



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 All draft submissions must be sent to LQS prior to submitting any papers to 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