

# Submission presentation guidelines

For Education Providers

UNDER REVIEW

# Contents

---

|  |          |
|--|----------|
| <b>Overview</b>                        | <b>1</b> |
| Purpose                                | 1        |
| ANMAC Resources                        | 1        |
| <b>Presentation of the Application</b> | <b>2</b> |
| Application Pack                       | 2        |
| Evidence Documents                     | 3        |
| <b>Submission of the Application</b>   | <b>4</b> |
| Electronic Submission                  | 4        |
| Tips for minimising file size          | 5        |
| Hard copy                              | 6        |
| Contact us                             | 7        |

# Overview

## Purpose

These guidelines are designed to assist education providers in the preparation and presentation of a program submission for accreditation assessment by the Australian Nursing and Midwifery Accreditation Council (ANMAC). The submission will be reviewed by ANMAC staff, the Assessment Team and relevant Accreditation Committee. To streamline the assessment process it is important to ensure that the submission is easy to use and navigate.

## ANMAC Resources

The following documents are available for download from the ANMAC website to assist with the completion of a submission for accreditation assessment:

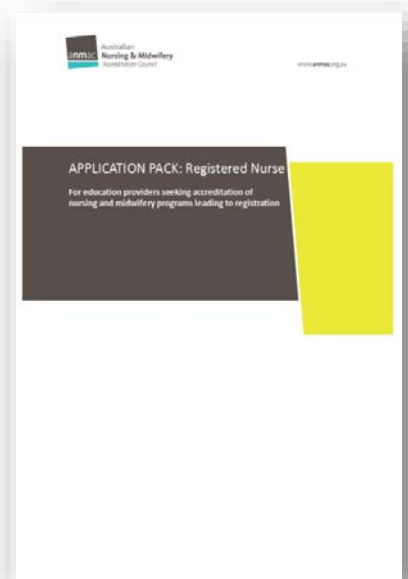
- ANMAC National Guidelines (Figure 1) – this document details the accreditation process
- ANMAC Standards & Criteria (Figure 2)- registered nurse/registered midwife/enrolled nurse/nurse practitioner and re-entry programs
- Application Packs (Figure 3) – registered nurse/registered midwife/enrolled nurse/nurse practitioner and re-entry programs.



**Figure 1: The National Guidelines**



**Figure 2: Example of ANMAC standards and criteria document**



**Figure 3: An example of an application pack**

# Presentation of the Application

The accreditation standards are the framework through which ANMAC views an education program to ensure it is safe and that it adequately prepares graduates to work safely and comprehensively within their scope of practice. The application pack is a tool that enables an education provider to demonstrate how their curriculum meets the accreditation standards. The criteria within the standards are not intended as questions to be answered, rather as opportunities to direct assessors to the evidence that demonstrates meeting the requirements.

When preparing documentation for review it is important to keep in mind:

- accessibility – your readers will have varying access to computers and applications
- readability – present documents in a concise and orderly manner
- searchability and navigation – the reader will need to find the evidence provided using search tools, tabs or bookmarks. Electronic files should be clearly named and pages should be numbered.

The submission is split into two main components:

- Application Pack
- Evidence to support the program against the accreditation standards

## Application Pack

Download the relevant Application Pack to assemble evidence in line with the current accreditation standards and criteria for the program being assessed.

Complete the tables with information regarding the program information including a list of program units/subjects.

Within the body of the application pack, provide a brief description of the relevant evidence against each criteria to orient assessors to the nature of the information provided.

Ensure that you include detailed information about where the evidence may be found eg. appendix number, title, page numbers, paragraph numbers as required or provide a hyperlink to the relevant sections (Table 1).

**Table 1: Application pack – examples**

| Criteria  | Evidence Provided  |
|---|--|
| 1.1 Current registration by the Tertiary Education Quality and Standards Agency (TEQSA) as an Australian university or other higher education provider. | <i>Example only:</i><br><i>The Education Provider adheres to quality assurance and accreditation requirements relevant to the higher education sector in Australia. The Education Provider is registered on the National Register of Higher Education Providers as an education provider authorised to</i> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• <i>self-accredit its programs. It holds current registration until dd/mm/yyyy</i> hyperlink to (education providers) audit report,</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Appendix 5 TEQSA certificate of audit pp1-4, item 3</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Curriculum document – Section 2.1 – Higher Education Accreditation p11</li> </ul> |
|--|---|

## Evidence Documents

The evidence documents can include:

- table of contents
- curriculum document
- list of appendices

The appendices can be embedded into your curriculum document, in which case the pages should be numbered consecutively to ensure ease of navigation. In addition, major headings or key pieces of information should be bookmarked to enable ease of navigation. If the appendices are added as individual entities they should be tabulated and each appendix should be numbered consecutively (Box 1). Evidence only needs to be provided once. Where the same evidence is drawn upon for two or more criteria, it must be referenced within the application pack, but only needs to be included in the curriculum document and/or appendices once.

Note: Where the standards are addressed within a comprehensive curriculum document, appendices may be used to provide additional supporting evidence.

# Submission of the Application

## Electronic Submission

The electronic copy of the submission can be sent to ANMAC on a USB or via a cloud based document sharing system.

The application pack should be sent as a separate file in Microsoft Office Word format. Submit all other supporting documentation in a protected format such as PDF. Additional information about widely used file formats is provided in table 2 and table 3.

**Table 2: Electronic file formats**

| Folder            | Document title             | Suggested format                  |
|-------------------|----------------------------|-----------------------------------|
| Application files |                            |                                   |
|                   | Application pack           | Microsoft Office Word (mandatory) |
|                   | List of Appendices         | Protected format such as PDF      |
| Submission files  |                            |                                   |
|                   | Curriculum document        | Protected format such as PDF      |
|                   | Appendix 1 – Appendix name | Protected format such as PDF      |

**Table 3: Widely used file types**

| File type | Format  | Notes   |
|-----------|---|---|
| Documents |   |   |
|           | Portable document format (.pdf)               | Widely supported, increased difficulty in editing helps to protect the document |
|           | Microsoft Office documents (.doc, .xsl, .ppt) | Widely supported, can be made read-only   |
|           | HTML files (.html)                            | Widely supported  |

Submission files will be viewed on multiple platforms including the web, therefore ANMAC recommends:

- avoiding illegal and directory characters listed in Table 4
- using short file names and abbreviations where possible
- replacing blank spaces with underscores (e.g. curriculum\_document\_1a.pdf)
- avoiding using the education provider and program name in the file name. ANMAC stores submission files against these details
- using simple file structure with no more than two folder levels ([Box 1](#))
- testing hyperlinks to ensure they can be accessed externally

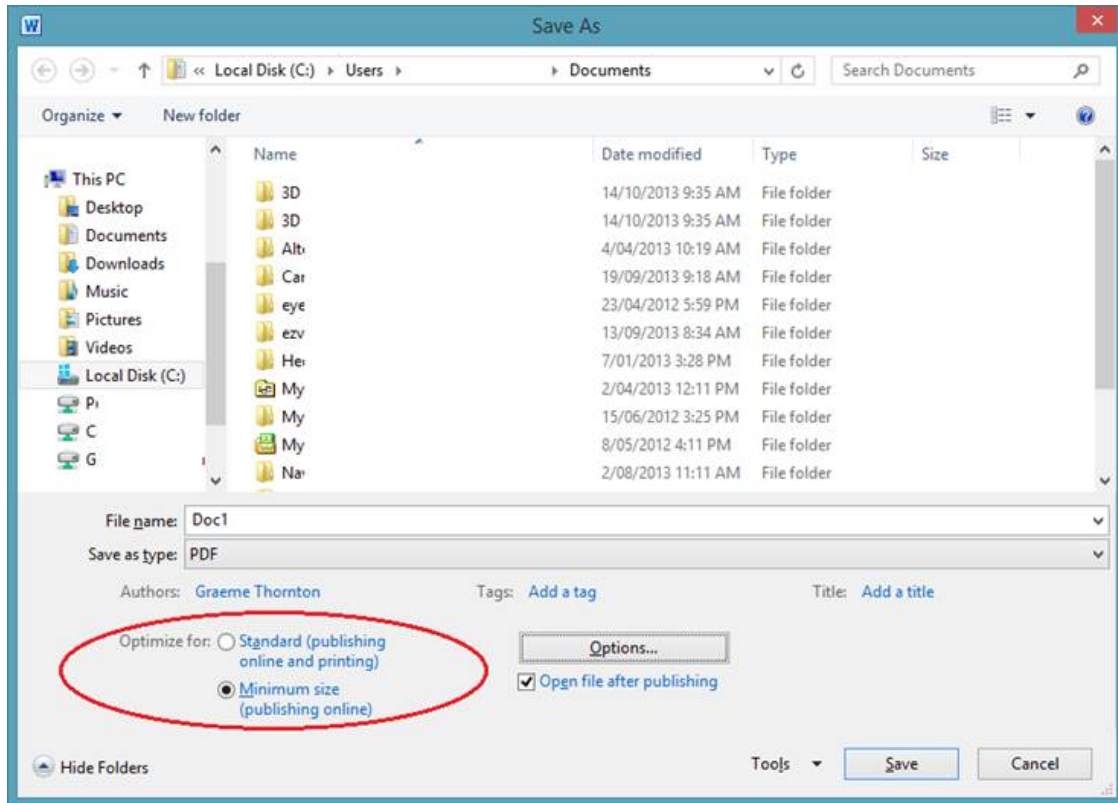
Table 4: Characters to avoid in file and folder names

| Symbol | Symbol name    | Symbol | Symbol name         |
|--------|----------------|--------|---------------------|
| ~      | Tilde          | [ ]    | Square braces       |
| #      | Number sign    | ( )    | Round braces        |
| %      | Percent sign   | ‘ ’    | Single quotation    |
| &      | Ampersand      | @      | At symbol           |
| *      | Asterisk       | =      | Equals sign         |
| { }    | Curly braces   | ..     | Multiple full stops |
| \      | Black slash    | +      | Plus                |
| :      | colon          | “ ”    | Quotation Mark      |
| < >    | Angle brackets |        | Pipe                |
| ?      | Question mark  | +      | Plus                |
| /      | Forward slash  | “ ”    | Quotation Mark      |

File sizes must be kept to a maximum of 50 megabytes in order to ensure safe and complete access and storage. The file size can also affect the upload,download and processing times.

### Tips for minimising file size

1. **Save documents from Microsoft Word/Excel/PowerPoint as a PDF.**  
 This is the best method to provide highest quality documents at the lowest file size.  
 -In your Microsoft Office application, click on the File Menu, then Save As.  
 -Use the 'Save as type' drop down menu to select PDF.  
 -click on 'Optimize for Minimum Size'



## 2. Non Microsoft Office Documents

If you're providing documents from outside of Microsoft Office, consider using any free PDF conversion program. Once installed, these applications allow you to 'Print' out of your applications, straight to a PDF file.

## 3. Scanning

If you scan your material for submission, use the following settings on your scanner for best results:

Resolution: 150-200 DPI

Colour Mode: B/W (Not greyscale)

## 4. Compression

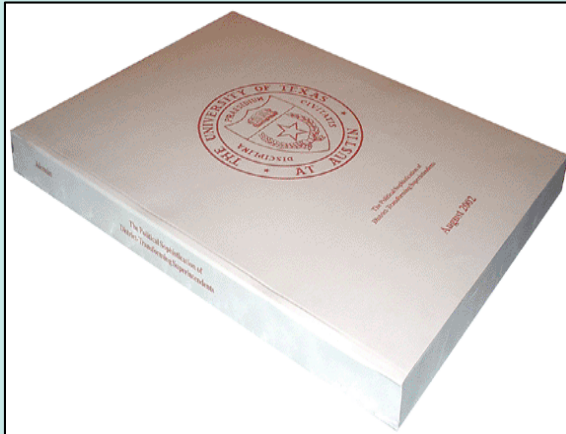
Depending on the configuration of your PDF converter or scanner, there may be additional compression available.

## Hard copy

The hard copy submission should include no more than two volumes. The submission should be bound using either perfect binding or comb binding (Box 2).



### Box 1: Suggested binding methods



**Perfect bound**  
with a continuous cover



**Comb binding**



The hard copy of the submission should be couriered to ANMAC:

Executive Director  
Accreditation and Assessment Services  
Level 3, Empire Chambers  
1-13 University Avenue  
Canberra City ACT 2601

### Contact us

If you have any questions or require further assistance please contact Accreditation and Assessment Services, ANMAC.

T + 61 (0) 2 6274 9166

E [accreditation@anmac.org.au](mailto:accreditation@anmac.org.au)

W [www.anmac.org.au](http://www.anmac.org.au)