

Schedule 3 – Work Plan

For the 2024 – 2025 financial year, the work to be undertaken by the authority is set out in:

1. Schedule 2
2. Schedule 6, and
3. the 2024/2025 work plan below.

Domain 1: Governance

The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Accreditation Authority's Board and Governance Committees The Australian Nursing and Midwifery Accreditation Council Board (ANMAC Board) meets six times per year (including a strategic planning day). In addition to the ANMAC Board meetings the following associated board committee meetings include: Governance Committee meets five times per year before the ANMAC Board meeting. The role of the committee is to ensure the ANMAC governance systems, policies, and procedures: - comply with current regulatory requirements, and - reflect contemporary business, governance, policy, and ethical requirements. Finance, Audit and Risk Committee meets five times per year before the ANMAC Board meeting. The role of the committee is to assist the Board to fulfil its oversight responsibilities in: - Financial reporting - internal control systems: - compliance management - risk management systems, and	1 July 2024	30 June 2025	Board Professional Development \$54,000 Corporate Costs \$9,900 Professional Consultants \$27,767 ICT \$8,848 Human Resources (inclusive of all Director and committee members sitting fees and some staff	The budget for this domain reflects all costs of the ANMAC governance. The Board professional development is to further support ANMAC as a skills-based Board. All new ANMAC's Board members attend Cultural Safety education. Professional consultant costs primarily refer to Annual Report costs (incl. financial audit fees). Increased board and committee members sitting fees mainly relate to the reinstatement of a face-to-face annual combined meeting of the Accreditation Committees. Sitting fees for existing vacancies on

- internal and external audit functions. ANMAC's Annual General Meeting will be held in November 2024. ANMAC's Board Charter and Policies were reviewed late 2023 and approved November 2023 and will be further updated as required.			costs) \$650,214 Travel \$74,571	the ANMAC Board are included in the costs. The costs included in this proposal for governance are solely related to the proportion of those costs for the Accreditation services ANMAC undertakes for the NMBA.
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Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
ANMAC's Strategic Accreditation Advisory Committee meets three times per year to provide high level strategic advice to the ANMAC CEO in all areas related to the accreditation functions of ANMAC.	1 July 2024	30 June 2025		
ANMAC's Accreditation Committees: - meet monthly to review the outcomes of assessments undertaken by the assessment teams that assess programs of study that lead to registration (or endorsement) as a nurse or midwife - make recommendations on accreditation of the programs of study to the ANMAC CEO and ANMAC Board - hold a combined meeting once yearly face to face (which has been recommenced 23-24 FY), and - outcomes feed into the monthly Accreditation Decisions Report for Ahpra/NMBA.	1 July 2024	30 June 2025		

Production of ANMAC's Annual Compliance Reporting requirements: - Financial and compliance reporting that informs and meet fiduciary responsibilities of Directors. - Liaison with external auditor to produce the audited financial statements and Directors' report. - Development of Ahpra/NMBA workplan. - Annual Report 2024/2025. - Annual key performance indicator report 1 July 2024 – 30 June 2025 (November 2025). - Mid-year key performance indicator report 1 July 2024 – 31 December 2024 (March 2025).	July 2024 July 2024 January 2025	October 2025 November 2025 March 2025		
Total Domain 1			\$825,300	

Domain 2: Independence

The accreditation authority carries out its accreditation operations independently.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
The ANMAC Board has a strong Governance framework with register of interests and conflict of interest policies for all Board and committee meetings and other persons in relevant areas of the delivery of accreditation services. This ensures that members and others are not participating in decisions where there is either a clear or a perceived conflict of interest. The Governance Committee of the ANMAC Board is further developing its skills-based model for the ANMAC Board and its Committees to support a fully skills-based approach to board and committee membership. This work commenced in December 2023 and provides the foundation for appointments to the ANMAC Board. This process has already and will continue to demonstrate improvements in the advertising/requesting and interviewing for candidates based on a fully skills-based approach for all Directors. There are currently three vacancies on the ANMAC Board.	1 July 2024	30 June 2025	Human Resources \$82,059	
The management of accreditation assessors includes: - accurate maintenance of the register of assessors with relevant details - the critical review of expressions of Interest received - analysis of the skills of assessors and appropriate allocation to assessment teams (at least 3 per team), and - management of conflicts of interest in accordance with relevant policies.	1 July 2024	30 June 2025		
Assessor Training Modules: - are now fully operational support to ensure alignment and consistency of approach of assessors, and - are subject to ongoing evaluation and updating.	1 July 2024	30 June 2025		
Total Domain 2			\$82,059	

Domain 3: Operational management

The accreditation authority effectively manages its resources to support its accreditation function under the National Law.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Administrative Support: including human resources, finance, management, policy and guideline development and day to day administration to maintain operational running of the organisation. Overheads: including rent/ lease arrangements, electricity, water, infrastructure, IT, maintenance, cleaning, etc (apportioned relevant to Accreditation Services provided for the NMBA).	1 July 2024	20 June 2025	Property and Equipment \$299,605 Admin Costs \$30,227 Corporate Costs \$62,487 Professional Consultants \$96,000 FBT \$1,500 ICT \$494,190 Human Resources \$704,478	Professional consultants refer primarily to work relating to, internal audit reviews, Enterprise Bargaining Agreement review and contingency for legal fees. ICT costs include work on several projects: - Website enhancements - NetSuite - SharePoint enhancements. The website enhancements will be a particular benefit for Education Providers (EP) reporting and access. The other two projects will improve IT systems and functionality of systems for ANMAC staff. The costs included in this proposal for operational management are solely related to the proportion of those costs for the Accreditation Services ANMAC undertakes for the NMBA.
Total Domain 3			\$1,688,487	

Doamin 4: Accreditation standards

The accreditation authority develops robust accreditation standards which have been set in advance for the assessment of programs of study and education providers.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Administrative, policy/research and executive support for the review, development, and implementation of Accreditation standards, inclusive of the following: - Evaluation of ANMAC data and explanatory notes to determine any trends or patterns in the performance of the current Accreditation Standards. External evidence and trends in education and training relevant to the review process (the review). - Development of a range of documents to support the review of Accreditation Standards including secretariat documents, consultation papers and draft Accreditation Standards. Undertake thematic analysis of consultation submissions (the development). - Develop documentation supporting Accreditation Standards including evidence guides, tools, templates and a transition guide to support EPs in adapting previously accredited programs to the new Accreditation Standards (the implementation). Administrative organisation and coordination of meetings with a mix of face-face and video conferencing. Analyse and respond to relevant consultation that might impact on the Accreditation Standards for example Standards for Practice, registration standards.			Human Resources \$187,429 Professional Consultants \$15,800	Professional consultant costs primarily refer to design/editing of Accreditation Standards.
Updates on the status (including potential for additional funding implications) for each Accreditation Standard is provided below:				
Review, development and implementation of Nurse Practitioner Accreditation Standards.	July 2024	June 2025		The costs of review, development and implementation are included in the cost proposal.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Review, development and implementation of Registered Nurse (RN) Prescribing Accreditation Standards	ongoing	June 2024		The review and development of these Standards is close to finalisation and is currently on hold due the finalisation of the Decision RIS. Costs for the review and development are included in the cost proposal. Implementation* – The cost proposal does not include the potential workload increase for ANMAC for the implementation of the Accreditation Standards and the need to (expeditiously) accredit new RN Prescribing education programs when the Registration Standard and Accreditation Standards are finalised accredited/approved.
Review, development and implementation of the Endorsement for Scheduled Medicines for Midwives Accreditation Standards/ Midwife Accreditation Standards*	September 2024			It is understood the NMBA is currently developing a revised Endorsement for Scheduled Medicines Midwife Registration Standard. The proposed changes to the Registration Standard may bring about a requirement to streamline the current approach to education related to Scheduled Medicines endorsement and potentially review the current Midwife Accreditation Standards. The cost proposal does not include the potential workload increase for ANMAC if streamlining is required of current Midwife Accreditation Standards to be inclusive of the Endorsement for Scheduled Medicines.
Activity: 1 July 2024 - 30 June 2025	Start date	Due date		Comments

Review, development and implementation of Re-entry Registered Nurse and Enrolled Nurse (EN) Accreditation Standards*	July 2024	June 2025		A review is being undertaken by the NMBA of both EN and RN approaches to re-entry to practice. It is understood the review is being conducted in parallel as the roles of RN and EN are interrelated in practice. The Re-entry RN and EN Accreditation Standards may require review to align with changes as a result of this piece of work. The cost proposal does not include the potential workload increase for ANMAC related to Re- entry Accreditation Standards.
Review, development and implementation of RN Accreditation Standards and Enrolled Nurse Accreditation Standards *				The NMBA is currently reviewing both the RN and EN Standards for Practice. It is anticipated that these reviews will precipitate the subsequent review of each of the current Accreditation Standards. The cost proposal does not include the potential workload increase for ANMAC related to a review of these Accreditation Standards.
To note: While some funds have been attributed to the review and development of Accreditation Standards in this Domian, additional funding may be required dependant on the timing and outcomes for those pieces o work with an () of the work of the NMBA as set out above.				
Total Domain 4			\$203,229	

Domain 5: Processes for accreditation of programs of study and education providers.

The accreditation authority applies the approved accreditation standards and has rigorous, fair, and consistent processes for accrediting programs of study and their education providers.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Accreditation workload: - commence assessment of 32 Programs - completion of approximately 160 milestones (5 milestones per program) - assessment of 10 (average) major program changes will commence 180 Program Monitoring reports will be assessed approximately 100 targeted reports will be assessed, and - transition of Diploma in Nursing Programs to the updated training package. All administrative and management support of the accreditation process. Accreditation Workflow smoothing of expiry dates – ongoing Scheduled Accreditation Workload (SAW) project. Engage EPs in evaluation and feedback survey following the completion of the accreditation assessment. Cultural Safety training for assessors: All assessors are to complete ABSTAR cultural safety training in accordance with the commitment made by Health Professions Accreditation Collaborative Forum (HPACF).	1 July 2024	30 June 2025	Corporate Costs \$1,200 Professional Consultants \$130,000 Human Resources \$2,114,280 Travel \$320,944	Professional consultants' costs refer to legal fees and work around the Scheduled Accreditation Workload (SAW) project, which includes a focus on fee review and MOU with EP's. Human Resources budget includes all sitting fees from site visits and all staff costs both administrative and management. It also includes Assessor training costs. IT system reform (included elsewhere)
Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments

Development of an evolved risk-based approach to accreditation, which will include: • protocol for determining risk • implementation of a suite of monitoring activities • development of tools, templates, and data points to support monitoring • consultation with stakeholders (throughout), and • a revised fee structure for EPs to align with ANMAC effort.	1 July 2024	30 June 2025		
Total Domain 5			\$2,566,424	

Domain 8: Stakeholder collaboration

The accreditation authority works to build stakeholder support and collaborates with other national and international accreditation authorities including other health profession accreditation authorities.

Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Improve transparency and engagement with stakeholders and improve ANMAC and ANMAC Board communication with stakeholders.	1 July 2024	30 June 2025	Administrative Costs \$30,000	New role Director Policy, Research and Evaluation.
Lead the development of relevant engagement/education opportunities that influence improved and future focused education and workforce strategies for the nursing and midwifery professions.			Marketing \$22,500	
Engage stakeholders in the development of Accreditation Standards.	Ongoing	Ongoing	Human Resources \$301,938	Costed in part in the review, development and implementation of the accreditation standards (D5)
Implement and action activities in the 'Innovate RAP.'	1 July 2024	30 June 2025		Partly funded through revenue sources from other areas of ANMAC business.
Engage with and attend the Health Professionals Collaborative Forum (HPACF) to progress the work they are undertaking (meetings held bimonthly, six meetings per year).	1 July 2024	30 June 2025	Travel \$30,606	

Accreditation projects from the ANMAC Board strategic Plan.	1 July 2024	30 June 2025		To note: No funds have been allocated in this proposal for the implementation of the recommendations from the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) ' <i>gettin em n keepin em n growin em</i> '.
Activity: 1 July 2024 - 30 June 2025	Start date	Due date	Cost	Comments
Stakeholder engagement and meetings Conference presentations/attendance: - Approximately 10 national conferences 2 international conferences - Council on Licensure, Enforcement & Regulation Education Conference – Baltimore, Maryland September 2024 Stakeholder meetings: - Australian and New Zealand Council of Chief Nursing and Midwifery Officers (ANZCCNMO) - Australian Skills Quality Authority - Tertiary Education Quality and Standards Agency - Council of Deans Nursing and Midwifery (CDNM) - TAFE Directors Australia - Moderation Delivery Committee (MDC) for Enrolled Nurse education - Health Professions Accreditation Collaborative: - Forum - Accreditation Liaison Group - Accreditation Managers - Coalition of National Nursing and Midwifery Organisations (CONNMO)	1 July 2024	30 June 2025		*International conferences funded from revenue sources from other areas of ANMAC business. Additional other stakeholder meetings as required.

- NZ Nursing Council/NZ Midwifery Council - NMSRG - NNMEAN				
Total Domain 8			\$385,044	
Total Workplan Expenses			\$5,750,543	

Schedule 4 – Funding arrangements

The Funding Principles below will guide accreditation authorities, National Boards and Ahpra for the 2024/25 financial year initially. These Funding Principles may be reviewed under clause 6.

The 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 Funding 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 Funding 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
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 consideration.
6. such Funding Request and business case should be forwarded to Ahpra and the National Board by 10 February or earlier each calendar 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 2024/2025 financial year is: \$3,347,136 (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 2024	\$836,784
1 October 2024	\$836,784
1 January 2025	\$836,784
1 April 2025	\$836,784