# Template to help complete the online form

## How to use this template

Due to limitations, the online form is unable to save data to be finished later, meaning you will have to complete the online form in one visit.

This template was developed to help you gather all the information required to complete the online form. You can answer the questions in this document and save your work as you go.

Part 1 – This section requires the you to review the information we have on record about your accredited program and acknowledge if there have been any changes.

Part 2 – This section requires you to review your program against the [standards](http://www.anmac.org.au/standards-and-review) which it was accredited under. You also must provide information about how your program still meets these standards. For each standard, even if there are no changes to be provided, you will need to provide a response as to how your program continues to meet the standards. While detailed responses are required, succinct answers are preferred.

# Part 1 – Program information

In the online form, Table 1 will display the information we have on record about your accredited program.

1. Program Information

|  | DESCRIPTION OF YOUR PROGRAM |
| --- | --- |
| 1 | EDUCATION PROVIDER NAME |
| 2 | ANMAC PROJECT NUMBER |
| 3 | NAME OF ACCREDITED PROGRAM  |
| 4 | QUALIFICATION TYPE |
| 5 | REGISTRATION TYPE |
| 6 | SITE/S WHERE ACCREDITED PROGRAM IS CURRENTLY OFFERED |
| 7 | NUMBER OF STUDENTS PER COHORT IN CURRENTLY ACCREDITED PROGRAM |
| 8 | NUMBER OF COHORTS PER YEAR IN CURRENTLY ACCREDITED PROGRAM |
| 9 | PROGRAM LENGTH |
| 10 | MODE/S OF DELIVERY |
| 11 | HEAD OF SCHOOL |
| 12 | PROGRAM COORDINATOR/HEAD OF DISCIPLINE |
| 13 | APPROVAL DATE FOR ACCREDITATION |
| 14 | EXPIRY DATE FOR ACCREDITATION |
| 15 | CURRENT CONDITIONS ON PROGRAM |

Are any of the details in Table 1 different to your accredited program?
If yes please list them below.

Does your program remain registered with TEQSA/ASQA/TAC/VRQA?

Does your program have any conditions from any other organisation?

If you answered ‘No’ to registration or ‘Yes’ to having conditions, please provide further information:

# Part 2 – Accredited Program Against the Relevant Accreditation Standards

## Standard 1 – Governance

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this standard?Please provide details of the changes against Standard 1 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 1 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 2 – Curriculum

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 2 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 2 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 3 – Program Development and Structure

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?Please provide details of any changes against Standard 3 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 3 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 4 – Program Content

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?Please provide details of the changes against Standard 4 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 4 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 5 – Student Assessment

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 5 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 5 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 6 – Students

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 6 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 6 and the relevant criteria (max 800 words):

You must provide an answer to this question

## Standard 7 – Resources

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 7 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 7 and the relevant criteria. Include in this section details of staff:student ratio and permanent:contract staff ratio. (max 800 words):

You must provide an answer to this question

## Standard 8 – Management of Workplace Experience

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 8 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 8 and the relevant criteria. Please also include confirmation of student placements for the coming 12 months (max 800 words):

You must provide an answer to this question

## Standard 9 – Quality Improvement and Risk Management

### Have any aspects of the organisation and/or program changed from your accredited program in relation to this Standard?If yes please provide details of the changes against Standard 9 and the criteria (max 500 words):

### Please provide an explanation as to how your program continues to meet standard 9 and the relevant criteria (max 800 words):

You must provide an answer to this question