

Attachment C – Workplan

Key  Action required  As required

	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021	May 2021	June 2021
Meetings												
Committee meetings (face-to-face)	16			6		17					25	
Committee meetings (tele/videoconference)								18				
Accreditation Committee Chairs' meetings		6				3		TBC			TBC	
Exec Meetings (Board and Committee Chair)					24			TBC			TBC	
Health Profession Accreditation Collaborative Forum meetings		7				4		TBC			TBC	
Business processes and procedures												
Recruit assessors												
Assessor Training		27										
Implementation of accreditation standards												
Approve routine annual monitoring package												
Confirm indicative 2021-2022 workplan												
Confirm indicative 2021-2022 budget												
Annual review and forward planning						2020						
Report to Board against KPIs												
Assessment of programs of study												
Receive application for accreditation assessment			Fed Uni	Monash UTas	WSU			ACU ²	USQ Griffith ²			
Evaluate application			Fed Uni	Fed Uni	Monash UTas	Monash UTas WSU	Monash UTas WSU	ACU ²	ACU ² USQ Griffith ²	ACU ² USQ Griffith ²	ACU ²	
Site visit					Fed Uni			Monash UTas WSU		ACU ²	ACU ² USQ Griffith ²	

Draft accreditation report writing and fact check					Fed Uni	Fed Uni	Fed Uni		Monash UTas WSU	Monash UTas WSU	USQ Griffith ²	ACU ² USQ Griffith ²
Accreditation preliminary decision								Fed Uni			Monash UTas WSU	
Confirm accreditation decision									Fed Uni			Monash UTas WSU
Notice to provider and report to Board on decision									Fed Uni			Monash UTas WSU
Monitoring approved programs of study												
Receive responses to routine annual monitoring (RAM)		2019/20 RAMS (7)	2020/21 RAMS (10)					2020/21 RAMS (8)				
Evaluate responses to routine annual monitoring and prepare report		2019/20 RAMS (7)	2019/20 RAMS (7)	2020/21 RAMS (10)	2020/21 RAMS (10)				2020/21 RAMS (8)	2020/21 RAMS (8)		
Committee considers report on responses to routine annual monitoring				2019/20 RAMS (7)		2020/21 RAMS (10)					2020/21 RAMS (8)	
Update provider and Board on outcome of routine annual monitoring				2019/20 RAMS (7)		2020/21 RAMS (10)					2020/21 RAMS (8)	
Stakeholder engagement												
Approve stakeholder engagement framework												
Implement stakeholder engagement framework												
Evaluate stakeholder engagement framework												
Revise stakeholder engagement framework												

Attachment D – 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.

The National Board will provide funding through registrant fees to cover some of the indirect costs of the Accreditation Committee's 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 the Accreditation Committee is requesting funding from the Board (funding request) and when the Board is deciding to provide funding to the Accreditation Committee (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded
2. The funding provided by the National Board should cover a proportion of the governance costs related to the accreditation functions
3. The funding provided by the National Board for the development and review of accreditation standards should be requested and considered separately to the funding
4. Requests for increases in funding from the previous year should not usually exceed CPI/the indexation range applicable to National Board fee increases
5. Where the Accreditation Committee considers an increase in funding above CPI/the indexation range is required, it should put the funding request and a business case supporting the increase above CPI/the indexation range to the National Board for their consideration
6. Such a request and business case should be forwarded to the National Board to enable them to have sufficient time to properly consider the funding request
7. 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 Committee to enable it to have sufficient time to properly consider the proposed funding amount and reasons.
8. The National Board should agree to provide sufficient funding to enable the Accreditation Committee to effectively deliver the accreditation functions.

Item 2 – Funds

The Funds allocated by the National Board to support the work of the Accreditation Committee in the 2020/2021 financial year is: \$235,292.