### APPENDIX 2: Approval for program variation

#### Variations:

Substantial change in program elements, balance and sequence:

- Extended/restructured program
- Existing program at an additional campus
- Change in delivery mode
- Change of program title
- Significant changes in content

## 1. Assess readiness to proceed

- HEP notifies AASW of change to accredited program
- AASW provides information on submission requirements
- HEP submits intent to submit form
- AASW confirms HEP is ready to proceed with application

### **Conditions:**

- On application within current accreditation period
- Reaccreditation and new program applications may be submitted at the same time
- Flexible process would aim to reduce the time and costs involved for all parties
- Remains in cycle with existing program
- May include variations in accreditation period

## 2. Prepare the application

- Accred team advises
  HEP of proposed
  approach to
  accreditation
  (including
  documentation and
  whether a site visit is
  required)
- Accred team to assist HEP
- HEP prepares and submits application with "Statement of Support" from HEP Senior Executive
- AASW appoints independent expert assessor(s) or Panel
- Contract signed for all parties

## 3. Independent expert conducts assessment

- Desktop assessment of program compliance, risk, and outcomes evidence
- Focus on alignment with ASWEAS objectives
- Assesses quality of evidence (robust, valid, auditable)
- Independent Assessor or Chair notifies HEP if additional information required
- Site visit conducted if required
- Assessment report prepared and submitted to AASW
- Accred team provides report to HEP for factual checking
- Independent
   assessor(s) or Chair
   prepares final report
   & sends to Accred
   team

# 4. Ratification of report by Accreditation

Causail

- Accred team prepare Accreditation Council paper and provides with report to Executive Officer & CEO to table at next Council meeting
- Accreditation Council advises CEO of its decision
- CEO advises AASW Board, and Accred team of decision
- Accred team notify HEP, and independent assessor/Chair of the decision

### Categories of accreditation:

Approved / not approved

V1.23

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