

Attachment C – Workplan

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
Meetings												
Committee meetings	24 / 25 F2F			24 / 25 F2F				27 th VC				26 th F2F
Accreditation Committee Chairs' meetings	18		19		28			TBD			TBD	
Exec Meetings (Board and Committee Chair)						TBD				TBD		
Health Profession Accreditation Collaborative Forum meetings	19 Melbourne		20 Canberra		29 Melbourne			TBD			TBD	
Business processes and procedures												
Recruit assessors/Assessor Training	+ Assessor Cultural safety training (HPACF) (July to Nov)											
Approve routine monitoring package				Confirm package								
2025-2026 budget and workplan								indicative		confirmed		
Annual review and forward planning									2024 CY			
Reports to Board under ToR requirements						Annual report				Exception reporting		
Accreditation Risk Framework workshop – to be held after the revised accreditation standards are published in 2025												
Review accreditation standards, including consultation												Publish TBC
Implementation of accreditation standards												
Assessment of programs of study												
Receive application for accreditation assessment												
Evaluate application	Monash	Monash	Monash									
Site visit (physical/videoconference)			QUT (Pod07)	Monash								
Draft accreditation report writing and fact check	QUT (Pod08) UniSA (2)	QUT (Pod08) UniSA (2)	QUT (Pod08) UniSA (2)	QUT (Pod08) QUT (Pod07)	Monash QUT (Pod07)	Monash QUT (Pod07)	Monash QUT (Pod07)					

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
Decision on accreditation and proposed conditions				UniSA (2)	QUT (Pod08)			Monash QUT (Pod07)				
Confirm accreditation decision					UniSA (2)	QUT (Pod08)			Monash QUT (Pod07)			
Notice to education provider and report to Board on accreditation decision						UniSA (2) QUT (Pod08)				Monash QUT (Pod07)		
Monitoring approved programs of study												
Receive responses to routine monitoring (RM)/specific monitoring (SM)									SM (UWA)			
Evaluate responses to RM/SM and prepare report	2024 RM/SM (8 EPs)									SM (UWA)	SM (UWA)	SM (UWA)
Committee considers report on responses to RM/SM	UWA's DPM & DPS (SM)			2024 RM/SM (8 EPs)								
Update provider and Board on outcome of RM/SM		UWA's DPM & DPS (SM)			2024 RM/SM (8 EPs)							
Monitoring visits	UWA's DPM											
Stakeholder engagement												
Evaluate stakeholder engagement framework (SEF)	TBC	TBC										
Revise SEF			TBC									
Implement SEF												
Meetings/other engagement activities	ACPD			ACPD				ACPD				

Attachment D – Funding arrangements

Item 1 – Funding Principles

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 14.

The Funding Principles are to be applied by committees, National Boards and Ahpra when they are considering and agreeing on the funding to be provided to the committees 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 Funds allocated by the National Board to support the work of the Accreditation Committee in the 2024/2025 financial year is \$[insert].