

This supplement is to assist in the preparation of the site visit schedule prepared by the Provider in conjunction with the Accreditation Assessment Panel Chair and each schedule will differ according to the focus identified for the site visit and availability of parties.

The Provider should try to ensure that all requested parties are available for the duration of the site visit. The supplement is not developed to provide a mandatory listing for a site visit but to assist in how the visit may be conducted.

The Provider is to prepare a list of names and titles of attendees for each meeting to assist the panel and to assist with details of the report. (A draft schedule is accessible on the AASW website)

The accreditation site visit should provide opportunities for interactive and comprehensive discussions with staff, students and all relevant stakeholders to allow them to represent their views and so the Panel have the chance to verify statements made within the application.

It is important that all parties are encouraged to speak freely and provide honest answers to questions from the Panel. There is also a need to ensure that the Panel have suitable time during the visit for confidential discussions to review and reflect on their observations and findings over the course of the site visit.

General Venue

It is always good to have a dedicated room which is assigned to the Panel for the duration of the site visit and have as many sessions as possible within that assigned room to reduce the level of time lost in transit moving locations. It is very helpful to have displayed or requested documentation and student materials ready in this room and available for the entire site visit. The Panel additionally may request to have a full set of the application documentation provided at the site visit for reference.

To assist with the running of the site visit, the following equipment if available may be provided in this room:

- Computer with USB capability, internet access and access to Provider website, learning management platform etc
- Access to printing facilities if required
- Ability to hold virtual meetings or presentations for utilisation if required.

Liaison Staff

It can be very helpful during the site visit to have the assistance of a Provider staff member to act as liaison for the Panel for additional requests regarding documentation, unscheduled meetings, changes to the agenda or general questions.

Typically, an administrative staff member would take on this role for the duration of the site visit, and they may assist the Panel in navigating the campus or completing printing as requested.

The Academic or Discipline Lead or senior member of the social work team may also act as a resource for the Panel to provide further information if sought regarding the program delivery. The same staff member is often in attendance at all meetings except for student or graduate

meetings and possibly the practice educator discussions. This assists in the transparency of the site visit and provides additional support for the Panel.

Opening Session with leadership team, including Vice Chancellor/Deputy Vice Chancellor/CEO

The purpose of this meeting is to establish the position of the Social Work discipline within the Provider overall structure. The Chair will confirm the agenda, participant attendance and raise themes identified for further discussion. The Panel will discuss issues with regards to leadership, strategic positions, staffing levels, Provider level quality assurance mechanisms especially in relation to external input into the program design, frameworks for setting and monitoring educational outcomes and staff management and development.

Panel members may look at the overall education culture at a Provider level and items such as diversity, gender, culture and social differences, funding, marketing position for program(s), partnerships. The Panel will also evaluate the requirements for program approval and how the Provider ensures quality of teaching and learning.

The Dean or Discipline Lead may wish to commence this session with a brief (no more 10-15 minutes) presentation on the Provider and where the social work program fits in. The Panel then has the opportunity to ask questions regarding educational design, review and continuous improvement processes, leadership, research, industry engagement, targeted outcomes and structure of the program.

Concluding Session with leadership team and senior academic staff

A concluding session on the final day of the site visit will provide an opportunity for the Panel to present a summary of progress towards the interim recommendation(s) or conditions, the Panel intends to make regarding the accreditation and note commendations and any opportunities they may like to suggest continuing the improvement for the program for the next accreditation cycle.

Discussion at this meeting should encourage correction of any factual errors, and specifically address any issues of contention. A formal decision is not announced at this time as this is for the Accreditation Council to determine, and the Panel may choose not to present interim recommendations at this time, as they need to discuss further, it is at the Panel discretion.

Meetings with Program Leaders

In this session, the Panel will have a detailed discussion with staff members such as Program Coordinator/Director or Convenors who have specific accountability for leadership of the academic teaching team(s) for each of the programs seeking accreditation.

In this session the Panel may wish to discuss interests such as:

- Program objectives, graduate outcome targets
- Program design, including practice education set up and format
- Student profile

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- Staffing levels to support the delivery of the program
- Quality systems
- Detailed curriculum mapping against graduate attributes
- Industry or Course Advisory input
- How the students voice is included into the processes of continuous improvement

It is good practice that the Discipline Lead and Program Leaders be on call during times of private meetings of the Panel, in order to respond to any specific query or concern that may arise.

Meetings with academic staff

These sessions, including full-time academic staff who deliver the program across multiple sites (if applicable) and if Panel are not visiting other sites, are to discuss in detail the program structure, unit/subject content, graduate profiles, research, practice education, program objectives, required curriculum and staffing, among other areas.

An additional session may be required with academic staff after other meetings have been held with other stakeholders as additional information may be sought by the Panel to clarify or verify statements. The Panel will notify relevant stakeholders as the site visit proceeds.

If the accreditation application is for more than one social work program, it may be appropriate to discuss each program separately, especially if one is reaccreditation and one application is for new program delivery. This allows the Panel to maintain clear parameters around each program.

Practice Educator team

This session will enable discussion of themes relating to the practice education placement component of the program. It may also include representatives from employers which partner with the Provider for placement completion.

The Panel may wish to discuss:

- Induction, training and support from the Provider of the practice educators
- Roles and responsibilities of all parties and the process for placements
- The delivery and sequencing of the practice education components of the program
- The Provider requirements regarding assessment of students during their placements, including assessment tool (if a particular platform a short demonstration may assist)
- The support provided to placement staff and students if the student is at risk of failing
- How the Provider overcomes the challenges associated with finding placements, especially if more than one program
- The levels of internal and external supervision which occurs
- Themes regarding the skills and knowledge of the students undertaking placements

- Documentation requirements of both students and educators during the placement
- Any other issues that the Panel wish to clarify from the application.

This session usually occurs without Provider staff present to allow educators willingness to openly share their views.

Student Support and Indigenous staff or community representatives

The Panel welcomes the opportunity to meet with the student support services staff, to gain an insight into the services offered to students. These services may be for students who are struggling academically due to curriculum or English language especially international students, or it may be for wellbeing support, mental health or general assistance.

This may also be a good opportunity for the Panel to discuss with staff regarding the engagement of community representatives or development in relation to the Aboriginal and Torres Strait Islander peoples required curriculum content and involvement generally with the Provider.

Campus Site Tour

During the site visit a tour of facilities should be planned with staff available for discussion. This provides an opportunity for the Panel to see the Library or to inspect classrooms, simulation labs or practical labs and learning and teaching support facilities that students may require, and that were noted in the application.

Student Work

Often at a site visit the Panel will view education materials and deidentified student work examples, which should be made available at the site visit.

Representative examples of teaching and learning materials, resources and samples of assessment materials and marked student work from units/subjects across the relevant program and differing year levels. Material should be provided in all aspects of the program and especially where the Provider notes 'capstone' or 'advanced'.

Any materials should be clearly identified for year levels and units and displayed in order to demonstrate the delivery of the full range of graduate attributes, especially practice education and practical skills.

The Panel would expect to have access or viewing of the student learning management system in place to assess the student experience.

It can assist with records of proceedings of the following organisational internal committees which may be relevant:

- Faculty/School Teaching and Learning Committee
- Academic Board
- Student Consultative Committee or similar

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- Faculty/School/Course Industry Advisory Committee
- Any Program Student Evaluation that the students may complete
- Any records that reflect follow up action from meetings held regarding the program to see the process for continuous improvement.

Students and Graduates

The Panel will request to speak with current students (across all levels of the program) and graduates from the program. The Panel may wish to convene these meetings separately, so please discuss with the Chair when planning. The Provider should attempt to invite graduates who are currently working in the social work sector rather than those that have moved into further study, however, please discuss with the Chair in the planning phase.

The Panel will meet with the students without any academic staff present and all comments are treated with the strictest confidence. The report format will not identify any individual or sub-group of the student body.

Catering

The Provider is asked for the duration of the site visit to provide catering for the Panel, this would be to cover lunch, morning and afternoon teas. The Chair can advise the Provider of any dietary requirements of the panel.

The Panel quite often will use the lunch period to discuss their observations thus far in private, however it may be used to invite the Course Advisory Committee members to join the Panel for a discussion.

There is no expectation on the Provider to arrange a joint dinner for the Panel and academic staff, with the preference of the AASW being that this does not occur to maintain a level of independence during site visit. As stated above under Section 2.9 and in the Provider Contract, any expenses incurred by the Panel are to be reimbursed by the Provider and arranged via the individual panel members.