

Schedule 3 – Work Plan

For the 2023/2024 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.

2023/24	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
GOVERNANCE AND OPERATING ENVIRONMENT												
Board meetings (F2F/hybrid)				x						x		
Board meetings - Teleconferences		x						x				
Finance, Risk and Audit Committee (FRAC) (teleconferences)		x		x			x			x		
Australian Charities and Not-for-profits Commission (ACNC) and Australian Securities and Investments Commission (ASIC) compliance review and 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)				x								
COAC meeting (teleconference)										x		
Competency based assessment sessions					x			x				x

[illegible]

2022/23	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
SKILLS ASSESSMENT, POLICIES AND PROCEDURES												
Review data reporting			x									
Stage 1 – Desktop audit												
Stage 2 – Competency based assessment sessions					x			x				x

Operational projects

The CCEA plans to progress a number of operational projects during the 2023/24 financial year, 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.

Project title	Description	Expected completion date
Privacy training	Privacy training for staff	September 2023
Assessor training – skills assessment	Further development of assessor training for competency-based assessments.	June 2024
Development of exam material for competency-based assessments	Development of principles of chiropractic/ethics and jurisprudence exam material.	June 2024

Specific projects relating to the accreditation functions

The CCEA plans to progress the following projects during the 2023/24 financial year, with specific additional funds approved by the National Board.

Project title	Description	Expected completion date
Accreditation and competency standards review and development	Review of Accreditation Standards for Chiropractic Programs and Competency Standards for Graduating Chiropractors and development of new standards	June 2024
Cultural safety training	Cultural safety training for accreditation team members in conjunction with the Health Professions Accreditation Collaborative Forum (HPACF)	June 2024
	Cultural safety training for chiropractors online program (overseas qualified practitioners)	June 2024

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 8% per annum for the 2023/24 financial year).
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

Funding for performance of accreditation functions, including cultural safety training projects

Total funding for performance of accreditation functions for the 2023/2024 financial year is: \$311,265 (excluding GST).

This comprises base funding of \$277,565 (excluding GST) and funding for the cultural safety training projects of \$33,700 (excluding 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 2023	\$77,817
1 October 2023	\$77,816
1 January 2024	\$77,816
1 April 2024	\$77,816

Funding for Accreditation and competency standards review and development project

Total funding for the *Accreditation and competency standards review and development* project is \$56,800 (excluding GST), subject to confirmation from the National Board that the Accreditation Authority has submitted a project plan that reflects the *Procedures for the development of accreditation standards*.

Ahpra will pay the funding in six instalments, subject to the Accreditation Authority providing a tax invoice to Ahpra in respect of each instalment and confirmation from the National Board that the project is progressing in accordance with the confirmed project plan.

Key milestone	Date	Instalment (GST exclusive)
Discussion paper with draft Standards prepared	25 September 2023	\$10,000
First round consultation	13 November 2023	\$10,000
Draft 2 of Standards prepared and online survey developed	29 January 2024	\$10,000
Second round consultation	15 April 2024	\$10,000
Final draft Standards prepared	27 May 2024	\$10,000
Submission to the Chiropractic Board of Australia for approval	17 June 2024	\$6,800