

Schedule 3 – Work Plan

For the 2024/2025 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.

2024/25	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
GOVERNANCE AND OPERATING ENVIRONMENT												
Board meetings – F2F/hybrid				x							x	
Board meetings – Online			x					x				
Finance, Risk and Audit Committee (FRAC) – Online		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 and production of audited financial statements		x										
Annual general meeting (AGM)				x								
Annual budget development							x					
Annual development of operating plans, e.g. Ahpra work plan, annual work cycle, etc.							x					
Accreditation Committee meetings – F2F/hybrid				x							x	
Accreditation Committee meetings – Online	x							x				
Chiropractic Overseas Assessment Committee (COAC) meeting – F2F/hybrid				x								
COAC meeting – Online										x		
Competency based assessment sessions					x			x				x
Councils on Chiropractic Education International (CCEI) meetings – F2F/online					x		x		x		x	x

2024/25	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
International Chiropractic Regulatory Society (ICRS) Forum – F2F/online				x							x	
World Federation of Chiropractic (WFC) Global Education Conference				x	x							
WFC Biennial Congress											x	
Strategic and work plan review		x						x				
Reporting - Ahpra/ChiroBA - NZCB - CCEA Annual Report - Skills assessments - ACNC Annual Information Statement and Financial Report - Joint ChiroBA/NZCB meetings - Department of Employment and Workplace Relations					x					x		
HPACF												
HPACF meetings – F2F	x		x		x			x			x	
HPACF Accreditation Managers Sub-Committee meetings – F2F/online		x			x				x		x	
Forum of National Scheme Chairs (FoNC) meetings – F2F/online		x	x	x		x			x		x	x
Independently Chaired Accreditation Committee (IAC) meetings – F2F/online			x		x				x			x
Ahpra annual meeting – F2F											x	
ACCREDITATION INCLUDING STANDARDS, POLICIES AND PROCEDURES												
Accreditation policies, procedures and guidelines review												
Accreditation of Australian Chiropractic College												

2024/25	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Accreditation of Central Queensland University	_____				_____							
Program monitoring	_____											
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 2024/25 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	Summary	Estimated completion date
Accreditation Policies and Procedures	Revise the Accreditation Policies and Procedures following the development of new accreditation standards in the 2023/24 year	June 2025
Candidate Guide for the Skills Assessment for Migration and/or Registration as a Chiropractor – Australia and New Zealand	Review and update the Candidate Guide for the Skills Assessment for Migration and/or Registration as a Chiropractor – Australia and New Zealand	September 2024
Cyber security improvements	Implementation of the cyber security recommendations following the cyber security assessment in the 2023 calendar year	June 2025

Specific projects relating to accreditation functions.

The CCEA plans to progress the following projects during the 2024/25 financial year, with specific additional funds approved by the National Board.

Project title	Summary	Estimated completion date
Accreditation Guidelines for Chiropractic Education Programs	Revise the Accreditation Guidelines for Chiropractic Education Programs to align with the new accreditation standards	June 2025

Review and development of competency based assessment examinations	Review and development of new examination material for all sections of the competency based assessment for candidates required by the Chiropractic Board of Australia to sit the written assessment and/or the Objective Structured Clinical Examination (OSCE) and for overseas qualified practitioners	December 2025
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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

The total funding for performance of accreditation functions for the 2024/2025 financial year is: \$312,915 (excluding GST).

This comprises base funding of \$288,945 (excluding GST) and funding for the projects of \$23,970 (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 2024	\$78,228
1 October 2024	\$78,229
1 January 2025	\$78,229
1 April 2025	\$78,229