



Professional Accreditation Process

Pre-Accreditation Year

	Action	Requirements	Responsible Staff Member/Unit	Time Period
1.	Annual identification of accreditations	Contact each faculty requesting identification of all accreditations due the following year	Learning & Quality Support (LQS)	Second semester
2.	Schedule placed on website	Post list of all accreditations (and their submission due dates) for the following 12 months on the Learning & Teaching website	LQS	Second semester

Accreditation Year

	Action	Requirements	Responsible Staff Member/Unit	Time Period
3.	Prepare draft submission	Draft accreditation submission in accordance with any requirements of the accrediting body	Executive Dean / Head of School	Semester prior to accreditation period
4.	Send draft for checking	Provide draft submission to LQS for checking, at least two weeks prior to the planned sign-off	Executive Dean	At least two weeks prior to Provost sign-off
5.	Obtain Provost authorisation	Once draft approved by LQS, prepare and send a memo from ED to the Provost seeking the Provost's signature on the submission cover letter In those cases where the chief executive (VC) is required to make a decision or determination or give an approval then the submission cover letter will be signed by the VC.	Executive Dean / School	As per accreditation schedule
6.	Submit accreditation documentation	Send approved submission to accrediting body and advise LQS of submission date & TRIM number	Executive Dean / Faculty	As per accreditation schedule
7.	Arrange site visit	Organise and host site visit	Executive Dean / Head of School/ Faculty	As per accreditation schedule
8.	Report on site visit	Arrange for preliminary summary findings to be reported to Provost by accreditation team at end of site visit	Executive Dean / Faculty	At time of visit
9.	Respond to accreditation report	Prepare a response to accreditation report	Executive Dean / Head of School	Within 60 days of receiving report (or sooner if required by accrediting body)
10.	Implementation plan	Develop and implement a plan addressing any issues identified as a result of the accreditation process	Executive Dean / Head of School	Within 6 months of receiving report
11.	Communicate	Send a copy of the accreditation report, the response and the implementation plan to the Provost, DVC&VP(A), PVC(SL) and LQS	Executive Dean	Within 6 months of receiving report

12.	Quality assurance activity (initial)	Present details of accreditation report response and implementation plan to ULC and Academic Board	DVC&VP(A)	Within 12 months of receiving report
13.	Quality assurance activity (ongoing)	Ensure that accreditation reports are made available to program review committees and to audit panels	DVC&VP(A)	At time of review or audit