

Schedule 3 – Work Plan

For the 2019/2020 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. For the sake of certainty about the work to be funded by the Board, additional projects outside the scope of the funding specified in Item 2 of Schedule 4 have been struckout in the CCEA work plan. A work plan will be added for future years, as needed.



CCEA Workplan of Expected Activity – 2019/2020

The table below details when key CCEA governance and operational activities are projected to occur in the 2019/20 financial year, resulting in a body of work and/or outputs for CCEA. Many factors, external to CCEA, can impact the expected delivery. Therefore, this is indicative only, and subject to change. CCEA will continue to work closely with the Chiropractic Board of Australia to keep them informed of significant changes to the workplan.

2019/2020	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
GOVERNANCE AND OPERATING ENVIRONMENT												
Board meetings (F2F)				X						X		
Executive meetings (teleconference/F2F)		X			X				X		X	
ASIC compliance review & update	X			X			X			X		
Annual audit & production of audited financial statements			X									
Annual General Meeting				X								
Annual budget development								X				
New AHPRA/Council agreement	X											

Annual development of operating plans, eg. AHPRA workplan, annual work cycle, etc					X							
Accreditation Committee meetings (F2F)				X					X			
Accreditation Committee meetings (teleconferences)			X						X			
COAC meetings (F2F)			X						X			
Overseas candidate assessment sessions	X				X			X				
CCEI meetings (F2F)									X			
CCEI meetings (teleconferences)			X			X			X			X
HPAC forum meetings (F2F)	X		X			X			X		X	

2019/2020	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
HPAC Accreditation Managers meeting		X			X			X		X		
Strategic and workplan review			X							X		
Reporting												
- AHPRA/CBA					X				X			
- NZCB					X				X			
- CCEA Annual Report					X							
- Skills assessments				X						X		
- ASIC Annual Financial Statements					X							
Department of Education reports		X Plus SOL						X				
TEQSA MoU	X											
ACCREDITATION INCLUDING STANDARDS, POLICIES AND PROCEDURES												
Accreditation of Central Queensland University {3 campuses}					X							
Accreditation Macquarie University	X											

Accreditation Murdoch University	X											
Revised fee policy effective	X											
Risk-based accreditation project outputs adopted						X						
SKILLS ASSESSMENT												
Review of question/exam database											X	
Review of candidate management operations				X	X						X	

Schedule 4 – Funding arrangements

The funding principles below will guide accreditation authorities, National Boards and AHPRA for the 2019/20 financial year initially. These funding principles may be reviewed under clause 6.

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 2019/2020 financial year is \$191,868 exclusive of GST.

The funding for 2019/2020 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 2019	\$47,967
1 October 2019	\$47,967
1 January 2020	\$47,967
1 April 2020	\$47,967