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:

- An application within current accreditation period
- If additional location separate application on a non-conditional fully accredited program not completed as same time as a reaccreditation of program
- 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 with advice
- HEP prepares and submits application
- AASW appoints Panel or independent expert assessor(s)
- Contract signed for all parties

3. Assessment review

- Desktop assessment of program compliance risk and outcomes evidence
- Focus on alignment with ASWEAS objectives and equivalence if new location
- 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 & HEP for factual checking
- Independent assessor(s) or Chair prepares final report & sends to Accred team.

4. Ratification of report by Accreditation

Council

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

Categories of accreditation:

☑ Approved / not approved

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