVERNANCE AND OPERATING ENVIRONMENT												
Board meetings (F2F/hybrid)				x						x		
Finance, Risk and Audit Committee (FRAC) (F2F/hybrid/teleconference)	x			x					x			
Policy Committee (teleconference)							x					x
Australian Charities & Not-for-profits Commission (ACNC) compliance review & update	x			x			x			x		
Annual audit & production of audited financial statements		x										
Annual General Meeting				x								
Annual budget development							x					
Annual development of operating plans, eg. Ahpra workplan, annual work cycle, etc							x					
Accreditation Committee meetings (F2F/hybrid)				x						x		
Accreditation Committee meetings (teleconferences)			x					x				
Chiropractic Overseas Assessment Committee (COAC) meetings (F2F/hybrid/teleconference)				x						x		
Competency based assessment sessions	x				x			x				

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GOVERNANCE AND OPERATING ENVIRONMENT												
Councils on Chiropractic Education International (CCEI) meetings (F2F)					X							
CCEI meetings (teleconferences)			X			X			X			X
International Chiropractic Regulatory Society (ICRS) Forum (F2F/teleconference)					X					X		
World Federation of Chiropractic (WFC) Association of Chiropractic Colleges (ACC) Global Education Conference					X							
Health Professions Accreditation Collaborative Forum (HPACF) meetings (F2F)	X			X		X		X		X		
HPACF Accreditation Managers Sub-Committee meetings	X					X			X			
Strategic and workplan review		X						X				
Reporting												
- Ahpra/CBA					X					X		
- NZCB					X					X		
- CCEA Annual Report					X							
- Skills assessment				X						X		
- ACNC Annual Reporting						X						
- Aus/NZ community of practice meeting	X				X			X		X		
- Joint CBA/NZ Boards meetings	X				X			X		X		
Department of Education, Skills & Employment reports			X					X				
ACCREDITATION INCLUDING STANDARDS, POLICIES AND PROCEDURES												
Drafting of Evaluation Team Selection Framework												
Accreditation of International Medical University, Malaysia												
Program Monitoring												
SKILLS ASSESSMENT, POLICIES AND PROCEDURES												
Update of support materials	X											
2022/23	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE

SKILLS ASSESSMENT, POLICIES AND PROCEDURES												
Review application forms	x											
Review data reporting			x									
Stage 1 – Desktop audit												
Stage 2 – Assessment sessions	x				x			x				

CCEA plans to progress a number of operational projects during the 2022/23 financial year. These projects are excluded from the funding requested, with the CCEA Board having allocated some funding from reserves to progress activity. Projects are subject to full planning, scoping and demands on the business. This table lists the projects in order of priority with expected completion date.

Project title	Description	Expected completion date
Assessor training – accreditation and skills assessment	Development of online training modules for Site Evaluation Teams. Delivery of assessor training for skills assessment.	December 2022
Cultural safety training – Further training including for Aboriginal, Torres Strait Islander and Māori people	Further Aboriginal and Torres Strait Islander cultural safety training for Site Evaluation Teams. Cultural safety training for the New Zealand context for all CCEA personnel.	December 2022
Update of exam material for competency-based assessments	Update/development of basic sciences, radiology and principles of chiropractic/ethics and jurisprudence exam material.	March 2023
Graphic design of updated skills assessment material	Review and update of the Candidate Guide and application forms for skills assessment.	December 2022
Competency standards guidance material	Review of competency standards and development of guidance material.	June 2023
Accreditation risk framework	Development of accreditation risk framework document.	June 2023
Establish the Policy Committee	Establish a committee for policy review.	December 2022
Director development – Australian Institute of Company Directors (AICD) engagement	Director attendance at AICD facilitated session (one day course).	September 2022

Schedule 4 – 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.

Ahpra, in consultation with the National Board, will provide funding through registrant fees to enable the accreditation authority to manage its business and risks by covering some of the indirect costs of 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 an accreditation authority is requesting funding from a National Board/Ahpra (funding request) and when a National Board/Ahpra decide to provide funding to an accreditation authority (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded.
2. The funding provided by the National Board/Ahpra should cover a proportion of the governance costs related to the accreditation functions.
3. The funding provided by the National Board/Ahpra for the development and review of accreditation standards should be requested and considered separately to the funding of other accreditation functions.
4. Requests for increases in funding from the previous year should not usually exceed the indexation range applicable to National Board fee increases (up to 3% per annum).
5. Where an accreditation authority 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 AHPRA and the National Board for their consideration.
6. Such a request and business case should be forwarded to Ahpra and the National Board by mid-February or earlier each year to enable them to have sufficient time to properly consider the funding request.
7. Ahpra and 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 authority to enable it to have sufficient time to properly consider the proposed funding amount and reasons.
8. Ahpra and the National Board should agree to provide sufficient funding to enable the accreditation authority to effectively deliver the accreditation functions through a combination of funding provided by the National Board/Ahpra and funding from other sources that is provided as a direct result of the Accreditation Authority being assigned and exercising statutory functions under the National Law.

Item 2 – Funds

Total funding for the 2022/2023 financial year is: \$256,977 (ex GST).

The funding is payable in four instalments on the following dates and in accordance with clause 5.2 of the Head Agreement.

Date	GST exclusive
1 July 2022	\$64,245
1 October 2023	\$64,244
1 January 2023	\$64,244
1 April 2023	\$64,244