APPENDIX 1: Program Reaccreditation & New Program Accreditation

1. Assess readiness to proceed

- HEP notifies AASW of intent to seek accreditation or Provider will notify AASW of intent to offer new program.
- AASW provides information to discuss process requirements, and format
- HEP submits preapplication intent to submit form
- 4. AASW confirms HEP is ready to proceed with application

2. Prepare the application

- 5. AASW communicates with HEP of approach to accreditation & submission
- 6. HEP prepares and submits application submission with "Statement of Support" from HEP Senior Executive
- 7. Contracts arranged by AASW and signed by HEP

3. Appoint the review panel and Chair

- 8. AASW selects Accred Assessment panel members and Chair
- HEP nominates third panel member from nominated pool members
- Following appointment of Panel and Chair, AASW provide information on review
- 11. Contracts signed

Conditions:

- Full accreditation is normally granted for up to five years
- Process applies to domestic programs
- Reaccreditation and new program accreditations may be conducted jointly
- MSW (Q)/BSW programs preferably accredited at the same time regardless of level of integration

4. Desktop review

- 12. Assessment Panel & AASW assesses program compliance, risk and outcomes evidence
- 13. AASW and Panel decide if site visit should proceed or not
- 14. Where applicable,
 AASW provides noncompliance
 notification to HEP
 with opportunity to
 respond
- 15. Assessment Panel assesses application prior to site visit considering: program coherence and potential shifts in focus
- 16. Panel & Accred team meet to discuss application initial findings
- 17. Chair provides initial thoughts on application to HEP, requests further information & focus of site visit

5. Site visit

- 18. HEP and Chair identify key stakeholders for meetings
- 19. Chair collaborates with HEP to prepare site visit agenda schedule
- 20. Assessment Panel assesses information received and with panel identifies format and allocates tasks of site visit
- 21. Assessment Panel briefs HEP senior executive and conducts site consultations
- 22. Assessment Panel presents initial findings to HEP Snr Exec & discipline team.
- HEP invited to address compliance and related issues prior to panel drafting final report
- 24. Assessment Panel debriefs AASW post site visit

6. Final report

- 25. Accreditation Panel Chair prepares draft final report
- 26. Chair and panel consider and confirm draft report
- 27. HEP receives draft report for factual checking purposes
- 28. Chair finalises report
- Final report confirmed by chair and panel
- 30. Chair provides report to AASW Accred team
- 31. Accred team draft
 Council papers,
 provide to Executive
 Officer, & CEO for
 tabling Accreditation
 Council

report by Accreditation Council

7. Ratification of

- 32. Accreditation
 Council advises CEO
 of its decision
 (within remit)
- 33. CEO advises AASW Board, & Accred team
- 34. Accred team advise
 HEP and Panel of the
 decision
- 35. Where a decision is made by the Accreditation Council to revoke accreditation, the Accreditation Council makes a recommendation to the AASW Board
- 36. The AASW Board verify that due process was correctly followed throughout the Accreditation process by all stakeholders in the decision-making process.

Categories of accreditation:

- ✓ Full accreditation✓ ProvisionalAccreditation
- ☑ Conditional accreditation