

Ensuring high standards for psychology education in Australia

Australian Psychology
Accreditation Council



Attachments 1-19 for the Submission to the Review of Arrangements for the Exercise of Accreditation Functions under the Health Practitioner Regulation National Law Act

August 2012

Contact: Nicholas Voudouris PhD MAICD | Chief Executive Officer
Australian Psychology Accreditation Council Limited | ABN 26 117 279 857
GPO Box 2860, Melbourne VIC 3001, Australia
Tel: +61 3 8662 6625 | apac@psychologycouncil.org.au | www.psychologycouncil.org.au

5.0 ATTACHMENTS 1-19

5.1	AHMAC Letter of Assignment of Accreditation Function 12 December 2008	3
5.2	Quality Framework for the Accreditation Function	4
5.3	Certificate of Registration as a Company	8
5.4	APAC Constitution	9
5.5	Assessment Handbook March 2012	33
5.6	Sample Staff Position Description	62
5.7	Accreditation Working Committee Terms of Reference	65
5.8	APAC Accounts to Dec 31 2011	69
5.9	Director Role & Nomination Statement 2010	78
5.10	EOI Information for AWC Applicants & Key Selection Criteria 2012	80
5.11	Statement of Responsibilities and Code of Conduct for Board of Directors 2010	82
5.12	Directors Deed of Confidentiality 2010	84
5.13	Directors Declarations of Conflicts of Interest	86
5.14	Extract from APAC Assessor Certification Training Program, Cycle 5, 2012	87
5.15	Call For EOIs for APAC Working Committee, <i>The Australian</i> Newspaper 11 April 2012	90
5.16	AWC Code of Conduct 2012	91
5.17	AWC Register of Assessors' Conflicts of Interest	93
5.18	APAC Monitoring Policy	94
5.19	Example Announcements of Standards Review to Stakeholders	95

NOTE

Attachment 5.20, which contains confidential material (such as information which may identify an individual, which concerns ongoing litigation or appeals processes, is commercial-in-confidence or is otherwise by its nature confidential) is contained in a separate document that will not be made publicly available but will nonetheless form part of APAC's Submission.

NV



Australian Health Ministers' Advisory Council
National Registration and Accreditation Implementation Project

PO Box 2089
WODEN ACT 2606
Phone 02 6289 1533
Email NRAIP@dhs.vic.gov.au

12 December 2008

Professor Trevor Waring
Chair
Australian Psychology Accreditation Council
PO Box 38
FLINDERS LANE VIC 8009



Dear Professor Waring

Assignment of accreditation functions under the National Registration and Accreditation Scheme for the Health Professions

As you are aware, governments recently requested submissions on the accreditation arrangements to be implemented under the national scheme.

I am pleased to be able to advise you that governments have decided that your organisation will be assigned the accreditation functions for the Psychology Board of Australia.

This assignment of accreditation functions is a transitional measure and will be for a period of three years from 1 July 2010. It is subject to the requirement to meet standards and criteria set by the national agency for the establishment, governance and operation of external accreditation bodies, within the first 12 months of the scheme.

As you are aware, governments are currently consulting on the detailed accreditation arrangements for further legislation and will make decisions following analysis and consideration of submissions and stakeholder feedback. In addition, there will be an opportunity to consider and comment on the draft legislation ("Bill B") prior to its introduction into Parliament in 2009.

I would appreciate formal confirmation that your organisation is accepting this assignment and look forward to working with you in the development of the new national scheme.

Yours sincerely

David Roberts
Chair, Governance Committee

THE QUALITY FRAMEWORK DOMAINS IN DETAIL

1. Governance

The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.

Attributes:

- The accreditation authority is a legally constituted body and registered as a business entity.
- The accreditation authority's governance and management structures give priority to its accreditation function relative to other activities (or relative to its importance).
- The accreditation authority is able to demonstrate business stability, including financial viability.
- The accreditation authority's accounts meet relevant Australian accounting and financial reporting standards.
- There is a transparent process for selection of the governing body.
- The accreditation authority's governance arrangements provide for input from stakeholders including input from the community, education providers and the profession/s.
- The accreditation authority's governance arrangements comply with the National Law and other applicable legislative requirements.

2. Independence

The accreditation authority carries out its accreditation operations independently.

Attributes:

- Decision making processes are independent and there is no evidence that any area of the community, including government, higher education institutions, business, industry and professional associations - has undue influence.
- There are clear procedures for identifying and managing conflicts of interest.

3. Operational management

The accreditation authority effectively manages its resources to carry out its accreditation function. Attributes:

- The accreditation authority manages the human and financial resources to achieve objectives in relation to its accreditation function.
- There are effective systems for monitoring and improving the authority's accreditation processes, and identification and management of risk.
- The authority can operate efficiently and effectively nationally.
- There are robust systems for managing information and contemporaneous records, including ensuring confidentiality.
- In setting its fee structures, the accreditation authority balances the requirements of the principles of the National Law and efficient business processes.

4. Accreditation standards

The accreditation authority develops accreditation standards for the assessment of programs of study and education providers.

Attributes:

- Standards meet relevant Australian and international benchmarks.
- Standards are based on the available research and evidence base.
- Stakeholders are involved in the development and review of standards and there is wide ranging consultation.
- The accreditation authority reviews the standards regularly.
- In reviewing and developing standards, the accreditation authority takes account of AHPRA's *Procedures for Development of Accreditation Standards* and the National Law.

5. Processes for accreditation of programs of study and education providers

The accreditation authority applies the approved accreditation standards and has rigorous, fair and consistent processes for accrediting programs of study and their education providers.

Attributes:

- The accreditation authority ensures documentation on the accreditation standards and the procedures for assessment is publicly available.
- The accreditation authority has policies on the selection, appointment, training and performance review of assessment team members. It's policies provide for the use of competent persons who are qualified by their skills, knowledge and experience to assess professional programs of study and their providers against the accreditation standards.
- There are procedures for identifying, managing and recording conflicts of interest in the work of accreditation assessment teams and working committees.
- The accreditation authority follows documented processes for decision-making and reporting that comply with the National Law and enable decisions to be made free from undue influence by any interested party.
- Accreditation processes facilitate continuing quality improvement in programs of study by the responsible education provider.
- There is a cyclical accreditation process with regular assessment of accredited education providers and their programs to ensure continuing compliance with standards.
- The accreditation authority has defined the changes to programs and to providers that may affect the accreditation status, how the education provider reports on these changes and how these changes are assessed.
- There are published complaints, review and appeals processes which are rigorous, fair and responsive.

6. Assessing authorities in other countries

Where this function is exercised by the accreditation authority, the authority has defined standards and procedures to assess examining and/or accrediting authorities in other countries.

Attributes:

- The assessment standards aim to determine whether these authorities' processes result in practitioners who have the knowledge, clinical skills and professional attributes necessary to practice in the equivalent profession in Australia.
- Stakeholders are involved in the development and review of standards and there is wide ranging consultation.
- The procedures for initiating consideration of the standards and procedures of authorities in other countries are defined and documented.
- There is a cyclical assessment process to ensure recognised authorities in other countries continue to meet the defined standards.
- The accreditation authority follows documented systems for decision-making and reporting that enable decisions to be made free from undue influence by any interested party.
- There are published complaints, review and appeals processes which are rigorous, fair and responsive.

7. Assessing overseas qualified practitioners

Where this function is exercised by the accreditation authority, the authority has processes to assess and/or oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified practitioners who are seeking registration in the profession under the National Law and whose qualifications are not approved qualifications under the National Law for the profession.

Attributes:

- The assessment standards define the required knowledge, clinical skills and professional attributes necessary to practise the profession in Australia.
- The key assessment criteria, including assessment objectives and standards, are documented.
- The accreditation authority uses a recognised standard setting process and monitors the overall performance of the assessment.
- The procedures for applying for assessment are defined and published.
- The accreditation authority publishes information that describes the structure of the examination and components of the assessments.
- The accreditation authority has policies on the selection, appointment, training and performance review of assessors. Its policies provide for the use of competent persons who are qualified by their skills, knowledge and experience to assess overseas qualified practitioners.
- There are published complaints, review and appeals processes which are rigorous, fair and responsive.

8. Stakeholder collaboration

The accreditation authority works to build stakeholder support and collaborates with other national, international and/or professional accreditation authorities.
Attributes:

- There are processes for engaging with stakeholders, including governments, education institutions, health professional organisations, health providers, national boards and consumers/community.
- There is a communications strategy, including a website providing information about the accreditation authority's roles, functions and procedures.
- The accreditation authority collaborates with other national and international accreditation organisations.
- The accreditation authority collaborates with accreditation authorities for the other registered health professions appointed under the National Law.
- The accreditation authority works within overarching national and international structures of quality assurance/accreditation.

Certificate of Registration of a Company

This is to certify that

**AUSTRALIAN PSYCHOLOGY ACCREDITATION COUNCIL
LIMITED**

Australian Company Number 117 279 857

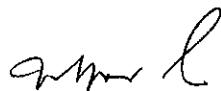
is a registered company under the Corporations Act 2001 and
is taken to be registered in Victoria.

The company is **limited by guarantee**.

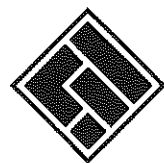
The company is a **public** company.

The day of commencement of registration is
the twenty-fourth day of November 2005.

Issued by the
Australian Securities and Investments Commission
on this twenty-fourth day of November, 2005.



Jeffrey Lucy
Chairman



ASIC

Australian Securities &
Investments Commission

CERTIFICATE

Constitution

**Australian Psychology Accreditation Council Limited
ACN 117 279 857**

(MAY 2010)

GADENS LAWYERS
Level 25, Bourke Place
600 Bourke Street
MELBOURNE 3000

T 03 9252 2555
F 03 9252 2500

Ref: JJS:BAA:2448504

Contents

1.	Name.....	1
2.	Defined meanings	1
3.	Objects.....	1
4.	Limited Liability	2
5.	Use of property by the Company	2
6.	Use of property on winding up	3
7.	Members.....	3
8.	Rights of Members.....	4
9.	Cessation of membership	4
10.	Register of Members	5
11.	Meetings of Members	5
12.	Representation at meetings.....	7
13.	Proceedings at meetings of Members	7
14.	Voting at meetings of Members	10
15.	Board of Directors	10
16.	Appointment and removal of office bearers	12
17.	Proceedings of Directors.....	13
18.	Powers and duties of Directors	16
19.	Committees	17
20.	Minutes	18
21.	Accounts.....	18
22.	Notices	18
23.	Indemnity	19
24.	Definitions and interpretation.....	19
	Appendix A – Directors and Secretary at date of adoption of this Constitution	22

Constitution

Australian Psychology Accreditation Council Limited

1. Name

The name of the Company is Australian Psychology Accreditation Council Limited.

2. Defined meanings

Words used in this document and the rules of interpretation that apply are set out and explained in the definitions and interpretation rule at the end of this document.

3. Objects

The objects for which the Company is established are to:

- (a) provide a collaborative, co-ordinating body to develop standards of education and training for psychologists throughout Australia and internationally;
- (b) develop standards and implement the process of accreditation for the education and training of psychologists for the purpose of registration;
- (c) assess overseas qualifications;
- (d) develop, review and manage the framework within which national accreditation operates;
- (e) maintain a register of accredited courses, training and internships and other services related to the accreditation of programs of education and training;
- (f) ensure that the accreditation process:
 - (i) is rigorous
 - (ii) is open to external scrutiny;
 - (iii) is conducted in a consultative and consensus-building fashion;
 - (iv) is collegial, transparent and fair;
 - (v) balances academic priorities with those of regulating authorities and the profession; and
 - (vi) complies with government policy;
- (g) provide an internal merits and process review of decisions made by the Company in relation to the accreditation of education courses and institutions;

- (h) provide advice to Australian governments and statutory authorities about the training and practical requirements which need to be met by overseas persons to become registered psychologists in Australia;
- (i) develop and review the standards for the accreditation of psychologist training and internships; and
- (j) consult and liaise with other relevant bodies.

4. Limited Liability

4.1 Members' Liability

The liability of the Members is limited.

4.2 Members' Contributions

Every Member of the Company undertakes to contribute to the assets of the Company if it is wound up while the Member is a Member, or within one year after the Member ceases to be a Member, for:

- (a) the payment of the debts and liabilities of the Company, contracted before the Member ceased to be a Member;
- (b) the expenses of winding up the Company; and
- (c) the adjustment of the rights of the contributories among themselves.

4.3 Amount of Members' Contributions

The amount of the contribution under clause 4.2 must not exceed \$20.00 per member in any circumstances.

5. Use of property by the Company

5.1 Payment of Company Expenses

The Company may in good faith make payment of reasonable and proper:

- (a) remuneration to any of the officers or servants of the Company or to any Member in return for any services actually rendered by them to the Company;
- (b) interest on money borrowed from any Member for any of the purposes of the Company (provided the interest rate does not exceed the rate charged by the Company's bank on similar borrowings);
- (c) rent for premises let by any Member to the Company; or
- (d) payment for any goods supplied to the Company by any Member.

5.2 Remuneration Payments

No remuneration or other benefit may be paid or given by the Company to any Director except:

- (a) for the reimbursement of out-of-pocket expenses incurred on reasonable commercial terms in carrying out the duties of a director where the amount does not exceed an amount previously approved by a resolution of the Directors;
- (b) for any service rendered to the Company in a professional or technical capacity, where the terms of service are on reasonable commercial terms and have been previously approved by a resolution of the Directors; or
- (c) as an employee of the Company, where the terms of employment are on reasonable commercial terms and have been previously approved by a resolution of the Directors.

5.3 Conflict of Interest Resolution

At any meeting of the Directors at which a resolution is put for approval of a payment to be made pursuant to clause 5.2 (**remuneration payments**) or at any General Meeting considering a conflict of interest resolution, the Director who is the object of the conflict of interest resolution and any other Director or Member who is related to that Director is not entitled to:

- (a) be heard in discussion on the conflict of interest resolution;
- (b) propose or second the conflict of interest resolution;
- (c) vote on the conflict of interest resolution; or
- (d) be present at the meeting when the conflict of interest resolution is put to the vote.

6. Use of property on winding up

If on the winding up or dissolution of the Company after the satisfaction of all its debts and liabilities, any property remains (**surplus**), the surplus will vest in the Member or Members in equal shares in the event there is more than one Member.

7. Members

7.1 General

The Members consist of:

- (a) members of the Company as at the date this Constitution is adopted as the Constitution of the Company; and
- (b) all other persons admitted to membership in accordance with this Constitution.

7.2 Admitting Members

- (a) The Board will only consider written applications for membership of the Company if the qualification criteria under set out in clause 7.3 are met.
- (b) The Board may refuse to admit any applicant as a Member. If the Board refuses to admit an applicant as a Member, the Board is not required to give reasons for that refusal.

7.3 Qualifications of Members of the Company

- (a) No individual can apply for membership.
- (b) Joint memberships of the Company are not permitted.
- (c) Any applicant for membership will require unanimous approval of all existing Members to qualify for membership.
- (d) No applicant may be admitted to membership and have its name entered in the Register unless the applicant agrees in writing to be bound by this Constitution.

7.4 Discretion to admit

- (a) The Board must consider the application for membership at the next meeting of the Board after the receipt of the application for membership.
- (b) Any applicant who is refused membership of the Company may appeal to a General Meeting of the Members of the Company convened for the purpose of determining that appeal, at the next General Meeting of the Company held in accordance with the Constitution.

8. Rights of Members

8.1 Members

Members are entitled to all the rights of Members under this Constitution.

9. Cessation of membership

9.1 Resignation of membership

- (a) A Member may resign from membership of the Company by giving one (1) months written notice to the Secretary.
- (b) A notice of resignation of membership given by a Member is non-revocable except with the unanimous written consent of the other Members;
- (c) Upon the date notified in the notice of resignation, the resigning Member's resignation will take effect and any Directors appointed by the Member shall therefore be deemed to have resigned as Directors of the Company.

9.2 Cessation of Membership

A Member ceases to be a Member of the Company if that Member:

- (a) resigns pursuant to clause 9.1;
- (b) becomes bankrupt or insolvent or makes any arrangement or composition with creditors; or
- (c) is expelled from the Company under this Constitution.

9.3 Appointment as Member not transferable

A right, privilege or obligation which a person has by reason of being a Member of the Company:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's Membership.

10. Register of Members

The Secretary must maintain at the Company's offices the Register containing the following details of each Member as applicable:

- (a) registered office and principal place of business;
- (b) date on which the entry of the Member's name in the Register is made; and
- (c) date of cessation of membership.

11. Meetings of Members

11.1 Calling of meetings

- (a) A majority of members of the Board may resolve to call a general meeting at any time.
- (b) Any Director may call a general meeting in accordance with the Law.
- (c) No Member may call a General except as provided in the Law.

11.2 Notice of meeting

A notice of a general meeting is required even if there is only one (1) Member of the Company. Every notice of a general meeting must:

- (a) set out the place, date and time of meeting;
- (b) in the case of special business, state the general nature of the business;

- (c) if a Special Resolution is to be proposed, set out an intention to propose the Special Resolution and state the resolution; and
- (d) contain a statement setting out the following in relation to proxy voting:
 - (i) that the Member has a right to appoint a proxy; and
 - (ii) that a proxy does not need to be a Member.

11.3 Entitlement to notice

Notice of a general meeting must be given to:

- (a) each Member entitled to receive a notice of general meeting;
- (b) the auditor of the Company; and
- (c) each Director.

11.4 Notice period

Subject to the provisions of the Law as to short notice, at least 21 days notice of a general meeting must be given in writing to those Members who are entitled to receive notices from the Company.

11.5 Proxy Voting by Members

A Member may appoint a proxy to attend and vote at any meeting at which the Member is entitled to attend and vote. To be valid, a proxy appointment must be in writing and delivered to the place nominated by the Directors in the notice of meeting (or, if no place is nominated, the Registered Office) at least 48 hours before the scheduled commencement of the meeting.

11.6 Omission to give notice

The accidental omission to give notice of a general meeting to, or the non-receipt of any such notice by any person entitled to receive such notice will not invalidate the proceedings at, or any resolution passed at any such meeting.

11.7 Consent to short notice

The Members may consent to the calling of a general meeting on short notice and in any manner the Members thinks fit, and all provisions of this Constitution are modified accordingly.

11.8 Cancellation or postponement of meeting

- (a) The Directors may cancel or postpone the holding of any general meeting. However, if the meeting was called by the sole Member of the Company, the Directors may only cancel or postpone the holding of it with the consent of that Member.
- (b) Notice of the cancellation or postponement of a general meeting must be provided in accordance with the Law

12. Representation at meetings

12.1 Persons entitled to attend

Only the following persons may attend a general meeting:

- (a) the Members;
- (b) each Director, Secretary and auditor of the Company;
- (c) each person, whether a Member or not, who is a proxy, Corporate Representative or attorney of a Member; and
- (d) other persons only with leave of the meeting or its Chair and then only while the leave has not been revoked in accordance with the terms of the leave.

12.2 Powers of the Chair

The right of a person to attend is subject to the powers of the Chair of the meeting, both at Law and under this Constitution.

13. Proceedings at meetings of Members

13.1 Quoru

- (a) No business may be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
- (b) Two (2) Members present are a quorum unless there are less than two (2) Members, in which case the quorum will be one (1) Member present.

13.2 Failure of quorum

If a quorum is not present within 15 minutes from the time appointed for a General Meeting:

- (a) where the meeting was called by, or in response to, the requisition of Members made under the Law, the meeting is dissolved; or
- (b) in any other case the meeting stands adjourned to such day, and at such time and place, as the Directors determine.

If no determination of an adjourned meeting is made by the Directors, the meeting stands adjourned to the same day in the second week following, at the same time and place. If at the adjourned meeting a quorum is not present within 15 minutes from the time appointed for the meeting the meeting is dissolved.

13.3 Business of Annual General Meeting

The business of an Annual General Meeting is:

- (a) to receive the Company's financial report, the Directors' report and the auditor's report on the financial statements;

- (b) to confirm the appointment of any Directors not previously confirmed; and
- (c) to transact any other business which under this Constitution or the Law ought to be transacted at an annual general meeting.

13.4 Report on Company's activities

The Board must at each general meeting in addition to the matters in clause 13.3, submit to the Members a report on the activities of the Company in the period since the previous general meeting.

13.5 Frequency of Annual General Meeting

The Company must hold an annual general meeting at least once every calendar year and within five months after the end of its financial year.

13.6 Venue of Annual General Meeting

The venue for the annual general meeting each year will be in Victoria unless the Board resolves otherwise.

13.7 Use of technology

Despite clause 13.6, the Company may hold the annual general meeting of Members at two or more venues using technology that gives the Members as a whole a reasonable opportunity to participate in the meeting. A meeting conducted by audio visual link or by using any other means of communication is considered to be held at the place determined pursuant to clause 13.6.

13.8 Special business

No special business may be transacted at any general meeting other than that stated in the notice calling the meeting unless it is a matter that is required by this Constitution or the Law to be transacted at the meeting.

13.9 Chair of meeting

The Chair, or in the Chair's absence the deputy Chair of the Directors (if any), is entitled to take the chair at each general meeting. If neither of those persons is present at any general meeting within 15 minutes after the time appointed for holding the meeting, or neither of them is willing to take the chair, the Members present must elect a person, whether a Member or not, to be Chair of the meeting.

13.10 Passing the Chair

If the Chair of a general meeting is unwilling or unable to be the Chair for any part of the business of the meeting:

- (a) that Chair may withdraw as Chair for that part of the business and may nominate any person who would be entitled under the preceding rule to chair the meeting for that part of the business; and
- (b) after that part of the business is completed, the person so nominated must cease to chair the meeting upon the request of the prior Chair. The prior Chair is then entitled to resume as the Chair of the meeting.

13.11 Responsibilities of Chair

The Chair of a general meeting is responsible for the general conduct of the meeting and to ascertain the sense of the meeting concerning any item of business which is properly before the meeting. For these purposes the Chair of the meeting may, without limitation:

- (a) delay the commencement of the meeting if that person determines it is desirable for the better conduct of the meeting;
- (b) make, vary or rescind rulings;
- (c) prescribe, vary or revoke procedures;
- (d) in addition to other powers to adjourn, adjourn the meeting, or any item of business of the meeting, without the consent of the meeting if that person determines it is desirable for the orderly conduct of the meeting or the conduct of a poll; and
- (e) determine conclusively any dispute concerning the admission, validity or rejection of a vote.

13.12 Admission to meetings

The Chair of a general meeting may refuse admission to, or require leaving and remaining out of, the meeting any person:

- (a) in possession of a pictorial-recording or sound-recording device;
- (b) in possession of a placard or banner;
- (c) in possession of an article considered by the Chair to be dangerous, offensive or liable to cause disruption;
- (d) who refuses to produce or to permit examination of any article, or the contents of any article, in the person's possession;
- (e) who behaves or threatens to behave in a dangerous, offensive or disruptive manner; or
- (f) who is not entitled under this Constitution to attend the meeting.

13.13 Adjournment of meeting

The Chair of a general meeting at which a quorum is present may, and must if so directed by the meeting, adjourn the meeting from time to time and from place to place as the Chair determines.

13.14 Business at adjourned meeting

No business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No notice need be given of an adjournment or of the business to be transacted at an adjourned meeting. However if any meeting is adjourned for ten (10) business days or more, notice of the adjourned meeting must be given.

14. Voting at meetings of Members

14.1 Where only one Member

If there is only one Member of the Company, that Member may pass a resolution by recording the resolution in writing and signing the record.

14.2 Entitlement to vote

Each Member present at a general meeting, or an attorney, proxy or Corporate Representative of a Member present at a general meeting may vote.

14.3 Number of votes

Each Member who is entitled to vote has one (1) vote on a show of hands or on a poll.

14.4 Method of voting

- (a) If there is more than one Member of the Company, a resolution put to the vote at a general meeting must be decided on a show of hands unless a poll is demanded.
- (b) All decisions of Members will be passed by more than fifty percent (50%) in numbers of those Members present and entitled to vote, unless specified otherwise in this Constitution or the Law.
- (c) On a show of hands, a declaration by the Chair is conclusive evidence of the result. Neither the Chair nor the minutes need to state the number or proportion of the votes recorded in favour or against.

15. Board of Directors

15.1 Board of Directors

The Board is comprised of a maximum of eight (8) Directors or such other number as the Board may determine from time to time.

15.2 Appointment of Directors

- (a) Each Member may appoint up to four (4) Directors as representatives of that Member and remove any person so appointed, provided that:
 - (i) at least one appointee has education and training expertise; and
 - (ii) at least one appointee is a registered practitioner.
- (b) Subject to and following commencement of the National Registration and Accreditation Scheme, the Psychology Board of Australia may from time to time by notice in writing to the Company, nominate up to two (2) individuals to act as directors of the Company, and the Board will upon receiving such written notice, appoint that person or persons as directors of the Company,

provided however that no more than two (2) directors may hold office at any time by virtue of appointment under this clause 15.2(b).

- (c) Subject to and following commencement of the National Registration and Accreditation Scheme, the Head of Department and School of Psychology Association may from time to time by notice in writing to the Company, nominate one (1) individual to act as a director of the Company, and the Board will upon receiving such written notice, appoint that person as a director of the Company, provided however that no more than one (1) director may hold office at any time by virtue of appointment under this clause 15.2(c).
- (d) It is intended that community representation on the Board be achieved by appointment of an individual representing community interests, and who is not a representative of a Member, to serve as a Director of the Company. Subject to and following commencement of the National Registration and Accreditation Scheme, the Board will use reasonable endeavours to ensure that from time to time there is one such person appointed by the Board and holding office as a director of the Company.
- (e) If at any time a Member ceases to be a member of the Company, then any persons appointed by that Member as directors of the Company under this clause 15 shall immediately cease to be directors of the Company.
- (f) Where a Director is removed, resigns or otherwise has their appointment come to an end, the party who nominated such Director may nominate a new Director upon the same process of appointment.

15.3 Qualification as a Director

- (a) No person may be a director unless that person is appointed by a Member or is formally nominated in accordance with clause 15.2, and has provided a signed consent to act as a Director to the Secretary.
- (b) Despite any other provision in this constitution, a majority of the Directors must be persons resident in Australia.

15.4 Resignation of Director

Any Director may resign from office by giving notice in writing to the Company of the Director's intention to do so. Such resignation takes effect immediately unless the resignation is stated in the notice to take effect at some future time. However, the resignation must take effect within (3) months from the date of the giving of the notice.

15.5 Removal of Director

- (a) Any Director appointed in accordance with clause 15.2(a) may be removed from the office of director by notice in writing from the Member, addressed to the Secretary.
- (b) Any Director appointed in accordance with clause 15.2(b) or (c) may be removed from the office of director by notice in writing from the nominating body, addressed to the Secretary.

- (c) On receipt by the Company of a notice of removal, the Director so removed will cease to hold office as a Director of the Company.

15.6 Vacation of office

In addition to the circumstances in which the office of Director becomes vacant by virtue of the Law or other provisions of this Constitution, the office of Director is vacated automatically if the Director:

- (a) becomes mentally incapable or the Director's estate is liable to be dealt with in any way under the law relating to mental health; or
- (b) is absent from more than three (3) consecutive meetings of Directors without the prior leave of the Board.

15.7 Less than minimum number of Directors

The minimum number of Directors is three (3). The continuing Directors may act despite any vacancy in their body. If the number falls below the minimum number fixed in accordance with this Constitution, the Directors may act only:

- (a) to appoint Directors up to that minimum number;
- (b) to call a general meeting; or
- (c) in circumstances which the Chair deems to be an emergency. If there is no Chair, any two (2) Directors may together deem that an emergency exists to act in accordance with this clause 15.7.

16. Appointment and removal of office bearers

16.1 Appointment of Chair

The Directors will elect a Chair from amongst their number and the Chair will be appointed for a period of 2 years (**term**). The Chair may be elected for successive terms at the discretion of the Board.

16.2 Removal of Chair

If the Chair ceases to be a Director they also cease to be Chair.

16.3 Absence of Chair

Where a Directors' meeting is held and a Chair has not been appointed, or the Chair is not present within 15 minutes after the time appointed for holding of the Directors' meeting, or is unwilling to act, the Directors present must elect one of their number to be a chair of such meeting.

16.4 Company Secretary

- (a) The Secretary need not be a Director, and if not, does not have a vote.

- (b) The Board will appoint one or more Secretaries for such term, at such remuneration and upon such conditions as it thinks fit. Any Secretary so appointed may be removed by the Board.
- (c) The role of the Company Secretary shall be to ensure the Company complies with the Law and perform any statutory or regulatory duties.

17. Proceedings of Directors

17.1 Number of Board meetings

At least one (1) Board meeting must be held in each calendar year.

17.2 Mode of meeting

- (a) The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit.
- (b) The Directors may conduct their meetings in person, by telephone, audio visual link or by using any other technology consented to by all Directors. Consent may be a standing one.
- (c) A meeting conducted by telephone or other means of communication is considered to be held at the place agreed on by the Directors attending the meeting if at least one of the Directors present at the meeting was at that place for the duration of the meeting.

17.3 Quorum for Board meetings

- (a) A quorum of the Board comprises five (5) Directors.
- (b) If a quorum is not present within 30 minutes of the time specified for a meeting of the Board the meeting will be adjourned to a date and time seven (7) days after the original time of the meeting and at the same place as the original meeting by written notice to all Directors. If at the adjourned meeting a quorum is not present within 15 minutes from the time appointed for the meeting, the meeting is dissolved.
- (c) A quorum must be present at all times during the meeting.

17.4 Chair calling a meeting

The Chair may at any time call a meeting of the Directors to be held at such time and place as the Chair chooses.

17.5 Secretary calling a meeting

The Secretary, upon the request of any other Director, must call a meeting of the Directors to be held at such time and place as is convenient to the Directors.

17.6 Notice of meeting

Notice of each meeting of the Directors:

- (a) may be given by such means as is convenient, including by telephone or electronic transmission; and
- (b) must be given to all Eligible Directors.

17.7 Recipients of notice

For the purposes of the preceding clause:

- (a) **Eligible Directors** are all Directors and Eligible Alternate Directors for the time being, and excluding those given leave of absence;
- (b) at least 10 days prior written notice of Board meetings together with an agenda must be given to all Eligible Directors, unless otherwise unanimously agreed by the Directors;
- (c) the agenda for Board meetings must be determined by the Chair, except for Board meetings convened at the request of a Director where the agenda may be determined by that Director; and
- (d) the accidental omission to give notice of any meeting of the Directors to, or the non-receipt of any such notice by, a person entitled to receive that notice does not invalidate the calling of the meeting or any resolution passed at any such meeting.

17.8 Votes of Directors

- (a) Questions arising at any meeting of the Directors must be decided by a majority of votes cast.
- (b) Each Director has 1 vote.
- (c) A person who is an alternate Director is entitled (in addition to his or her own vote if a Director) to one vote on behalf of each Director whom the alternate Director represents (as an alternate Director at the meeting). The alternate Director may only vote if the Director is not personally present.
- (d) Where more than 1 Director is appointed by the same Member and they do not all attend a Board meeting, the Director or Directors present (as the case may be) may in addition to their own votes exercise the voting rights of the Director(s) appointed by the same Member not in attendance.
- (e) If there is an equality of votes, the Chair has a second or casting vote.

17.9 Circular resolution of Directors

If a majority of Directors have signed a document containing a statement that they are in favour of a resolution of the Directors in terms set out in the document, a resolution in those terms is treated as having been passed at a meeting of the Directors held on the day on which the document was signed. If the Directors sign the document on different days, then a resolution is treated as having been passed on the day on which the document was last signed by a Director thereby constituting a majority in number of the Eligible Directors. A resolution is not treated as passed on that day if the document, by its terms, is said to take effect from an earlier date.

17.10 Signing of circular resolution

For the purposes of the preceding clause:

- (a) the Eligible Directors are all Directors for the time being but excluding:
 - (i) all alternate Directors; and
 - (ii) those who, at a meeting of Directors, would not be entitled to vote on the resolution;
- (b) each Director, other than one not entitled to vote on the resolution, may sign the document;
- (c) if a person who is not entitled to vote on the resolution signs the document, it does not invalidate the resolution if it is otherwise valid;
- (d) each alternate Director may sign the document on behalf of each Director whom the alternate Director represents (appointor) if:
 - (i) the alternate Director reasonably believes that the appointor is unavailable to sign the document; and
 - (ii) the appointor has not suspended the appointment of the alternate Director.

An alternate Director may sign even if the available appointor could not have voted on the resolution. An alternate Director who represents more than 1 Director may sign as many times accordingly;

- (e) an electronic transmission purporting to be signed by a Director or alternate Director is treated as being in writing signed by such person; and
- (f) 2 or more separate documents containing statements in identical terms each of which is signed by one or more Directors are together treated as constituting one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate documents.

17.11 Deemed minute

The document or documents referred to in the two preceding clauses are treated as constituting a minute of that meeting and must be entered in books kept for that purpose.

17.12 Validity of acts of Directors

All acts done in respect of any meeting of:

- (a) the Directors; or
- (b) a committee of Directors; or
- (c) other persons or by any person acting as a Director; or

(d) any person purporting to act as an attorney under power of the Company,

are, despite the fact that later it is discovered that there was some defect in the appointment or continuance in office of such Director, person or attorney so acting or that they or any of them were disqualified or were not entitled to vote, as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Director or attorney and was entitled to vote.

17.13 Observers

A Member may, at its own cost, appoint a non-voting observer to attend meetings of the Board, with the approval of the Board.

18. Powers and duties of Directors

18.1 Powers generally

Subject to the Law and to any other provisions of this Constitution, the management and control of the Company and of the business and affairs of the Company is vested in the Directors who may exercise all such powers of the Company and do all such acts or things not expressly required by this Constitution or by the Law to be exercised or done by a General Meeting. No rule adopted or resolution passed by a General Meeting invalidates any prior act of the Directors which would have been valid if that rule or resolution had not been adopted or passed.

18.2 Borrowing

The Directors have the power to raise or borrow any sum of money and to secure the payment or repayment of such money and any other obligation or liability of the Company in such manner and on such terms as they think fit. This includes:

- (a) upon the security of any mortgage; or
- (b) by the issue of debentures or debenture stock of the Company charged upon all or any of the property of the Company (both present and future) including its goodwill and undertaking for the time being; or
- (c) upon bills of exchange, promissory notes or other obligations or otherwise.

18.3 Execution of negotiable instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company may be signed, drawn, accepted, endorsed or otherwise executed as the case may be, in such manner as the Directors at any time determine.

18.4 Official Seal

The Company does not have a Company seal.

18.5 The Company does not use a common seal. Appointment of attorney

The Directors may at any time, by power of attorney, appoint any person or persons to be the attorney or attorneys of the Company for such purposes and with such

powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors under this Constitution) and for such period and subject to such conditions as they may think fit. Any such powers of attorney may:

- (a) contain such provisions for the protection and convenience of persons dealing with any such attorney as the Directors may think fit; and
- (b) authorise any such attorney to delegate all or any of the powers authorities and discretions vested in the attorney.

18.6 Delegation

The Directors may at any time confer upon any Director, or such other person as they may select, such of the powers exercisable under the Constitution by the Directors for such time as they may think fit and to be exercised for such objects and purposes and upon such terms and with such restrictions as they think expedient. They may confer such powers whether collaterally with, or to the exclusion of and in substitution for, all or any of the powers of the Directors in that respect. They may at any time revoke, withdraw, alter or vary all or any of such powers.

18.7 Validity of acts

Despite anything contained in this Constitution, if it is found that some formality required by this Constitution to be done has been inadvertently omitted or has not been carried out, such omission or failure does not invalidate any resolution, act, matter or thing which but for such omission or failure would have been valid.

19. Committees

19.1 Delegation to committee

The Directors may:

- (a) delegate any of their powers to committees consisting of such one or more persons, whether Directors or not, as they think fit; and
- (b) establish advisory committees (or other committees not having delegated power of Directors) consisting of such person or persons as they think fit.

19.2 Committee powers

Any committee so formed or person or persons so appointed must, in the exercise of the powers so delegated, or functions entrusted, conform to any regulations that may at any time be imposed by the Directors.

19.3 Committee meetings

The meetings and proceedings of any committee consisting of 2 or more persons are governed by the provisions in this Constitution for regulating the meetings and proceedings of the Directors so far as those provisions are applicable and not affected by any resolution or regulation made by the Directors under the preceding rule.

19.4 Committee Members as officers

Each person appointed to a committee under clause 19.1(a), if not otherwise an officer of the Company, is, when exercising the powers so delegated or functions entrusted, an officer of the Company.

20. Minutes

If any minutes of a General Meeting or of the Directors are signed by any person purporting to be either the Chair of such meeting, or the Chair of the next succeeding meeting, those minutes must be received in evidence without any further proof that the matters and things recorded by or appearing in such minutes actually took place or happened at a meeting duly called and held.

21. Accounts

The Company must keep proper books of account (which may include computer records) of the Company at its registered office and entries made of all such matters, transactions and things which are usually entered in books of accounts kept by entities engaged in concerns of a similar nature.

22. Notices

22.1 Service of notices

Where this Constitution, the Law or other legislation require or permit a document to be served on, given, sent or dispatched to, any person, whether any such expression or any other expression is used (in this rule referred to as **served**), the document may be served on the person:

- (a) by delivering it to the person personally; and
- (b) by dispatching it, whether by post, contractor, agent, electronic means or otherwise, to:
 - (i) the address of the place of residence; or
 - (ii) the business address of the person last known to the person serving the document; or
 - (iii) in the case of a Member, the address of the Member entered in the Register,

and the document, by such dispatch, is regarded as left at that address.

22.2 Date of deemed service

A document served under clause 22.1 is treated as having been duly served, regardless of whether it is actually received where clause 22.1(b) applies - on the day following the day when dispatch occurred.

22.3 Counting of days

Subject to the Law, where a specified number of days' notice or notice extending over any period is required to be given, both the day of service and the day upon which such notice will expire are included in such number of days or other period.

22.4 Service on Company or its officers

Every document required to be served upon the Company or upon any officer of the Company may be served by leaving it at the Registered Office.

22.5 Signature

The signature to any document to be given by the Company may be written, printed or stamped.

23. Indemnity

23.1 Indemnity for officers

To the extent that the law allows it, each Officer of the Company and each Officer of a related body corporate of the Company, must be indemnified by the Company against any liability incurred by that person in that capacity.

23.2 Insurance premiums

The Company may at any time pay premiums in respect of a contract insuring a person (whether with others or not) who is an Officer of the Company against a liability incurred by the person as such an Officer, or as an officer of a related body corporate. The liability insured against may not include that which the law prohibits. Any such premium in relation to a Director is in addition to, and not regarded as part of, any remuneration approved by Members under this Constitution.

24. Definitions and interpretation

24.1 Definitions

In the construction of this Constitution, unless the contrary intention appears:

APS means The Australian Psychological Society Limited;

Board means the Board of Directors of the Company from time to time;

Chair means the Chair of the Board appointed at clause 16 from time to time;

Community means the broad range of stakeholders with an interest in psychological services. This includes individual consumers, tertiary education institutions, organisations and groups, health professionals and specific population groups such as youth and families with young children, veterans, Aboriginal and Torres Strait Islanders and people from non-English speaking backgrounds.

Community representative means an individual who is appointed because of their skills and experience.

Company means Australian Psychology Accreditation Council Limited;

Constitution means this constitution;

Corporate Representative means a natural person appointed by a Member which is a body corporate to be that body's representative at specified General Meetings;

CPRB means the Council of Psychologists Registration Boards [Australasia] Inc;

Directors means the Directors of the Company in office for the time being, or a quorum of the Directors present at a Board meeting;

Eligible Alternate Directors means only those alternate Directors who an appointor has notified the Company in writing must receive, either generally or in particular circumstances, notification of the meetings of Directors and/or the Members;

General Meeting means a meeting of Members duly called and constituted in accordance with this Constitution and any adjourned holding of it;

HODSPA means the Head of Department and School of Psychology Association;

Law means the *Corporations Act* 2001 as amended from time to time, as it applies to the Company for the time being;

Member means any person entered in the Register as a member for the time being of the Company;

Membership means membership of the Company;

National Registration and Accreditation Scheme means the scheme as defined in the Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008 to commence on 1 July 2010 in accordance with the Health Practitioner Regulation National Law Act 2009.

Objects of the Company means the objects set out in clause 3;

Officer is defined in section 82A of the Law;

Ordinary Resolution means a resolution of a General Meeting where more than one half of the total votes cast on the resolution are in favour of the resolution;

Psychology Board of Australia means the body established under the National Registration and Accreditation Scheme to oversee the registration of psychologists in Australia.

Register means the Register of Members of the Company kept under the Law and includes any branch Register;

Registered Office means the Registered Office for the time being of the Company;

Remuneration includes, without limitation, salaries, wages, commissions, fees, rewards, allowances, bonuses, incentive schemes or profit sharing schemes;

Seal means the common seal of the Company and includes any official seal of the Company;

Secretary means any person appointed to perform the duties of secretary of the Company and includes an assistant secretary or any person appointed to act as the secretary or assistant secretary temporarily; and

Special Resolution means a resolution of a General Meeting where at least 75% of the votes cast on the resolution are in favour of the resolution and of which notice as set out in section 249L(c) of the Law has been given.

24.2 Interpretation

In the construction of this Constitution:

- (a) headings are disregarded;
- (b) words importing persons include partnerships, associations, corporations, companies unincorporated and incorporated whether by Act of Parliament or otherwise, as well as individuals;
- (c) singular includes plural and vice versa and words importing any gender include all other genders;
- (d) except for the definitions in the preceding rule, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Law, the same meaning as in that provision of the Law; and
- (e) all references to statutory provisions are construed as references to any statutory modification or re-enactment for the time being in force.

24.3 Replaceable Rules

The operation of each of the sub-sections of the Law which are defined as replaceable rules are displaced by this Constitution and do not apply to the Company.

Appendix A – Directors and Secretary at date of adoption of this Constitution

Item 1 Directors

Directors appointed by APS

Lyndel Kay Littlefield

Iain Maxwell Montgomery

Simon F. Crowe

Trevor Clifton Waring

Directors appointed by CPRB

Kaye Frankcom

Gina Malke Geffen

Ann Marjorie Stark

Jennifer Anne Thornton

Community Representative

Janne Christine McMahon

Item 2 Secretary

Lyndel Kay Littlefield



ACCREDITATION ASSESSMENT HANDBOOK

Australian Psychology
Accreditation Council



INTRODUCTION

About APAC

The Australian Psychology Accreditation Council Limited (APAC) is an independent quality and standards organisation appointed by Australian Governments under the Health Practitioner Regulation National Law Act 2009 (the National Law) as the external accreditation authority for the psychology profession.

About this Handbook

This *Handbook* is primarily designed as a resource for APAC accreditation assessors, but will also be useful to higher education providers preparing applications for assessment and to other stakeholders wishing to understand the context, principles and procedures of the accreditation assessment and reporting processes. The *Handbook* does not contain the APAC Standards themselves, which are set out in the *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses*, a publicly available document which can be downloaded from the APAC website.

Section 1 of the Handbook deals with APAC's mission, responsibilities, context and the governance arrangements within which APAC's accreditation work takes place, as well as the principles underpinning APAC's accreditation systems.

Section 2 outlines APAC's accreditation processes and procedures, with an emphasis on the composition and operation of accreditation assessment teams and associated reporting arrangements.

Section 3 contains materials relevant to assessment teams including assessor declarations, the APAC accreditation summary checklist and recommendations reporting templates.

Contacting APAC

APAC can be contacted at the following address:

GPO Box 2860, Melbourne, VIC 3001 Australia
Phone +61 3 8662 6625 Fax +61 3 9663 6177
Email: apac@psychologycouncil.org.au
Website: <http://www.apac.psychologycouncil.org.au>

APAC gratefully acknowledges the Australian Medical Council (AMC) for permission to reproduce sections of its document *Assessment and Accreditation of Medical Schools (2002)* and its colleagues at the AMC for advice and assistance in the redevelopment and design of APAC assessment principles and procedures during 2008 and 2009.

March 2012

Copyright © 2012

Note

The definitions and terms relevant to the accreditation functions carried out by APAC which are used in this *Accreditation Assessment Handbook* are drawn from Section 1, Definitions in the *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses (Version 10, June 2010)*, as well as from the *Health Practitioner Regulation National Law Act 2009* (the National Law).

At the time of writing this *Handbook*, the current version of the APAC Standards (which came into force before the commencement of the National Law) has not yet been updated to reflect the many changes consequent upon commencement of the National Law (especially changes in defined terms).

Where possible, this *Handbook* employs the defined terms and requirements set out in the National Law, which may differ from those set out in the June 2010 Rules and Standards. APAC staff can clarify any such differences on enquiry, but for the avoidance of doubt the National Law always prevails.

TABLE OF CONTENTS

INTRODUCTION **i**

<u>SECTION 1</u>	<u>MISSION, RESPONSIBILITIES AND PRINCIPLES OF OPERATION</u>	<u>1</u>
1.1	APAC's Mission	1
1.2	Key Responsibilities.....	1
1.3	APAC's Work in Context	1
1.4	Governance	2
1.5	The APAC Accreditation Working Committee	2
1.6	Accreditation as a Quality Assurance Mechanism	3
1.7	Assessment Teams	3
1.8	APAC Staff.....	4
1.9	APAC's Assessment Principles	4
1.10	Appointment, Training and Certification of Assessors	5
1.11	Conflicts of Interest	5
1.12	Confidentiality	6
1.13	Fidelity	6
1.14	Timeliness.....	7
<u>SECTION 2</u>	<u>THE ACCREDITATION PROCESS</u>	<u>7</u>
2.1	Types of Assessments.....	7
2.2	Overview of the Assessment Process.....	7
2.3	Pre-visit Assessment of the Application Documents.....	9
2.4	Composition of an Assessment Team	10
2.5	Site Visits	10
2.6	The Assessment Report	11
2.7	Reporting of APAC Accreditation Determinations.....	12
2.8	Reporting to the Psychology Board of Australia.....	12
<u>SECTION 3</u>	<u>APPENDICES</u>	<u>13</u>
	APAC Accreditation Assessor Declaration Form.....	13
	Psychology Board of Australia Assessor Declaration Form	14
	Format for APAC's Working Committee (AWC) recommendations to APAC	19
<u>SECTION 4</u>	<u>REFERENCES</u>	<u>24</u>
<u>SECTION 5</u>	<u>ABBREVIATIONS</u>	<u>25</u>

SECTION 1 MISSION, RESPONSIBILITIES AND PRINCIPLES OF OPERATION

1.1 APAC's Mission

The Australian Psychology Accreditation Council's (APAC's) mission is to ensure that education and training in psychology is conducted to the highest possible standards, so that graduates of APAC-accredited programs are well equipped to employ their psychological knowledge and skills in the community, including, where applicable, being competent to safely practice as a registered psychologist. Under the Health Practitioner Regulation National Law Act 2009 (the National Law), only those psychology education and training programs which are Accredited by APAC can be Approved by the Psychology Board of Australia (PsyBA) as suitable Programs of Study for the purposes of registration to practice as a psychologist in Australia.

1.2 Key Responsibilities

APAC is an independent quality and standards organisation appointed by the Governments under the National Law as the external accreditation authority for the psychology profession in Australia. The assignment to APAC of Accreditation functions under the National Law by the Australian Health Ministers' Conference carries a number of responsibilities, which are set out in Part 6 of the National Law. These responsibilities and the work associated with fulfilment of them can be summarised as follows:

- Developing standards for the education and training of Australian psychologists for Approval by the PsyBA;
- Assessing education providers and the programs of study they offer to determine whether such providers and their programs meet the Approved Accreditation Standards;
- Monitoring Approved education providers and their programs of education to ensure they continuously maintain sufficiently high standards to warrant ongoing Accreditation and Approval;
- Assessing accrediting and examining authorities in other countries to determine if graduates of the authorities' examinations or accredited programs of study have the knowledge, skills and professional attributes required by the PsyBA to practise the profession in Australia;
- Giving advice and making recommendations to the PsyBA regarding: standards of education and training for psychologists; the assessment of programs of study, and some aspects of the assessment of knowledge, skills and professional attributes of persons undertaking training to become a psychology practitioner;
- Supporting higher education providers in developing and maintaining high quality programs of education and training in the psychology discipline, and
- Advising and consulting to governments and a range of other relevant bodies on matters of education and training relevant to the psychology discipline and profession in Australia.

1.3 APAC's Work in Context

APAC's work is governed by the National Law under which it is appointed as an external accreditation entity. Although APAC is responsible for developing accreditation Standards, the Standards must be approved by the Psychology Board of Australia before they can take effect under the National Law. Additionally, education providers and their programs of study, once accredited by APAC, must also be approved by the PsyBA before graduates of those programs can be eligible for registration. APAC has legal and contractual obligations to the PsyBA and its administrative entity, the Australian Health Practitioner Regulation Agency (AHPRA), that are best understood by reference to the National Law itself, which sets out a range of provisions relating to the processes of Accreditation and Approval.

APAC assessors are required to be familiar with the relevant sections of the National Law, a copy of which can be obtained from the website of the Australian Health Practitioner Regulation Agency at <http://www.ahpra.gov.au/Legislation-and-Publications.aspx>. Assessors should also familiarise themselves with the reference document *Accreditation under the Health Practitioner Regulation National Law Act 2009*. The document was jointly developed by accreditation authorities, national registration boards and AHPRA to provide information about accreditation processes under the National Law, covering a range of issues including:

- the guiding principles and objectives of the National Law;
- relationships and communication between accreditation authorities, national boards and AHPRA about accreditation;
- the *Quality Framework for the Accreditation Function* (the Quality Framework), and
- procedures for the development of accreditation standards.

Assessors should note that APAC is now required to ensure that its work complies with the eight domains of the Quality Framework as a condition of its assignment, and wherever possible processes should align with the principles imbedded in the Quality Framework.

APAC assesses psychology education and training programs offered by education providers on application and monitors Approved providers and their programs. A significant part of APAC's work also involves providing advice to education providers regarding the design of education programs for which Accreditation and Approval are sought and regarding the continuous improvement of quality in the training of psychologists.

APAC has links with other national and international accreditation agencies, and with higher education quality networks. APAC is a member of the Forum of Australian Health Professions Councils (<http://healthprofessionscouncils.org.au>) and a member of the International Network of Quality Assurance Agencies in Higher Education (<http://www.inqaahe.org>).

1.4 Governance

APAC is a not-for-profit Company Limited by Guarantee and is governed by an independent Board of eight Directors. All decisions regarding accreditation outcomes following assessments are taken by the APAC Board, following advice received from APAC's Accreditation Working Committee (see Section 1.5). APAC maintains a national office located in Melbourne from which its work is coordinated. APAC staff support some 40 APAC certified accreditation assessors in the field and APAC currently accredits and monitors more than 400 separate courses across 40 higher education providers including offshore programs in Malaysia and Singapore.

1.5 The APAC Accreditation Working Committee

APAC relies on a working committee of experienced and certified accreditation assessors to provide expert accreditation assessments, accreditation reports and recommendations, and advice to the APAC Board. At the time of writing this *Handbook*, APAC is preparing to make changes to its working committee arrangements. APAC is planning to replace the externally contracted accreditation working committee (PDAC) that currently provides it with accreditation assessment services with its own standing committee (the APAC Accreditation Working Committee or AWC), made up of certified expert assessors appointed by APAC. Like the current (contracted) APAC working committee, the AWC will be composed of certified assessors operating under APAC's authority and with accreditation assessment processes being coordinated and overseen by APAC staff. Assessment reports and recommendations will be scrutinized by the AWC, and also by APAC staff, before being considered by the APAC Board, which is solely responsible for all accreditation decisions.

1.6 Accreditation as a Quality Assurance Mechanism

External accreditation is an important mechanism for ensuring the quality of education and training conducted in Australian psychology courses (hereafter programs), and for safeguarding the interests of:

- consumers of psychological services;
- psychology students and trainees;
- employers;
- government including registration authorities;
- the wider community and
- the discipline and profession

(International Network for Quality Assurance Agencies in Higher Education Policy Statement, 2004).

Accreditation is instrumental in preventing the educational standards of any program of psychology education and training from falling below acceptable standards, ensuring that graduates are suitably equipped for registration and for the workforce, hence providing a measure of protection for the public.

Accreditation assessment is also a valuable tool for promoting a culture of quality improvement in education providers providing accredited programs, since regular external reviews provide a periodic stimulus to undertake a systematic process of self-examination against benchmark standards and to initiate self-directed improvement (Australian Medical Council, 2002). Additionally, the accreditation process promotes an emphasis on key issues such as best practice in the selection of suitable trainees, high standards of competency in communication and other professional skills, and the fostering of professional attributes, such as a commitment to lifelong learning.

For these reasons the external accreditation of programs of psychology education, based on a process of regular assessment against threshold standards by an independent external agency, has been chosen as the preferred means of providing quality assurance of the undergraduate and postgraduate phases of education for the discipline and profession.

1.7 Assessment Teams

APAC appoints an Assessment Team to assess the higher education provider including the School of Psychology itself (referred to in the Standards as the “academic organisational unit” or AOU) as well as each of those programs offered by the education provider for which an accreditation application has been made or which already hold a grade of APAC accreditation. Assessment Teams work within the APAC *Rules for Accreditation and Accreditation Standards for Psychology Courses*.

APAC Assessment Teams are responsible for:

- assessing the education provider, AOU and its programs against the APAC *Accreditation Standards for Psychology Courses*;
- conducting a program of meetings and interviews during site visits appropriate to the institution’s structure, size, range of activities, and its mix of education and training programs;
- validating the information provided by the institution and other stakeholders in support of its application for accreditation, through a program of interviews, site visits and investigations; and

- preparing a report which reflects a rigorous assessment of the provider/AOU and its programs against the Accreditation Standards and identifies strengths, problems and areas for improvement.

1.8 APAC Staff

APAC conducts the assessment of psychology AOU's and their programs using the process described in this *Handbook* and according to the *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses* (available from the APAC website). APAC's staff implement the accreditation process, managing the accreditation work program; implementing APAC policy and procedures; supporting accreditation working parties and Assessment Teams; and advising education providers and other stakeholder groups on accreditation policy and procedures.

Education providers undergoing accreditation assessment should correspond with APAC and not directly with the Assessment Team members (except during the site visit). Although APAC staff can provide limited assistance and advice regarding the assessment process, education providers are solely responsible for their preparation for accreditation. All stakeholders should be made aware that the APAC Board alone is responsible for all determinations regarding accreditation status.

1.9 APAC's Assessment Principles

In the course of conducting its assessments, APAC adheres to the following principles:

- a) collation and analysis of detailed information and ideas from multiple sources and viewpoints, ensuring rigorous analysis;
- b) use of clear guidelines and procedures, implemented in an open, transparent, objective and fair manner;
- c) adoption of policies, methods and training which ensure that members of Assessment Teams, committees and staff apply standards and procedures in a consistent, collaborative and appropriate fashion; and
- d) reviewing of its codes, processes and guidelines on a regular basis, and in so doing taking account of wide consultation with stakeholders.

APAC considers accreditation to be a rigorous but collegial process based on self- and peer-assessment for the purpose of publicly and openly assuring adequate standards of education and training of psychologists and the constant improvement of quality in psychologist training. The APAC accreditation process is intended to be constructive and to respect the expertise and academic autonomy of education providers as far as possible.

In conducting its accreditation functions, APAC:

- a) focuses on the achievement and maintenance of high education and training standards, as well as the assurance of competence among practitioners graduating from APAC accredited programs;
- b) monitors the implementation of recommendations, maintenance of standards and other developments in the program following accreditation; and
- c) undertakes a cycle of assessments with a full assessment of each program at least once every five years.

1.10 Appointment, Training and Certification of Assessors

APAC maintains a database of suitably experienced, skilled and certified assessors which is regularly updated. APAC assessors are appointed for a term of three years and, as a condition of their appointment, are required to:

- a) attain certification as an APAC assessor by attendance at, and successful completion of, an APAC level 1 accreditation assessor training course, such certification lasting for a period of three years;
- b) sign a declaration of potential conflicts of interest and a confidentiality agreement before each and every accreditation assessment is undertaken;
- c) undertake suitable orientation to the process of assessment subsequent to certification, usually by accompanying an experienced and senior team leader on assessments, and
- d) maintain a sound knowledge of developments in the education of psychologists and of the discipline and profession more generally, and
- e) pass with a satisfactory grade any and all examinations or performance reviews as required from time to time by APAC as a condition of continuing appointment as an APAC assessor.

APAC intends to introduce a second level of assessor certification in 2013.

1.11 Conflicts of Interest

APAC assessors and staff, as well as members of APAC's Accreditation Working Committee, are expected to make decisions responsibly, and at all times to apply standards in a consistent and an impartial fashion. The discipline and profession of psychology relies on a relatively limited pool of psychologists who have the experience, knowledge and training to be able to conduct accreditation assessments expertly. APAC must draw from this limited pool of expertise and many of these psychologists, in addition to being professional practitioners, also work in academic settings. APAC recognises that among this pool of experts there is considerable interaction both personally and at the organisational level, so that individuals are frequently involved with a number of programs nationally and internationally. While APAC does not regard this, of itself, to necessarily present a conflict of interest, APAC's policy is to avoid wherever possible the appointment to Assessment Teams of assessors who live and work in the same state or territory as the education provider being assessed by the Team. However, despite this policy the potential for conflicts of interest still exists and for this reason APAC requires proposed members of Assessment Teams to declare any relevant personal or professional interest that could be perceived to conflict with an assessor's ability to impartially undertake his or her duties.

To this end, all accreditation assessors must sign an Assessor Declaration Form containing a conflict of interest declaration at the outset of their appointment to an Assessment Team (see Section 3 - Appendices). Following receipt of this declaration, APAC decides on the composition of each Assessment Team. In doing so it discloses all declared interests of the persons recommended and any comments by the education provider in relation to the proposed composition of the team. APAC has full regard to such interests and provider views when appointing assessors.

APAC requires assessors who are appointed to the Accreditation Working Committee to declare and record any conflicts or potential conflicts of interest in a Conflicts Register which is updated before the commencement of each meeting of the working committee.

APAC also requires members of its Board of Directors to declare conflicts of interest. Declarations of conflicts of interest, real or potential, are recorded in a register and in the Board minutes. Such conflicts include any personal or professional interests which might, or might be perceived to, influence the capacity of a Director to undertake impartially her or his roles as a Director on the APAC Board. APAC may decide that a Board member's interest in a particular item requires the member to be excluded from the Board's usual duties with respect to that item, including both the discussion of that item at meetings and any decisions concerning the item. Board members are

expected to withdraw from any vote on matters regarding which they have a declared personal or professional interest.

If a conflict of interest emerges for an assessor during an assessment, the Team Leader will determine an appropriate course of action. This may entail changing the report writing responsibilities of the assessor, requiring the assessor to abstain from relevant discussions and related decisions, or altering the assessment program. Any such conflicts, and the course of action taken thus far, must be reported to APAC staff as soon as possible and so that APAC can advise as to how to proceed.

Where a member of an APAC accreditation Assessment Team has recently provided advice (formal or otherwise) to an education provider, and this advice falls outside the aegis of APAC, that assessor must declare his/her interest to APAC staff at the outset and before being permitted to undertake any assessment role.

1.12 Confidentiality

In order to discharge its accreditation functions to a high standard, APAC requires a considerable amount of information from education providers, both in accreditation applications and in subsequent written submissions, as well as during the site visits. This may include information of a sensitive nature, such as staff plans, budgets, honest appraisals of strengths and weaknesses, problems to be addressed and commercial-in-confidence matters. APAC requires assessors, staff, AWC members and Directors to keep accreditation information confidential at all times and to use such information only for the purpose for which it was obtained, and in conjunction with the APAC assessment process. APAC provides guidance to AWC and Assessment Team members on confidentiality requirements and their responsibilities for secure destruction of information once an assessment has been completed. APAC stores securely a complete set of application materials, correspondence and reports for each assessment it conducts.

APAC provides opportunities for education providers to review drafts of the APAC accreditation report during the assessment process. Until such time as the final report is accepted by the Board of Directors, these assessments and the report in which they are recorded are confidential to APAC staff and assessors, AWC members and the applicant education provider. Neither the assessors nor the provider should discuss the draft report or disclose it to any other party without APAC's written consent.

There can be exceptions to the confidentiality of information which APAC collects, such as where assessors come into possession of evidence of unethical behaviour or of circumstances which represent a danger to others (eg negligent supervision practices in a training clinic or illegal acts). In such cases the APAC Board must be notified swiftly and the Board may make a decision to pass the relevant evidence over to an appropriate authority (eg a Registration Board, the police or an ethics committee) for investigation.

It is especially important that accreditation assessors treat the contents of interviews held with staff, students, other members of the education provider and its community with great care. Meetings with students, for example, require particular care to ensure that information provided to APAC in confidence is de-identified or otherwise kept confidential, and that the limits of confidentiality are clearly explained.

1.13 Fidelity

Accreditation assessment can involve detailed and sometimes complex considerations of multiple matters, and the outcomes of the accreditation process can have very significant consequences. Accreditation assessment outcomes are made public on the APAC website at: <http://www.apac.psychology.org.au> and affect the level of confidence that students, staff, the profession and the community in general have in the provider and its programs, with potentially important implications for students studying at the institution in question and the reputation of the education provider itself. These factors place a substantial burden of responsibility on APAC

assessors to get assessments right the first time and there is an expectation that assessors will consistently pay close attention to detail, check their work and make sound decisions free from bias.

1.14 Timeliness

Accreditation is a time consuming and expensive process. Education providers, the government and APAC itself invest substantial time and money in the process, and the outcomes can have serious implications for the viability of programs, completion of studies by students, staffing and eligibility for registration of graduates as practitioners. For these reasons it is very important that accreditation processes occur in a timely fashion. Assessors, staff, and APAC Directors are required to be conscious of their responsibility to meet the deadlines which have been built into the accreditation process so as to ensure that the needs of all parties are as far as possible met by the process within a reasonable time frame. Despite this, however, such a rigorous and multifaceted process cannot be rushed and by virtue of its many interconnected elements does take time. APAC assessors and staff are expected to strive to conduct the process as efficiently as possible and to meet agreed deadlines without compromising the quality of APAC's work.

SECTION 2 THE ACCREDITATION PROCESS

2.1 Types of Assessments

Assessors should familiarise themselves with the APAC *Rules for Accreditation* which set out in detail the Rules which govern assessment processes. APAC undertakes assessments in the following circumstances:

- an application is received for the accreditation of a new education provider and/or academic organisational unit and its programs;
- an application is received for the accreditation of a new program or programs at a provider or academic organisational unit already offering an APAC accredited program or programs;
- an application is received to re-accredit an existing provider and its accredited programs at the conclusion of its 5 year accreditation cycle;
- a provider advises of its intentions to make changes to aspects of its functioning (or changes to its programs) which could reasonably be expected to have an impact on its ability to continue to meet the APAC Standards;
- complaints are received by APAC or other credible information comes into APAC's possession which suggests that an accredited provider and/or its programs may no longer meet the APAC Accreditation Standards.

In cases where APAC imposes conditions on the accreditation or reaccreditation of an AOU or its programs, APAC also conducts follow-up assessments to track progress in meeting or maintaining those conditions.

An APAC accreditation assessment entails the appointment of an accreditation Assessment Team which completes a review of an application and other documentation as well as a program of site visits and meetings, and prepares a report. The preparation for such an assessment is resource intensive and time-consuming. For a new development, the institution seeking APAC accreditation must first demonstrate that it is ready for such intensive assessment. This entails additional steps *before* APAC begins its standard process for assessment. More information about this is available from the APAC office.

2.2 Overview of the Assessment Process

The timing of accreditation assessments is arranged by APAC in consultation with the head of psychology or nominee of the applicant education provider. Normal cycle visits are usually required

to fit into an annual timetable set down by APAC and which is summarized below. Under APAC's Rules, review and audit assessments can be made by APAC at any time and where this occurs APAC usually provides 21 days notice of the visit to the education provider. The length of site visits varies depending on the nature of the visit, the size of the provider's academic organisational unit and the location and number of campuses to be visited. Normal cycle assessment site visits are usually two to three days in duration, but may take longer if additional time is required to ensure that the Assessment Team is properly able to assess the provider and to conduct all of the necessary consultations in relation to the assessment process.

The following timetables apply to normal accreditation cycles. Where an assessment is conducted outside of a normal cycle the dates listed will be varied at the discretion of APAC, having regard to its program of work.

The **Pre-site visit timetable** consists of the administrative process undertaken in order to prepare for an assessment. In the case of an audit or other assessment conducted outside of a normal accreditation cycle, some steps may be deemed unnecessary by the Secretariat for certain types of assessment.

Timing	Task
September	Notification of Intended Application form is updated on the APAC website. Application for Accreditation form is updated on the APAC website. Cycle education providers receive letter and email regarding Notification of Intended Application. Non cycle education providers receive email regarding Notification of Intended Application for out-of-cycle assessments.
16 October	Deadline for receipt of confirmation of Notification of Intended Application from cycle and non-cycle education providers.
16 October	Deadline for education providers to request an extension on their scheduled assessment cycle.
November AWC meeting	APAC assigns education providers to Assessment Teams with regard for potential conflicts of interest and the dates preferred by the provider, and notifies the Assessment Teams.
December	Anticipated fees are calculated and invoices prepared for issuing early in January of the following year.
January	Correspondence is sent to providers advising of the date that has been selected for the accreditation site visit.
31 January	Deadline for providers to request a change in assessment date.
January - February	Assessment schedule is published on the APAC website. Psychology Board of Australia assessors are appointed.
March	Correspondence sent advising providers of the composition of Assessment Teams.
31 March	Deadline for receipt of applications for assessment, site visit agenda and payment of accreditation fees, including applications for out-of-sequence assessments.
March - May	Follow-up accreditation assessment site visits are conducted.
April	APAC checks to ensure documentation is complete.
April and May	Assessor certification sessions are held. Applications for assessment are distributed to assessors. Program applications are entered into the accreditation database.
June - August	Site visit components of assessments are conducted.
August - September	Out-of-sequence site visits are conducted.

The **Site visit timetable** consists of the process undertaken in order to conduct the assessment. Phases one to three will typically be conducted on consecutive days.

Timing	Task
April - May	Assessors receive application documentation.
4 weeks prior	Assessors notify APAC of any missing, incomplete or inconsistent data in applications. APAC requests any additional information required from the education provider.
3 weeks prior to site visit	APAC coordinates site visit agenda, which is to be confirmed by the provider and all Assessment Team members.
2 weeks prior to site visit	Deadline for provider to supply additional required information to APAC office. APAC forwards additional information to members of the Assessment Team.
One week prior to site visit	Any requested audio meetings with interviewees are conducted.
Phase 1 on site visit	Assessment of undergraduate programs completed.
Phase 2 on site visit	Assessment of postgraduate programs completed.
Phase 3 on site visit	Head of education provider's academic organisational unit has until midday to supply the Assessment Team with any additional information. Assessment Team drafts the assessment report including recommendation sections and forwards a copy to the provider and APAC before leaving the site. All Assessment Team members retain a copy of the draft assessment report.
Phase 4 on site visit	Any off-shore program assessments completed. Assessment Team writes the draft report including recommendation sections and forwards a copy to the provider and APAC before leaving the site. All Assessment Team members retain a copy of the draft assessment report.

The **Post-site visit timetable** consists of the process undertaken following the site visit, including the requirements for the AOU to respond to any conditions placed upon either the provider/AOU and/or its programs.

Timing	Task
Week after Phase	APAC cross references the report with accreditation database to identify any potential anomalies.
2 weeks after site visit	Deadline for Provider to submit rejoinder documentation, including errors of fact, to the APAC office for consideration. APAC forwards supplied information to the Assessment Team.
3 weeks after site visit	Assessment Team incorporates any intended changes in the report under direction of Team Leader and submits to APAC.
4 weeks after site visit	Report and rejoinder documentation is added to the Working Committee agenda.

2.3 Pre-visit Assessment of the Application Documents

Upon making an application for accreditation, each applicant provider is required to complete and submit a questionnaire containing information about the provider, its staff and its programs (see Section 3). This information is checked and collated by APAC before being provided to the members of the Assessment Team for detailed study. The review constitutes the first phase of the assessment process and is intended to ensure that the members of the Assessment Team are well prepared for the site visit and can optimize the value of the visit.

2.4 Composition of an Assessment Team

A team of assessors is appointed by APAC for each assessment. The composition of the Assessment Team is usually:

- a) Assessment Team Leader – an APAC-certified and experienced senior assessor whose usual place of employment is not located in the same State or Territory as the education provider and/or the provider's programs to be assessed and who is responsible for coordinating the assessment;
- b) Psychology Board of Australia (PsyBA) nominated assessor – An APAC-certified assessor nominated by the PsyBA whose usual place of employment is not located in the same State or Territory as the provider and/or the provider's programs to be assessed.

Note 1: Where an assessment is large and/or complex, APAC may at its discretion appoint an additional APAC-certified assessor or assessors.

Note 2: On some assessments, the APAC Assessment Team may be accompanied by College course approval assessors from the Australian Psychological Society (APS). Although these assessors may carry out their course approval assessment work at the same time as the APAC accreditation Assessment Teams for reasons of efficiency, APS College course approval assessment is a separate process and is not part of APAC's accreditation work.

Before being appointed to an Assessment Team and before commencement of any assessment each proposed Assessment Team member is required to sign a confidentiality agreement and a declaration of any relevant personal or professional interest that may be perceived to conflict with their ability to undertake impartially their duties as a member of an Assessment Team (see Section 3). Following receipt of the documents, the Secretariat advises the education provider of the identity of the proposed team members and in doing so discloses all declared interests of those proposed team members. In appointing assessors, APAC has full regard to such interests and any comments made by the education provider regarding the proposed composition of the team, as well as attempting to provide for a balance of assessors from various states, and other factors such as levels of experience. In the case of an application from an overseas institution, a representative of the relevant local licensing/registration authority will also be invited to attend the site visit along with the Team, as an observer and consultant.

The Assessment Team Leader will always be an experienced APAC-certified assessor and is responsible for the on-site conduct of the visit, the preparation and presentation of the Team's assessment report for review by to the Accreditation Working Committee. The Team Leader will allocate specific responsibilities to each team member according to each team members' expertise and role. These responsibilities are directly linked to the program of reviews/interviews conducted by each assessor during the assessment visit and to the contents of the eventual accreditation report.

2.5 Site Visits

The Assessment Team's visit is coordinated by the APAC office in consultation with the office of the education provider's relevant head of psychology (or equivalent). The program for the visit is pre-arranged by the APAC secretariat with the provider and must conform to APAC's requirements (see application materials, Section 3), however the Assessment Team may request any reasonable variation or addition to the program it requires in order to properly assess the provider and its programs of education against APAC standards. All such arrangements are made through the office of the head of psychology of the provider.

The Assessment Team can request to inspect any and all physical resources, including teaching and research laboratories, computer-assisted learning facilities, libraries, community and on-campus clinics, and any other practice or other settings in use or proposed, as it deems necessary to make its assessment.

The Assessment Team can request to consult any members of the education provider's staff, students and supervisors it deems necessary in order to carry out its assessment including the Vice-Chancellor/Head (or equivalent) and other senior officers of the provider, and representatives of any department of health, regional health authority, or other relevant bodies external to the applicant. The Assessment Team may choose to interview supervisors, employers, PsyBA board members (or delegates) or other relevant people external to the education provider as it sees fit in the course of its assessment, before, during or after the visit to the site.

Maximum opportunities for interactive discussion with the senior staff and the students of the education provider are catered for during the visit and the program is structured to allow on-site changes to the visit program if necessary, including additional time to allow further consultation with key individuals and groups if needed.

2.6 The Assessment Report

On the final day of the site visit, the first draft of a formal report is prepared by the Assessment Team, with the Team Leader responsible for coordinating the writing and for ensuring its timely delivery. The purpose of this draft report is to communicate:

- a) matters of fact regarding the structure, function and nature of the education provider and its programs relevant to the APAC Accreditation Standards;
- b) relevant details of the activities undertaken by the Assessment Team in the course of making its assessment, and
- c) the Assessment Team's likely recommendations for accreditation and the grounds on which they are likely to be based.

The report is the primary vehicle for reporting to APAC but also serves the purpose of providing feedback to the education provider about the quality of its programs and operations and the extent to which they were assessed as complying with the Standards.

The first draft of the Team's report is prepared on site and should reflect the collective judgment of the Assessment Team members regarding the extent to which the provider and its programs of education and training meet the APAC Accreditation Standards, perceived strengths and weaknesses, problem areas requiring attention, and distinctive aspects. Where the Assessment Team cannot reach consensus, the Assessment Team Leader shall have the casting vote. The provider's head of psychology or nominee (and where appropriate, other senior officers of the provider such as the Dean, Vice Chancellor or nominee) should be provided with a short briefing at the conclusion of the visit outlining the team's preliminary views and draft recommendations which, if sustained, will form the main points and conclusions of its final report. Apart from the correction of any errors of fact, discussion should also extend to and focus on any draft recommendations and actions which may require a response from the provider. A first draft of the report must be given to the provider's head of psychology or nominee before the Team leaves the site and the report should simultaneously be forwarded to the APAC staff by the Team Leader. All members of the Assessment Team should temporarily retain a copy of the draft version of the report. It is important to note that the Assessment Team can make no announcement concerning accreditation, as all accreditation decisions are made solely by the APAC Board. Assessment teams should take great care not to give any implied commitment regarding a likely accreditation outcome.

Within two weeks of the conclusion of the site visit, the provider's Head of psychology (or nominee) should have submitted to APAC a rejoinder containing comments on the factual accuracy of the report and on the recommendations, conclusions or judgments contained in it. Having considered the rejoinder, the Assessment Team should make any final changes to the report and the Team Leader should return the final version to the APAC office within three weeks of the rejoinder deadline.

Assessment Team leaders are reminded of the importance of using the correct form of words when drafting proposed recommendations in assessment reports. A model set of recommendations is provided in Section 3 and specifies the correct form of words for each of the possible accreditation recommendations which can be made in an accreditation or approval report. **Assessors should**

follow exactly the form of words specified when drafting recommendations in their reports.
APAC staff can assist with this should any questions arise.

APAC's Accreditation Working Committee receives and considers final Assessment Team reports received from Team Leaders, scrutinizes the reports, and may choose to modify, call for changes to, or reject any report. The Accreditation Working Committee may ask APAC for permission to conduct additional enquiries and/or assessments under APAC's authority should it deem them necessary before sound recommendations can be made to APAC. Assessment reports form the basis for Accreditation Working Committee recommendations regarding accreditation status which are presented by the APAC office to the APAC Board for a determination. APAC can choose to reject Accreditation Working Committee recommendations and reports, call for more assessment work to be done or seek out any other advice or evidence it deems necessary to make a sound determination. Only the APAC Board can make a determination of accreditation status.

2.7 Reporting of APAC Accreditation Determinations

Following an APAC accreditation determination, the assessment outcomes and a summary of the assessment report are made public on the APAC website at: <http://www.apac.psychology.org.au> and notification of the outcome is sent to:

- a) the education provider's Head of psychology or nominee and any other appropriate senior officer(s) of the higher education provider, and
- b) the Psychology Board of Australia.

2.8 Reporting to the Psychology Board of Australia

The provisions contained in the Health Practitioner Regulation National Law Act 2009 requires that a program of education is both accredited by APAC and subsequently approved by the PsyBA before it can be accepted as a program of study suitable for the purpose of registration as a psychologist.

APAC submits the following documentation to the PsyBA:

- a) PsyBA-supplied Form to Accompany Summary Report.
- b) APAC Accreditation Assessment Summary Report (a summarised version of the assessment report containing key features and findings)
- c) APAC Accreditation Summary Checklist (completed by the site visit Team Leader)
- d) A copy of the APAC determinations letter sent to the higher education provider



APAC Accreditation Assessor Declaration Form

1. Conflict of Interest

Conflict of Interest means an activity or interest that conflicts with or is likely to conflict with or restrict the interests of APAC, or that conflicts with or is likely to conflict with or restrict an Assessor in the fair and independent accreditation assessment of an education provider and/or its programs of education.

I accept appointment to the APAC accreditation Assessment Team scheduled to assess

(insert the name of education provider to be assessed)

and I declare that:

- ☐ No conflict with the interests of APAC exists relating to my appointment as an Assessor;
 - ☐ No conflict of interest exists which would restrict my ability to conduct a fair and independent accreditation assessment;
 - ☐ I will not undertake any activities in the course of the accreditation assessment which would give rise to a conflict of interest;
 - ☐ I will notify APAC immediately in writing and make full disclosure of all relevant information relating to the conflict of interest if any arises during the course of the accreditation assessment and will take such steps as reasonably required by APAC to resolve or otherwise deal with any such conflict of interest;
- OR**
- ☐ I know of the following conflicts of interest which may arise if I am a member of this accreditation Assessment Team:

2. Confidentiality Agreement:

I confirm that I will maintain the requirements of confidentiality in respect of this accreditation assessment.

Declaration:

The above statements are true and accurate.

Signature: _____

Print Name: _____

Date: ____/____/____

Once completed, return to APAC by Fax on +61 3 9663 6177 or by mail to:
APAC Secretariat, PO Box 38, Flinders Lane VIC 8009, Australia.

Australian Psychology
Accreditation Council



Psychology Board of Australia Assessor Declaration Form

1. Conflict of Interest

Conflict of Interest means an activity or interest that conflicts with or is likely to conflict with or restrict the interests of APAC, or that conflicts with or is likely to conflict with or restrict an Assessor in the fair and independent accreditation assessment of an institution.

I accept appointment a Psychology Board of Australia nominated Assessor to the APAC accreditation Assessment Team scheduled to assess

(insert the name of education provider to be assessed)

and I declare that:

- ☐ No conflict with the interests of APAC exists relating to my appointment as an Assessor;
 - ☐ No conflict of interest exists which would restrict my ability to conduct a fair and independent accreditation assessment;
 - ☐ I will not undertake any activities in the course of the accreditation assessment which would give rise to a conflict of interest;
 - ☐ I will notify APAC immediately in writing and make full disclosure of all relevant information relating to the conflict of interest if any arises during the course of the accreditation assessment and will take such steps as reasonably required by APAC to resolve or otherwise deal with any such conflict of interest;
- OR**
- ☐ I know of the following conflicts of interest which may arise if I am a member of this accreditation Assessment Team:

2. Confidentiality Agreement:

I confirm that I will maintain the requirements of confidentiality in respect of this accreditation assessment.

Declaration:

The above statements are true and accurate.

Signature: _____

Print Name: _____

Date: ____/____/____

Once completed, return to APAC by Fax on +61 3 9663 6177 or by mail to:
APAC Secretariat, PO Box 38, Flinders Lane VIC 8009, Australia.



APAC Accreditation Summary Checklist

for use with APAC Standards June 2010 Version 10

Name of Institution:

Name of AOU:

Date of Site Visit:

Accreditation of the AOU

Rules	Rule Number	Satisfied	Not Yet Satisfied	N/A
Section 5 – Accreditation Status	5.1-5.6			✓

General Accreditation Standards	Standard Number	Satisfied	Not Yet Satisfied	N/A
The Psychology AOU	2.1.1-10			
Multi-Campus Institutions	2.2.1-2			
Degree Nomenclature	2.3.1-13			
Academic Staffing	2.4.1-11			
Resources	2.5.1-12			
Teaching and Materials: Managing the Learning Process	2.6.1-14			
Special Arrangements for Offshore Teaching	2.6.15			

Undergraduate 3-Year Sequence Courses	Standard Number	Satisfied	Not Yet Satisfied	N/A
Length	3.1.1			
Course Structure	3.1.2-5			
Course Content	3.1.6-10			
Assessment	3.1.11-16			
Awarding of Credit or Advance Standing	3.1.17-19			

Undergraduate Fourth Year Courses	Standard Number	Satisfied	Not Yet Satisfied	N/A
Entry Requirements	4.1.1			
Length	4.1.2			
Course Structure	4.1.3			
Course Content	4.1.4-7			
Research Methods and Professional and Research Ethics	4.1.8			
Research Project	4.1.9-15			
Assessment	4.1.16-22			
Awarding of Credit or Advance Standing	4.1.23-25			

Four Year Sequence	Standard Number	Satisfied	Not Yet Satisfied	N/A
Course Structure	3.1.2-5 /4.1.3			
Course Content (Years 1 - 4)	3.1.6-7 /4.1.4-7			
Research Methods and Professional and Research Ethics	4.1.8			
Research Project	4.1.9-15			
Assessment	3.1.11-16 /4.1.16-17			
Assessment of 4th Year Research Project	4.1.18-20			
Awarding of Credit or Advance Standing	3.1.17-19			

Graduate Diploma of Professional Psychology (5th Year)	Standard Number	Satisfied	Not Yet Satisfied	N/A
Staffing	5.1.1-3			
Advisory/Liaison and Quality Review Committee	5.1.4			
Resources	5.1.5-8			
Credit for Previous Studies	5.1.9-11			
Core Capabilities and Attributes – Knowledge of the Discipline	5.1.12(a)			
Core Capabilities and Attributes – Ethical, Legal and Professional Matters	5.1.12(b)			
Core Capabilities and Attributes – Psychological Assessment & Measurement	5.1.12(c)			
Core Capabilities and Attributes – Intervention Strategies	5.1.12(d)			
Core Capabilities and Attributes – Research and Evaluation	5.1.12(e)			
Core Capabilities and Attributes – Communication and Interpersonal Relationships	5.1.12(f)			
Core Capabilities Assessment	5.1.13-16			
Log Book	5.1.17			
Assessment	5.1.18-19			
Entry Requirements	5.2.1-2			
Length	5.2.3			
Course Structure	5.2.4-6			
Coursework	5.2.7			
Practica and Skills Training	5.2.8-18			

Fifth and Sixth Year Masters Course of Professional Education	Standard Number	Satisfied	Not Yet Satisfied	N/A
Staffing	5.1.1-3			
Advisory/Liaison and Quality Review Committee	5.1.4			
Resources	5.1.5-8			
Credit for Previous Study	5.1.9-11			
Core Capabilities and Attributes – Knowledge of the Discipline	5.1.12(a)			
Core Capabilities and Attributes – Ethical, Legal and Professional Matters	5.1.12(b)			
Core Capabilities and Attributes – Psychological Assessment & Measurement	5.1.12(c)			
Core Capabilities and Attributes – Intervention Strategies	5.1.12(d)			
Core Capabilities and Attributes – Research and Evaluation	5.1.12(e)			
Core Capabilities and Attributes – Communication and Interpersonal Relationships	5.1.12(f)			
Core Capabilities Assessment	5.1.13-16			
Log Book	5.1.17			
Assessment	5.1.18-19			
Entry Requirements	5.3.1-2			
Length	5.3.3-4			
Course Structure	5.3.5-8			
Coursework	5.3.9-10			
Research	5.3.11-16			
Practical Placements	5.3.17-30			

Professional Doctorates	Standard Number	Satisfied	Not Yet Satisfied	N/A
Staffing	5.1.1-3			
Advisory/Liaison and Quality Review Committee	5.1.4			
Resources	5.1.5-8			
Credit for Previous Study	5.1.9-12			
Core Capabilities and Attributes – Knowledge of the Discipline	5.1.12(a)			
Core Capabilities and Attributes – Ethical, Legal and Professional Matters	5.1.12(b)			
Core Capabilities and Attributes – Psychological Assessment & Measurement	5.1.12(c)			

Core Capabilities and Attributes – Intervention Strategies	5.1.12(d)			
Core Capabilities and Attributes – Research and Evaluation	5.1.12(e)			
Core Capabilities and Attributes – Communication and Interpersonal Relationships	5.1.12(f)			
Core Capabilities Assessment	5.1.13-16			
Log Book	5.1.17			
Assessment	5.1.18-19			
Entry Requirements	5.3.1-2			
Length	5.4.1			
Course Structure	5.4.2-5			
Coursework	5.3.9-10			
Research	5.4.6-11			
Practical Placements	5.3.17-30			

Graduate Certificate or Diploma in Psychology (Area of Specialisation)	Standard Number	Satisfied	Not Yet Satisfied	N/A
Entry Requirements	5.5.1			
Length	5.5.2			
Practicum	5.3.17-30 / 5.5.3-4			
Coursework	5.5.5			

Comments:

Authorised:



Professor Trevor Waring AM FAPS

Chair, Australian Psychology Accreditation Council

Date:

Format for APAC's Working Committee (AWC) recommendations to APAC

The form of words to be used for each of the possible recommendations made in APAC assessment reports is given here to facilitate accuracy, consistency and clarity and assessors should not deviate from these templates when writing recommendations.

ACCREDITATION WITHOUT CONDITIONS:

AOU:

That the **AOU** at **xyz** University receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Three year programs:

That the three year sequence of study in psychology program within the **Bachelor of abc** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Fourth years:

That the fourth year of study in psychology program within the **abc** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Four year programs:

That the four year sequence of study in psychology program within the **Bachelor of abc** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Fifth year programs:

That the fifth year of study in psychology program within the **Graduate Diploma of Professional Psychology** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Fifth and sixth year programs:

That the fifth and sixth years of study in psychology program within the **Master of abc** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

Professional doctorate programs:

That the fifth, sixth and seventh years of study in psychology program within the **Doctor of abc** at **xyz** receive the grade of ACCREDITATION WITHOUT CONDITIONS on the basis that it meets all of the APAC Accreditation Standards (Date).

ACCREDITATION WITH CONDITIONS:

AOU:

That the **AOU** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Three year programs:

That the three year sequence of study in psychology program within the **Bachelor of abc** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Fourth years:

That the fourth year of study in psychology program within the **abc** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Four year programs:

That the four year sequence of study in psychology program within the **Bachelor of abc** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Fifth year programs:

That the fifth year of study in psychology program within the **Graduate Diploma of Professional Psychology** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Fifth and sixth year programs:

That the fifth and sixth years of study in psychology program within the **Master of abc** at **xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date);

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

Professional doctorate programs:

That the fifth, sixth and seventh years of study in psychology program within the **Doctor of abc at xyz** receive the grade of ACCREDITATION WITH CONDITIONS on the basis that it meets some but not all of the APAC Accreditation Standards (Date).

That the AOU at xyz be advised that it must satisfy the following conditions within twelve months of the date of this determination before ACCREDITATION WITHOUT CONDITIONS can be determined:

- 1)
- 2)

ACCREDITATION REFUSED:

AOU:

That the **AOU at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date). This recommendation has the effect that all courses offered by xyz also receive the grade of ACCREDITATION REFUSED.

Three year programs:

That the three year sequence of study in psychology program within the **Bachelor of abc at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

Fourth years:

That the fourth year of study in psychology program within the **abc at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

Four year programs:

That the four year sequence of study in psychology within the **Bachelor of abc at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

Fifth year programs:

That the fifth year of study in psychology program within the **Graduate Diploma of Professional Psychology at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

Fifth and sixth year programs:

That the fifth and sixth years of study in psychology program within the **Master of abc at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

Professional doctorate programs:

That the fifth, sixth and seventh years of study in psychology program within the **Doctor of abc at xyz** receive the grade of ACCREDITATION REFUSED on the basis that it does not meet the APAC Accreditation Standards (Date).

ACCREDITATION REVOKED:

AOU:

That the **AOU at xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the **AOU** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Three year programs:

That the three year sequence of study in psychology program within the **Bachelor of abc** at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the three year sequence of study in psychology program within the **Bachelor of abc** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Fourth year programs:

That the fourth year of study in psychology program within the **abc** at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the fourth year of study in psychology program within the **abc** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Four year programs:

That the four year sequence of study in psychology program within the **Bachelor of abc** at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the four year sequence of study in psychology program within the **Bachelor of abc** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Fifth year programs:

That the fifth year of study in psychology program within the **Graduate Diploma of Professional Psychology** at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the fifth year of study in psychology program within the **Graduate Diploma of Professional Psychology** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has

failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Fifth and sixth year programs:

That the fifth and sixth years of study in psychology program within the **Master of abc** program at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the fifth and sixth years of study in psychology program within the **Master of abc** program at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

Professional doctorate programs:

That the fifth, sixth and seventh years of study in psychology program within the **Doctor of abc** at **xyz** granted ACCREDITATION WITHOUT CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to maintain and now does not meet the APAC Accreditation Standards (Date).

OR

That the fifth, sixth and seventh years of study in psychology program within the **Doctor of abc** at **xyz** granted ACCREDITATION WITH CONDITIONS on __/__/__ (date) receive the grade of ACCREDITATION REVOKED on the basis that it has failed to satisfy the conditions imposed upon its accreditation status prior to __/__/__ (date) and does not meet the APAC Accreditation Standards (Date).

SECTION 4 REFERENCES

- American Psychological Association (2008) *Guidelines and Principles for Accreditation of Programs in Professional Psychology*. APA Office of Program Consultation and Accreditation, Washington, DC.
- Australian Medical Council, (2008). *The Accreditation Handbook*, Author, Canberra.
- Australian Medical Council, (2009). *Assessment and Accreditation of Medical Schools: Standards and Procedures*, Author, Canberra.
- Australian Psychology Accreditation Council (2008). *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses*. At: <http://www.apac.psychology.org.au>.
- Australian Universities Quality Agency (2007). *AUQA Audit Manual Version 4.1*. At: <http://www.auqa.org.au/qualityaudit/auditmanuals/>.
- Consortium for Accreditation in Higher Education, (2004). *Accreditation in the European Higher Education Area*. Document accessed on 20/10/08 from www.aic.lv/ace/ace_disk/Bologna/contrib/Statem_oth/ECA_on_Bergen.pdf.
- Dunn, D.S. et al (2007). Quality benchmarks in undergraduate psychology programs. *American Psychologist*, 62(7), 650-670.
- Hall, J.E. & Altmaier, E.M. (Eds.) (2008). *Global Promise: Quality Assurance and Accountability in Professional Psychology*. Oxford University Press, New York.
- Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008. At: <http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2008/08AC062.pdf>
- Health Practitioner Regulation National Law Act 2009. At: <http://www.legislation.qld.gov.au/LEGISLTN/ACTS/2009/09AC045.pdf>
- International Network for Quality Assurance Agencies in Higher Education (2004) *Policy Statement*. At: <http://www.inqaahe.org/>.
- International Standards Organisation (2005). *Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies ISO/IEC 17011*. ISO, Geneva.
- McDaniel, S.H. et al (2002). A training curriculum for professional psychologists in primary care. *Professional Psychology: Research and Practice*, 33(1), 65-72.
- New Zealand Psychologists Board (2006). *Core competencies for the practice of psychology in New Zealand*. NZPB
- Kaslow, N.J. et al (2007). Guiding principles and recommendations for the assessment of competence. *Professional Psychology: Research and Practice*, 38(5), 441-451.
- Shaw, C. D. (2004). *International Society for Quality in Health Care Toolkit for Accreditation Programs*. ISQua, Melbourne.
- World Health Organisation (2005). *WHO/WFME Guidelines for Accreditation of Basic Medical Education*, Geneva/Copenhagen.

SECTION 5 ABBREVIATIONS

AOU	Academic Organizational Unit
APAC	Australian Psychology Accreditation Council
AHPRA	Australian Health Practitioner Regulation Authority
AWC	Accreditation Working Committee
HODSPA	Heads of Departments and Schools of Psychology Association
PsyBA	Psychology Board of Australia

NB: APAC has a more comprehensive list of definitions in the *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses*, a publicly available document which can be downloaded from the APAC website at: <http://www.apac.psychology.org.au>.

POSITION DESCRIPTION

Administrator – Accreditation Services

Australian Psychology
Accreditation Council



Position Title	Administrator, Accreditation Services		
Position Type	Full-time (Part-time arrangement may be considered)		
Incumbent	< >		
Reports To	Manager, Accreditation Services		
Written By	HG and CEO	Date Approved	Ver 2: 23/05/2012

1. Organisation

APAC is an independent quality and standards organisation, appointed by Governments as the Accreditation Authority for the psychology profession in Australia.

APAC's mission:

APAC's mission is to ensure that education and training in psychology is conducted to the highest possible standards, so that graduates of APAC-accredited programs are well equipped to employ their psychological knowledge and skills in the community, including, where applicable, being competent to safely practice as a registered psychologist.

APAC's activities include:

- Developing standards for the education and training of psychologists for approval by the Psychology Board of Australia
- Assessing higher education providers and the programs of study they offer to determine whether they meet the approved accreditation standards
- Assessing accrediting and examining authorities in other countries to determine if graduates of the authorities' examinations or accredited programs of study have the knowledge, skills and professional attributes necessary to practise the profession in Australia
- Supporting higher education providers in developing and maintaining high quality programs of education and training in the psychology discipline
- Advising and consulting to governments and other bodies on matters of education and training relevant to the psychology discipline

2. Position in Context

The Administrator, Accreditation Services is one of a team of three focussing on the administrative systems and processes which support APAC's accreditation functions, and reports to the Manager,

Accreditation Services. The principle responsibilities of this role are to track and record accreditation outcomes, monitor accreditation compliance, and to keep up to date both the accreditation database and the APAC website.

3. Key Responsibilities

Responsibilities

- Review, track, record and disseminate accreditation information in a timely, accurate and reliable manner.
- Assist in arranging accreditation assessment site visits, assist in coordinating the assessment process, and under direction provide advice and support to accreditation assessors and higher education providers.
- Rigorously track application submissions and related correspondence.
- Assist with organising accreditation certification programs.
- Update the APAC accreditation database and website.
- Scan for and detect breaches of Accreditation Rules & Standards and draw these to the attention of the Manager, Accreditation Services.
- Assist the Manager, Accreditation Services with accreditation related enquiries from a range of stakeholders.
- Under direction, and as part of a small team, support meeting of APAC's Accreditation Working Committee and the APAC Board of Directors, including preparation of agenda as well as taking minutes.
- Assist the Manager, Accreditation Services with incoming correspondence, drawing to the attention of the Manager all matters which require the attention of APAC's Working Committee, the CEO or APAC Board of Directors.
- Liaise with education providers and other stakeholders regarding accreditation matters.
- Carry out additional duties as directed by the Manager, Accreditation Services or the CEO.

4. Key Contacts

Internal:

- Manager, Accreditation Services
- CEO
- Chair and members, APAC Accreditation Working Committee
- APAC Board of Directors

External:

- Staff and students of higher education providers and other representatives of training institutions
- Psychology Board of Australia
- Government agencies
- Psychology practitioners
- Staff of the Australian Health Practitioner Regulation Agency

5. Required skills and attributes

Personal Attributes

- Demonstrated ability to work in a team.
- Outstanding record keeping skills, with excellent accuracy and attention to detail.

- Strong organisational skills, including careful tracking of multiple complex tasks.
- Strong planning skills, including preparation of timetables and prioritizing of tasks to meet deadlines.
- Very strong verbal and written skills, including the ability to deal with enquiries and complaints in a professional and confidential manner.
- Flexibility with regard to work tasks.

Technical Knowledge

- Competence in the use of Microsoft office products, Outlook, Word, Excel and Powerpoint is mandatory.
- Knowledge of database systems would be an advantage.
- Agenda preparation and accurate minute taking would be an advantage.
- Knowledge of higher education courses, and in particular knowledge of psychology educational pathways would be an advantage.

Qualifications / Experience

- Bachelors Degree, preferably in psychology or a related field, would be an advantage.
- Demonstrated administrative experience is mandatory.



ACCREDITATION WORKING COMMITTEE (AWC)

Terms of Reference and Appointment

About the AWC

The APAC Accreditation Working Committee (AWC) is a standing committee of the APAC Board. The AWC will be composed of experienced and certified accreditation assessors who provide expert accreditation assessments, accreditation reports and recommendations, and advice to the APAC Board on a broad range of matters concerning teaching, learning and competency in psychology.

Purposes

The AWC is appointed to:

- 1.0 advise APAC on Standards, guidelines and procedures relating to the assessment and accreditation of programs of education and training in psychology and the education providers who offer them, including:
 - 1.1 considering feedback from assessment teams and education providers following APAC accreditation assessments;
 - 1.2 recommending reviews of the Approved Accreditation Standards and advising on the terms of reference and scope of such reviews, and contributing expert advice to them;
 - 1.3 periodically providing advice regarding APAC accreditation assessment procedures and policies, APAC guidelines and other information and materials provided to education providers in support of the accreditation process;
- 2.0 support APAC's accreditation assessment activities by:
 - 2.1 reporting to meetings of the Board of Directors on assessment activities, including assessment issues and other matters referred to it by the Board;
 - 2.2 making recommendations on the appointment of suitable assessors to APAC Assessment Teams and regarding the assessment arrangements required to ensure each assessment is rigorous, complete and accurate;
 - 2.3 ensuring the quality and integrity of APAC assessment work and the recommendations arising from it, including reviewing and where necessary modifying APAC accreditation assessment reports;
 - 2.4 making recommendations to the Board of Directors as to the accreditation outcomes resulting from assessments of programs of study and the education providers offering those programs;
 - 2.5 supporting APAC staff in monitoring the continuing compliance of psychology programs with the Approved Accreditation Standards;
- 3.0 make recommendations to the APAC Board concerning unsatisfactory progress and/or compliance by accredited providers and programs;
- 4.0 seek to encourage continuous quality improvement in psychology education taking account of evolving workforce needs and practices, educational and scientific developments, including:
 - 4.1 contributing to and advising the APAC Board on national and international developments concerning education and training in psychology and competencies of psychologists;

- 4.2 under the direction of the Board, sponsoring and undertaking activities which promote improvement in psychology education;

5.0 conduct such other tasks as instructed from time to time by the APAC Board of Directors.

Governance

The AWC is advisory to the APAC Board of Directors and reports to the Board. The Chair and members of the Committee are appointed by the Board as follows:

6.0 Chair

- 6.1 The APAC Board of Directors will appoint a Chair of the AWC for an initial term of three years, with a limit of two consecutive terms.
- 6.2 The Chair must hold registration as a psychologist in Australia;
- 6.3 The Chair must be able to demonstrate a considerable track record of experience as a psychology academic;
- 6.4 In selecting the Chair, the APAC Board will give consideration to the full breadth and nature of relevant experience and qualifications of the candidates, but will give highest priority to prior accreditation assessment experience and accreditation training;
- 6.5 Where a vote of the AWC is deadlocked, the AWC Chair holds the casting vote.

7.0 Terms of Appointment for AWC Members

- 7.1 The APAC Board of Directors will appoint on merit 12 appropriately qualified and experienced individuals to the AWC;
- 7.2 In the interests of orderly renewal and succession of the Committee's membership, six of the 12 positions on the AWC shall have terms of appointment of three years in duration, four shall have terms of appointment of two years and two shall have terms of one year;
- 7.3 No member of the AWC can serve more than five consecutive years on the Committee;
- 7.4 Members of the AWC must be APAC-certified accreditation assessors to be eligible for appointment;
- 7.5 In making appointments to the AWC, the APAC Board will give consideration to the full breadth and nature of relevant experience and qualifications of the potential appointees, but will give highest priority to prior accreditation assessment experience and accreditation training;
- 7.6 The APAC Board may, at its sole discretion, co-opt up to two additional members to the AWC, each with terms limited to a maximum of 2 years, providing each such appointee meets the requirements set out in 7.4 above;
- 7.7 Each person appointed to the AWC will, as a condition of appointment, be required to enter into a confidentiality agreement with APAC and an agreement to abide by APAC's *Code of Conduct for Members of the AWC*.

Code of Conduct for Members of the APAC Accreditation Working Committee

The members of the Australian Psychology Accreditation Council (APAC) Accreditation Working Committee (AWC) are bound by this Code of Conduct. The objective of this Code of Conduct is to ensure that high standards of individual behaviour and practice are observed by the members of the AWC in their roles as accreditation assessors and advisors to the Board of APAC. AWC members should familiarise themselves with this Code, abide by it at all times and act promptly to clarify any concerns or questions about it.

As a member of the AWC, you will:

1. Act with honesty and in good faith, including:

- being open and transparent in your dealings;
- using power responsibly;
- ensuring that any potential or actual conflict of interest is disclosed or avoided;
- making unbiased judgements;
- striving to earn and sustain the trust of APAC's stakeholders;

2. Exercise due care, diligence and skill, including:

- ascertaining all relevant information and paying attention to detail;
- undertaking diligent analysis of all matters you deal with;
- making reasonable enquiries and checking things carefully;
- completing your work for the AWC in a timely manner;
- being cognisant of the legal, financial, reputational and other implications of your actions while undertaking AWC business;

3. Act in the best interests of APAC, including:

- avoiding conduct that may bring you or APAC into disrepute;

4. Act fairly and impartially, including:

- avoiding bias, discrimination, caprice or self interest;
- demonstrating respect for others by acting in a professional and courteous manner;

5. Use information appropriately including:

- ensuring information gained as an accreditation assessor and/or member of AWC is only applied to proper purposes and is kept confidential to APAC and the AWC;
- ensuring that any personal information coming to your attention as an accreditation assessor and/or member of AWC is handled in compliance with APAC's privacy obligations and policies;

6. Use your position appropriately including:

- avoiding the use your position as an accreditation assessor and/or AWC member to seek an undue advantage for yourself, family members or associates;
- avoiding the use of your position as an accreditation assessor and/or AWC member to cause detriment to APAC;

- ensuring that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as an APAC accreditation assessor and/or AWC member;
- 7. Abide by the Code of Ethics of the Australian Psychological Society and any other such code to which the Psychology Board of Australia may require psychologists to adhere.**



APAC Financial Report for the Year Ended 31 December 2011

Directors' Report

The Directors present their report on the results of Australian Psychology Accreditation Council Limited ABN 26 117 279 857 (APAC) for the period of 1 January to 31 December 2011 and the state of affairs of the Company at that date. The following persons were directors of the Company during the whole of the financial year and up to the date of this report, unless otherwise stated :

C Hunt
I Montgomery
J McMahon
J Thornton
L Littlefield
M Hunter
T Thomas
T Waring

Principal activities

The principal activities of APAC during the period were to develop accreditation standards for the Approval of the Psychology Board of Australia (PsyBA), assess programs of study and the education providers offering them against the Approved standards, and where appropriate grant accreditation to those providers and courses which meet the Approved Standards under Sections 42-51 of the Health Practitioner Regulation National Law Act 2009.

Operating results

The net surplus of APAC for the period ended 31 December 2011 is \$45,538. (2010 Nil).

Dividends and share options

The liability of members is limited and APAC does not have share capital. No portion of APAC's surplus in any year shall be paid to members by way of dividends, bonus or otherwise. No options for shares in the Company have been issued during the period and no options remain unexercised.

Review of operations

The review of the operations of the APAC during the period and the results of those operations are reted elsewhere (in the Annual Report).

Segment Information

APAC is a not for profit entity, and operates predominantly in Australia as well as in Asia. APAC is a controlled entity of The Australian Psychological Society Limited.

Significant changes in the state of affairs

There were no significant changes in the state of affairs of APAC during the period ended 31 December 2011 not otherwise disclosed in the Annual Report.

Significant matters subsequent to the end of the financial year

There have been no significant events which have occurred subsequent to year end that require disclosure in the financial statements.

Likely developments and expected results

Due to the introduction of a compulsory Quality Framework for the governance and operations of accrediting authorities appointed under the Health Practitioner Regulation National Law Act 2009, APAC could not continue to be staffed by APS employees. From the beginning of 2012 APAC, has employed its own staff, consisting of a CEO, Manager and two Administrative Officers. As a result employee remuneration, statutory employee taxes, employee benefit provisions and lease commitments will be part of APAC's 2012 Annual Report. These changes also have implications for related party transactions with the APS and it is assumed that accreditation services provided by the APS in assessing psychology training programs offered by higher education providers will stop. However, the APS will continue providing some Accounting and IT services for the time being to APAC.

The Company also intends to continue with its existing activities and to consider possible new activities which are consistent with its objectives.

Company Secretary

The Company secretary is Prof Lyn Littlefield OAM. Prof Littlefield was appointed to the position of company secretary in 2005. Prof Littlefield is a director of a number of public companies, including being Executive Director of the Australian Psychological Society Ltd, and she is also currently serving as company secretary for the Allied Health Professionals Association Ltd.



Directors' Meetings
(1 January to 31 December 2011)

	No of meetings held while in office	No of meetings attended	Qualifications
Waring, T	8	8	AM MSc FAPS
Hunt, C	8	8	PhD
Hunter, M	8	8	PhD MAPS
Littlefield, L	8	8	OAM PhD FAPS
Montgomery, I	8	8	PhD FAPS
McMahon, J	8	5	OAM Certificate (Real Estate)
Thomas, T	8	8	AM PhD FAPS
Thornton, J	8	6	PhD MAPS

Indemnification and insurance of Directors and officers

During or since the financial year, APAC has paid premiums in respect of a contract insuring all Directors and office bearers of APAC against costs incurred in defending proceedings for conduct involving:

- A wilful breach of duty; and
- A contravention of sections 182 or 183 of the *Corporations Act 2001*, as permitted by section 199B of the *Corporations Act 2001*.

The total amount of insurance contract premiums paid was \$3,967 (2010: \$4,162).

Proceedings on behalf of the company

No person has applied to the Court under section 237 of the *Corporations Act 2001* for leave to bring proceedings on behalf of the company, or to intervene in any proceedings to which the company is a party, for the purpose of taking responsibility on behalf of the company for all or part of those proceedings.

No proceedings have been brought or intervened in on behalf of the company with leave of the Court under section 237 of the *Corporations Act 2001*.

Employees

APAC did not employ staff during the period.

Auditor's Independence Declaration

A copy of the auditor's independent declaration, as required under section 307C of the *Corporations Act 2001*, is attached.

Signed in accordance with a resolution of the Directors.

Dated at Melbourne this 9th day of August 2012.

Trevor Waring

Director

Iain Montgomery

Director



Australian Psychology Accreditation Council Limited (APAC) ABN 26 117 279 857
Annual financial report - 31 December 2011

Contents

Financial statements	Page
Statement of comprehensive income	4
Statement of changes in equity	4
Statement of financial position	4
Statement of cash flows	5
Notes to the financial statements	5-7
Directors' Declaration	8
Independent auditor's report to the members	9

This financial statements covers the financial statements of APAC as an individual entity. The financial statements are presented in the Australian currency.

APAC is a public company limited by guarantee, incorporated and domiciled in Australia. Its registered office and principal place of business is:

Level 8
257 Collins Street
Melbourne VIC
3000

A description of the nature of APAC's operation and its principal activities is included in the directors' report on page 1, which is not part of the financial statements.

The financial statements were authorised for issue by the directors on 9th day of August 2012. The directors have the power to amend and reissue the financial statements.


STATEMENT OF COMPREHENSIVE INCOME
 Year ended 31 December 2011

	NOTE	2011 \$	2010 \$
Revenue	2	404,995	222,966
Expenses	2		
Governance, administration and occupancy		(337,706)	(222,141)
Finance costs		(2,235)	(825)
Surplus before income tax		65,054	0
Income tax expense	8	(19,516)	0
Net surplus for the year		45,538	0
Total comprehensive income for the period		45,538	222,966

STATEMENT OF CHANGES IN EQUITY
 Year ended 31 December 2011

	2011 \$	2010 \$
Opening retained earnings	0	0
Total comprehensive income for the year	45,538	0
Closing retained earnings at 31 December 2011	45,538	0

STATEMENT OF FINANCIAL POSITION
 As at 31 December 2011

	NOTE	2011 \$	2010 \$
CURRENT ASSETS			
Cash and cash equivalents	3	357,022	215,689
Trade & other receivables	5	81,158	25,482
Prepayment	6	2,429	1,691
TOTAL CURRENT ASSETS		440,609	242,862
NON CURRENT ASSETS			
TOTAL NON CURRENT ASSETS		0	0
TOTAL ASSETS		440,609	242,862
CURRENT LIABILITIES			
Trade and other payables	7	375,555	242,862
Current tax liabilities	8	19,516	0
TOTAL CURRENT LIABILITIES		395,071	242,862
NON CURRENT LIABILITIES			
TOTAL NON CURRENT LIABILITIES		0	0
TOTAL LIABILITIES		395,071	242,862
NET ASSETS		45,538	0
EQUITY			
Retained Surplus		45,538	0
TOTAL EQUITY		45,538	0



STATEMENT OF CASH FLOWS
Year ended 31 December 2011

	NOTE	2011 \$	2010 \$
Cash Flows from			
Operating Activities			
Receipts from Customers/Members		370,000	240,108
Interest Received		12,955	3,236
Payments to Suppliers & Employees		(239,387)	(221,954)
Interest & Other Costs of Finance Paid		(2,235)	(825)
NET CASH FROM OPERATING ACTIVITIES	4	<u>141,333</u>	<u>20,565</u>
Net Increase in Cash Held		141,333	20,565
Cash at Beginning of Period		215,689	195,124
CASH AT THE END OF THE FINANCIAL YEAR	3	<u>357,022</u>	<u>215,689</u>

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2011

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of the preparation of the accounts

The financial statements are general purpose financial statements which have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations and the *Corporations Act 2001*.

The financial statement are presented in Australian dollars and all values are rounded to the nearest dollar.

(i) Going concern disclosure

The Australian Psychological Accreditation Council ("APAC") develops its business as an accreditation body for the health professions under the Health Practitioner Registration National Law Act 2009 ("the National Law"). APAC was appointed as an accreditation authority by the Australian Health Ministers Advisory Council in 1 July 2010 for an initial term of three years. According to the National Law, this appointment must be reviewed before the end of the initial term on 30 June 2013.

APAC is currently being reviewed by the Psychology Board of Australia to determine if it will be re-appointed as an accrediting authority under the National Law for another term of 3-5 years from 01 July 2013. The outcome of this review is expected to be announced in November 2012. It is necessary for APAC to be reappointed in order to be eligible for renewal of its funding and service agreement with the Australian Health Practitioner Agency (AHPRA) beyond 30 June 2013. Consequently the continuity of APAC's business activity and its ability to continue as a going concern and meet its debts and commitments as they fall due depend on that re-appointment.

As a result of the current uncertainty in respect of APAC's re-appointment as an accreditation authority there is a material uncertainty that may cast significant doubt on whether APAC will continue as a going concern and, therefore, whether it will realise its assets and settle its liabilities and commitments in the normal course of business and at the amounts stated in the financial report. However the Directors believe that APAC will be re-appointed as an accreditation authority and, accordingly, have prepared the financial report on a going concern basis.

(ii) Compliance with Australian Accounting Standards

The financial statements comply with Australian Accounting Standards - Reduced Disclosure requirements as issued by the Australian Accounting Standards Board (AASB).

(iii) Historical cost convention

The accounts have been prepared under the convention of historical cost accounting.

(b) Income Tax

APAC is currently seeking a ruling from the Commissioner of Taxation and expects the ruling to indicate that all income derived is exempt from income tax. In the absence of such a ruling, provision has been made for payment of income tax at the rate of 30%.

(c) Revenue recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. The following specific criteria must also be met before revenue is recognised:

Accreditation Income

Accreditation Income related to the reporting period has been received or is receivable from higher education providers.

Interest

Control of the right to receive consideration for the provision of, or investment in, assets has been attained.

Funding

Funding related to the reporting period has been received or is receivable from the Australian Health Practitioner Regulation Agency.

Other Income

Other income related to the reporting period has been received from external parties fees to access historical course information.



(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless:

- where the GST incurred on a purchase of goods and services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable; and
- receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the taxation authority are classified as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the taxation authority.

(e) Cash and cash equivalents

Cash in the statement of financial position comprises cash at bank.

For the purposes of the statement of cash flows, cash and cash equivalents consist of cash and cash equivalents as defined above.

(f) Trade and other receivables

Trade receivables are recognised and carried at original invoice amount less an allowance for any uncollectible amounts.

An estimate of doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off when identified.

(g) Trade and other payables

Trade payables represent liabilities for goods and services provided to APAC prior to the end of financial year which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition. Auditors Remuneration for 2011 is \$3,500. (2010 was \$2,000).

(h) Unearned revenue

Unearned revenue represents liabilities for accreditation services are yet to be provided by APAC. Therefore, any accreditation income received prior to 31 December 2011 which relates to the accreditation period after 1 January 2012 is recognised as unearned revenue at 31 December 2011.

NOTE 2: OPERATING SURPLUS

	2011	2010
	\$	\$
Operating surplus for the period has been determined after:		
(a) Including in operating revenue:		
Accreditation Income (AOU)	179,000	126,700
Postgraduate Accreditation Income	130,800	51,800
Other income	240	0
Interest	12,955	3,236
Funding*	82,000	41,230
	<u>404,995</u>	<u>222,966</u>
(b) Charging/(crediting) the following items:		
Operating expenses for services provided by the APS	337,706	217,875
Income tax expense	19,516	0
Other Expenses	2,235	5,091
	<u>359,456</u>	<u>222,966</u>
*Government Grants:		
Funding from the Health Practitioner Regulation Agency on behalf of the Psychology Board of Australia	<u>82,000</u>	<u>41,230</u>

NOTE 3: CASH AND CASH EQUIVALENTS

Cash at Bank	<u>357,022</u>	<u>215,689</u>
Total Cash and Cash Equivalents	<u>357,022</u>	<u>215,689</u>

Cash at bank earns interest at floating rates based on the daily deposits rates.



NOTE 4 : RECONCILIATION OF CASH FLOWS

For purposes of the statement of cash flows, cash includes cash on hand and in banks. Cash at the end of the period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	2011 \$	2010 \$
Reconciliation of surplus for the period to net cash flows from operating activities		
Operating Surplus	45,538	0
Change in Assets & Liabilities:		
Increase in Trade and other receivables	(55,676)	(4,649)
Increase in Prepayments	(738)	(1,691)
Increase in Trade and other payables	152,209	26,905
NET CASH FLOW FROM OPERATING ACTIVITIES	<u>141,333</u>	<u>20,565</u>

	2011 \$	2010 \$
NOTE 5: TRADE AND OTHER RECEIVABLES		
Trade Debtors	49,394	6,384
GST Receivable	<u>31,764</u>	<u>19,098</u>
	<u>81,158</u>	<u>25,482</u>

NOTE 6: PREPAYMENTS

Prepayments	<u>2,429</u>	<u>1,691</u>
	<u>2,429</u>	<u>1,691</u>

NOTE 7: TRADE AND OTHER PAYABLES

Trade Creditors	372,055	239,662
Other Payables & Accruals	<u>3,500</u>	<u>3,200</u>
	<u>375,555</u>	<u>242,862</u>

	2011 \$	2010 \$
NOTE 8: INCOME TAX		
(a) Income tax expense		
Current tax	<u>19,516</u>	<u>0</u>
	<u>19,516</u>	<u>0</u>
Income tax expense is attributable to:		
Net surplus from continuing operations	<u>19,516</u>	<u>0</u>
	<u>19,516</u>	<u>0</u>

(b) Numerical reconciliation of income tax expense to prima facie tax payable

Surplus from continuing operations before income tax expense	<u>65,054</u>	<u>0</u>
	<u>65,054</u>	<u>0</u>
Tax at the Australian tax rate of 30%	<u>19,516</u>	<u>0</u>
Tax effect of amounts which are not deductible (taxable) in calculating taxable income:	<u>0</u>	<u>0</u>
Income tax expense	<u>19,516</u>	<u>0</u>

NOTE 9: RELATED PARTY TRANSACTIONS

The following transactions occurred with related party the APS, which owns APAC:

Expenses incurred and paid by APS on behalf of APAC including overheads, wages and costs related to accreditation assessments*	<u>372,055</u>	<u>239,662</u>
--	----------------	----------------

*At the time of preparation of this report, Expenses of \$372,055 are yet to be reimbursed to the APS

NOTE 10: KEY MANAGEMENT PERSONNEL DISCLOSURES*

Aggregate key management personnel compensation	<u>54,980</u>	<u>24,575</u>
---	---------------	---------------

*Key management Personnele includes Directors and Senior Executives. During 2011, Senior Executive roles were part time.

NOTE 11: RETAINED EARNINGS

Balance at the Beginning of the Financial Period	0	0
Surplus from Ordinary Activities	<u>45,538</u>	<u>222,966</u>
Retained Surplus	<u>45,538</u>	<u>0</u>

APAC is a public company limited by guarantee and accordingly the Member of APAC undertakes to contribute to the assets of APAC in the event of the same being wound up while the Member is a Member, or within one year after the Member ceases to be a Member, for payment of debts and liabilities that APAC contracted before the Member ceases to be a Member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories amongst themselves such amount as may be required, not exceeding twenty dollars.



Directors' Declaration

In accordance with a resolution of the Directors of The Australian Psychology Accreditation Council Limited, we state that, in the Directors' opinion:

(a) the financial statements and notes to the financial statements of the company are in accordance with the *Corporations Act 2001*, including:

(i) giving a true and fair view of the company's financial position as at 31 December 2011 and of its performance for the year ended on that date; and

(ii) complying with Accounting Standards, the *Corporations Regulations 2001*, and other mandatory professional reporting requirements, and

(b) at the date of this statement there are reasonable grounds to believe that the company will be able to pay its debts as and when they became due and payable.

Signed in accordance with a resolution of Directors.

Dated at Melbourne this 9th day of August 2012.

Trevor Waring
Director

Iain Montgomery
Director



Australian Psychology Accreditation Council Ltd

ABN 26 117 279 857

Board of Directors

Composition of the Board and Terms of Office

In accordance with clause 15 of the Constitution, from 01 July 2010 the APAC Board of Directors will be constituted as follows:

- (a) Four (4) Directors nominated by the Australian Psychological Society among whom at least one has education and training expertise; and at least one is a registered practitioner;
- (b) Two (2) Directors nominated by the Psychology Board of Australia;
- (c) One (1) Director nominated by the Head of Department and School of Psychology Association and
- (d) One (1) Director representing community interests who is not a representative of a Member of APAC.

Attributes and Competencies of Directors

Attributes and competencies required to be an effective Director are specified so as to ensure the nomination of persons most suitable for the role.

In order to effectively govern APAC and meet their legal responsibilities, Directors should understand and be able to effectively deal with the unique opportunities, issues, risks and challenges facing APAC. To be an effective Director of APAC, a nominee should possess or be able to quickly develop:

Attributes and Competencies	
Internal	External
A solid and current knowledge of the APAC accreditation Standards and the accreditation processes employed by APAC.	A strong understanding of the role and legal and fiduciary responsibilities of a company director.
A commitment and focus on protecting and improving the quality of education and training of psychologists in Australia.	A strategic approach, including skills in strategic planning within relevant and current contexts.
Sound understanding of the relevant sections of the Health Practitioner Regulation National Law Act 2009, (especially Divisions 2 and 3).	The ability to apply business judgement to decision-making.
The commitment and ability to devote time to Board matters and be involved in the work of committees.	The ability to represent the APAC Board to external bodies or committees.
Significant experience and knowledge of the higher education sector, especially regarding the discipline and profession of psychology.	The propensity to work constructively as part of a team governing the strategic direction of a company such as APAC.
A genuine interest in and commitment to achieving the highest standards of psychological skills and expertise among Australian practitioners.	Be prepared to participate in director training as recommended and supported by APAC, once appointed.

Responsibilities of the Board of Directors

The Board of Directors governs APAC and has overall responsibility for pursuing APAC's Mission, determining APAC's strategic plan and priorities, monitoring implementation and developing a resource base to support APAC's activities. The Board is the ultimate decision-making and policy-setting body. It is also responsible for the financial viability of APAC and ensuring compliance with statutory requirements applicable to a company.

All Board members are required to act in what the Board considers are the best interests of APAC.

The Current Board

Details of current Directors, including employment details and State of residence:

Chair:

- **Professor Trevor Waring**
Chancellor – University of Newcastle, NSW
(APS nominee)

Directors:

- **Professor Simon Crowe**
Latrobe University – Melbourne, Vic
(APS nominee)
- **Ms Kaye Frankcom**
President, Victorian Psychologist Registration Board – Melbourne, Vic
(CPRB nominee, retires from Board 30 June 2010)
- **Professor Gina Geffen**
University of Queensland – Brisbane, Qld
(CPRB nominee, retires from Board 30 June 2010)
- **Professor Lyn Littlefield**
Executive Director, APS – Melbourne, Vic
(APS nominee)
- **Ms Janne McMahon**
Independent Chair, Private Mental Health Consumer Carer Network – Adelaide, SA
(Community representative)
- **Dr Iain Montgomery**
University of Tasmania – Hobart, Tas
(APS nominee)
- **Mrs Anne Stark**
Private Practitioner – Hobart, Tas.
(CPRB nominee – retires from Board 30 June 2010)
- **Dr Jenny Thornton**
Curtin University – Perth, WA
(CPRB nominee – retires from Board 30 June 2010)



Australian Psychology Accreditation Council Ltd

ABN 26 117 279 857

Board of Directors

ADVICE TO NOMINEES: Please attach to this nomination form:

1. A curriculum vitae and

2. A typed statement of suitability for the role making particular reference to the internal and external attributes and competencies of Directors and strategic consideration of the representation of APAC in the broader political, community and business environment (**max 450 words**)

Please email or mail via standard post these documents to apac@psychology.org.au marked "Attention: Dr Nicholas Voudouris".

I _____ **accept this nomination by** _____ **for the position of**
Director, Australian Psychology Accreditation Council.

Signature: _____ Date: _____ / _____ / _____

NOTE: The word limit above is a maximum, and will be strictly applied.

Australian Psychology Accreditation Council Limited
PO Box 38
Flinders Lane VIC 8009
apac@psychology.org.au



Call for Expressions of Interest

APAC Accreditation Working Committee (AWC)

ABOUT APAC

The Australian Psychology Accreditation Council (APAC) is a quality and standards organisation appointed by Australian Governments under the Health Practitioner Regulation National Law Act as the accrediting authority for the psychology profession in Australia.

APAC's mission is to ensure that education and training in psychology is conducted to the highest possible standards, so that graduates of APAC-accredited programs are well equipped to employ their psychological knowledge and skills in the community including, where applicable, being sufficiently competent to warrant registration to practice with the Psychology Board of Australia.

APAC is responsible for a large program of assessment, advisory, monitoring and standards functions, including the accreditation of more than 400 courses across 40 higher education providers including offshore courses in Malaysia and Singapore. APAC provides accreditation training and certification, as well as advice on quality improvement and other aspects of higher education and training to a range of organisations including the Psychology Board of Australia and governments. APAC has links with other national and international accreditation agencies, and with higher education quality networks.

ABOUT THE AWC

The APAC Accreditation Working Committee (AWC) is a standing committee reporting to the APAC Board composed of experienced and certified accreditation assessors who provide expert accreditation assessments, accreditation reports and recommendations, and advice to the APAC Board on a broad range of matters concerning teaching, learning and competency in psychology.

ABOUT THE ROLE OF APAC ACCREDITATION ASSESSORS

APAC accreditation assessors are trained volunteers who participate in accreditation assessments and contribute to the program of work of the AWC. Assessors can expect to travel interstate frequently, undertaking APAC assessment site visits, audits and advisory work in addition to attending some five to seven meetings of the AWC in a typical year. APAC covers the costs of assessors' travel and related expenses, and although assessors also receive a small honorarium on a per-assessment basis, currently the role is essentially a voluntary one. Assessors are required to undertake assessor certification regularly and to sign an agreement containing confidentiality, conflict of interest and code of conduct provisions.

KEY SELECTION CRITERIA

APAC is seeking to appoint people with appropriate experience who are highly committed to its mission to ensure high standards and quality in the education and training of psychologists in Australia. The APAC Board of Directors will make appointments to the AWC based on the following key selection criteria:

1. Demonstrated experience as an accreditation assessor in the higher education sector;
2. Demonstrated extensive experience in the provision of psychology education and training in the higher education sector, particularly at the program leader/director level;
3. Training, certification or other qualifications in accreditation assessment principles and practices;

4. Professional practice as a psychologist, including extensive experience in the supervision of psychologists and/or psychology students;
5. Additional training in an advanced area of practice recognised by one or more current Area of Practice Endorsements with the Psychology Board of Australia;
6. Expertise in teaching and learning in psychology demonstrated by a track record of relevant research grants and publication in reputable scientific journals;
7. Experience serving on committees or other bodies concerned with the assessment of professional competence of psychology practitioners or trainees, and
8. Other relevant documented experience and qualifications.

EOI REQUIREMENTS

Expressions of interest (EOIs) must:

- ☐ include a statement of suitability, which directly addresses the Key Selection Criteria;
- ☐ include the applicant's full name (including preferred salutation), address for correspondence, telephone number, and email address on the first page of the EOI;
- ☐ include any supporting documentary evidence in numbered appendices attached to the EOI;
- ☐ be fully complete at the time of submission, and
- ☐ reach APAC no later than the close of business on 04/05/2012 either:
 - in electronic form by emailing the documents to apac@psychologycouncil.org.au or
 - in hard copy sent by registered mail to the following address:

Attention: The Chief Executive Officer,
The Australian Psychology Accreditation Council
GPO Box 2860, Melbourne VIC 3001

Note:

APAC will not accept any responsibility for a failure of the transmission process where an EOI is sent by electronic means. If sending an EOI by email, senders should request an acknowledgement of receipt either automatically using the email program or in the text contained in the body of the email.

EOIs which do not comply with any of the above requirements will not be considered.

Applicants are expected to be notified of the outcome of their EOI at the end of June.

Enquiries about this Call for Expression of Interest should be directed to the CEO by email at the address listed above before the 30/04/2012.



Statement of Responsibilities and Code of Conduct for the Board of Directors

Responsibilities of Directors

The Board of Directors governs APAC and has overall responsibility for pursuing APAC's objects as set out in the APAC Constitution, determining APAC's strategic plan and priorities, monitoring implementation and developing a resource base to support APAC's activities. The Board is the ultimate decision-making and policy-setting body. It is also responsible for the financial viability of APAC and ensuring compliance with statutory requirements applicable to a company.

All Board members are required to discharge these responsibilities with the utmost care and to act in what the Board considers are the best interests of APAC.

Code of Conduct

The members of the Board of Directors of the Australian Psychology Accreditation Council (APAC) are bound by this Code of Conduct. The objective of this Code of Conduct is to ensure that high standards of corporate and individual behaviour are observed by the Directors in the context of their roles as Directors of APAC. Directors should familiarise themselves with this Code and take reasonable action to clarify any concerns.

As a Director, you are expected to:

1. Act with honesty and integrity:

- be open and transparent in your dealings;
- use power responsibly;
- ensure that any possible conflict of interest is disclosed or avoided;
- strive to earn and sustain public trust and the trust of APAC's membership at a high level.

2. Exercise due care, diligence and skill:

- ascertain all relevant information;
- make reasonable enquiries;
- understand the financial, strategic and other implications of decisions.

3. Act in good faith in the best interests of APAC:

- demonstrate accountability for your actions;
- accept responsibility for your decisions;
- avoid activities that may bring you or APAC into disrepute.

4. Act fairly and impartially:

- avoid bias, discrimination, caprice or self interest;
- demonstrate respect for others by acting in a professional and courteous manner.

5. Use information appropriately:

- ensure information gained as a Director is only applied to proper purposes and is kept confidential;
- ensure that any personal information coming to your attention as a Director is handled in compliance with APAC's privacy obligations.

6. Use your position appropriately:

- avoid the use of your position as a Director to seek an undue advantage for yourself, family members or associates;
- avoid the use of your position as a Director to cause detriment APAC;
- ensure that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as a Board member of APAC.

7. Act in a financially responsible manner:

- understand financial reports, audit reports and other financial material that comes before the Board;
- actively inquire into this material.

8. Comply with APAC's governance rules:

- have a good working knowledge of APAC's governing documents pertaining to your role as a Director;
- act within the powers and for the functions set out in APAC's governing documents.

9. Demonstrate leadership and stewardship:

- promote and support the application of APAC's values;
- acknowledge and act in accordance with the responsibility you as a Director have in regard to the rights of members and other stakeholders of APAC;
- act in accordance with this Code of Conduct.

Annexure 2

Deed of Confidentiality

Between **The Australian Psychology Accreditation Council Limited (Company)**

and **[Director] (Director)**.

- (a) The Director agrees to keep all information regarding the operations and business of the Company confidential unless otherwise advised by the Chair.
- (b) The Director must not disclose any confidential information contained in a Board Paper to a third party unless:
 - (i) the Company has given its prior written consent;
 - (ii) the Director is required to do so by law; or
 - (iii) the disclosure is made:
 - (A) for the purpose of obtaining professional advice; or
 - (B) in connection with the Relevant Proceedings or the threat of Relevant Proceedings in relation to which the Director was given access to the Board Paper,and the Director uses the Director's best endeavours to ensure all information disclosed is kept confidential.
- (c) Nothing in **clause (b)** is intended to replace or reduce the duties which the Director may have, at law, to the Company or a related body corporate.
- (d) If the Company has any right (including a right it has jointly or in common with the Director or with the Director and others) to privilege, such as legal professional privilege, in respect of any document which the Director inspects, copies or uses under this document or under the Corporations Act or under the general law rights of a director:
 - (i) that document is to be taken to be confidential;
 - (ii) by permitting the inspection, copying or use to the Director or the Director's permitted nominee, the Company does not waive any privilege; and
 - (iii) in so inspecting, copying or use of the document by the Director or through the Director's permitted nominee, the Director must use best efforts to ensure that so far as is practical the right to privilege is not lost or waived, whether by the Director or the Director's nominee or otherwise.
- (e) Where the Director is entitled to disclose confidential information under **clause (b)** and the Board Papers include any information to which legal professional privilege

attaches for the benefit of the Company, or both the Company and the Director, the Director must use the Director's best endeavours to avoid doing anything that will cause that privilege to be waived, extinguished or lost by the Company in relation to third parties.

SIGNED, SEALED and DELIVERED

by **[Director]**

in the presence of:

Signature of Witness

Name of Witness

Date:

Signature of Director



Australian Psychology Accreditation Council Register of Directors' Conflicts of Interest

Conflict of Interest means a competing professional or personal interest, whether or not that competing interest may be to the detriment of APAC.

Name of Director: _____

I declare the following conflicts of interest relevant to my role as a Director of APAC:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Declaration:

I warrant that the above statements are true and accurate.

Signed: _____

Dated: _____

Responsibilities of Assessors

1. Impartiality: Assessors must declare any potential or actual conflict of interest¹ and make unbiased judgements.
2. Fidelity: Assessors carry a burden of responsibility pay attention to detail and make sound decisions.
3. Confidentiality: Assessors must treat the assessment process as a confidential one².
4. Ethical behaviour: Assessors are required to act in accordance with the APS Code of Ethics (2007).
5. Timeliness: Assessors are expected to complete tasks in a timely manner.
6. Expertise: Assessors must be highly familiar with the Rules, Standards and the Act.

Principles of APAC accreditation

- In the course of conducting its functions, APAC will:
 - (a) gather and analyse **detailed information and ideas from multiple sources** and viewpoints, ensuring **rigorous analysis** when making decisions;
 - (b) use clear guidelines and procedures, and implement them in an **open, transparent, objective and fair** manner;
 - (c) adopt mechanisms to ensure that members of assessment teams, committees and staff apply standards and procedures in a **consistent, collaborative and appropriate** fashion; and
 - (d) **review** its codes, processes and guidelines on a regular basis, and in so doing ensure **wide consultation** with stakeholders.

Nature of the accreditation process

- APAC is required by its Constitution to ensure that the accreditation process is :
 - open to external scrutiny (within the limits of confidentiality);
 - conducted in a consultative and consensus-building fashion;
 - collegial; and
 - balances stakeholder priorities with those of regulating authorities (eg PsyBA);



Australian Psychology
Accreditation Council

Call for Expressions of Interest

APAC Accreditation Working Committee

The Australian Psychology Accreditation Council (APAC) is an independent quality and standards organisation, appointed by Australian Governments as the national accrediting authority for the psychology profession in Australia.

APAC is seeking expressions of interest from suitably qualified and experienced people in being appointed to its Accreditation Working Committee (AWC). Volunteers who are passionate about the pursuit of quality in the education and training of psychologists and possess suitable skills and knowledge are invited to apply. Successful appointees to the AWC will undergo training and certification as accreditation assessors and will be enlisted to serve on APAC assessment teams.

Further information is available from the APAC website at **www.apac.psychology.org.au**

Expressions of Interest must be received by 5pm on Friday 4 May 2012.



Code of Conduct for Members of the APAC Accreditation Working Committee

The members of the Australian Psychology Accreditation Council (APAC) Accreditation Working Committee (AWC) are bound by this Code of Conduct. The objective of this Code of Conduct is to ensure that high standards of individual behaviour and practice are observed by the members of the AWC in their roles as accreditation assessors and advisors to the Board of APAC. AWC members should familiarise themselves with this Code, abide by it at all times and act promptly to clarify any concerns or questions about it.

As a member of the AWC, you will:

1. Act with honesty and in good faith, including:

- being open and transparent in your dealings;
- using power responsibly;
- ensuring that any potential or actual conflict of interest is disclosed or avoided;
- making unbiased judgements;
- striving to earn and sustain the trust of APAC's stakeholders;

2. Exercise due care, diligence and skill, including:

- ascertaining all relevant information and paying attention to detail;
- undertaking diligent analysis of all matters you deal with;
- making reasonable enquiries and checking things carefully;
- completing your work for the AWC in a timely manner;
- being cognisant of the legal, financial, reputational and other implications of your actions while undertaking AWC business;

3. Act in the best interests of APAC, including:

- avoiding conduct that may bring you or APAC into disrepute;

4. Act fairly and impartially, including:

- avoiding bias, discrimination, caprice or self interest;
- demonstrating respect for others by acting in a professional and courteous manner;

5. Use information appropriately including:

- ensuring information gained as an accreditation assessor and/or member of AWC is only applied to proper purposes and is kept confidential to APAC and the AWC;
- ensuring that any personal information coming to your attention as an accreditation assessor and/or member of AWC is handled in compliance with APAC's privacy obligations and policies;

6. Use your position appropriately including:

- avoiding the use your position as an accreditation assessor and/or AWC member to seek an undue advantage for yourself, family members or associates;

- avoiding the use of your position as an accreditation assessor and/or AWC member to cause detriment to APAC;
- ensuring that you decline gifts or favours that may cast doubt on your ability to apply independent judgement as an APAC accreditation assessor and/or AWC member;

7. Abide by the Code of Ethics of the Australian Psychological Society and any other such code to which the Psychology Board of Australia may require psychologists to adhere.

Accreditation Working Committee (AWC)

Register of Assessors' Conflicts of Interest

Conflict of Interest means a competing professional or personal interest, whether or not that competing interest may be to the detriment of APAC.

Name of assessor appointed to AWC: _____

Please print clearly

I declare the following conflicts of interest relevant to my role as an assessor of APAC and as a member of the APAC Accreditation Working Committee:

[illegible]

Declaration:

I warrant that the above statements are true and accurate.

Signed: _____

Dated: _____



Accreditation Monitoring Policy

1. Reporting obligations for APAC accredited institutions

APAC reaccredits each institution and its courses on a five year cycle (on application). On receiving an application for accreditation or re-accreditation, higher education providers are required to enter into a legal contract with APAC which includes ongoing reporting obligations. The obligations are set out in the *APAC Rules for Accreditation and Accreditation Standards for Psychology Courses (June 2010)* and essentially require two levels of reporting. First, any institution with accredited courses is required to report promptly any changes to its courses or other circumstances which have, or might reasonably be expected to have, an impact on the maintenance of APAC standards. APAC also requires an annual report from each accredited institution with the same requirement to report changes which have affected the maintenance of Standards or might reasonably be expected to. This reporting requirement includes advising the APAC Secretariat of any substantive changes to courses, staffing changes, modifications to program structures or entry requirements, introduction of new or discontinuation of existing programs. Programs with conditional rather than full accreditation have additional regular reporting obligations in order to monitor the progress being made towards meeting outstanding conditions.

Failure to report changes which impact on the maintenance of APAC Standards have consequences which are clearly set out in the APAC accreditation contract and include imposition of conditions on, or revocation of, accreditation.

2. Active monitoring

The APAC Secretariat has a program of random and informed monitoring and checking websites and other media which contain information about accredited courses and the institutions which offer them. APAC seeks out evidence of changes to accredited programs or changes to institutions themselves which might constitute a breach of, or a risk of breaching, APAC Standards.

3. Auditing program

APAC has the power under its Rules/contract with higher education providers to audit an accredited provider and/or its course(s) at any time. APAC audits can be conducted at random, on receipt of a sufficient number of credible complaints of substance, or following the receipt of other types of information which in APAC's view gives rise to reasonable concern that Standards are not being maintained. The APAC website contains an FAQ section which explains to stakeholders how they can register concerns about a failure to maintain standards and APAC has protocols in place for treating the information provided by concerned stakeholders confidentially.



Standards Review Project

Review of Accreditation Standards for the psychology profession in Australia

ABOUT APAC

The Australian Psychology Accreditation Council (APAC) is an independent quality and standards organisation appointed by Australian Governments under the Health Practitioner Regulation National Law Act 2009 (the National Law) as the accrediting authority for the psychology profession in Australia. Under the National Law, APAC is required to develop accreditation standards for the Approval of the Psychology Board of Australia (PsyBA), assess programs of study and the education providers who offer them against the Approved standards, and where appropriate grant accreditation to those providers and courses which meet the Standards.

THE STANDARDS REVIEW

APAC has been directed by the PsyBA to commence a major review of accreditation standards for the psychology profession in Australia (the Review). This Review has two main elements:

1. The first is a review of the current APAC *Rules for Accreditation and Accreditation Standards for Psychology Courses Oct 2010*. This Review will result in revisions to the current APAC Accreditation Standards for undergraduate as well as for professional postgraduate programs.
2. The second is the development of a set of accreditation standards which will apply to professional postgraduate programs intended to support entry to an area of practice endorsement Registrar program. APAC has not accredited the specialised practice components of professional postgraduate programs in the past, however the introduction of the National Law requires the creation of an accreditation process to support the PsyBA's Area of Practice Endorsements Registration Standard. The Review will develop such a set of accreditation standards for the Approval of the PsyBA.

APAC will undertake consultations related to both elements of the Project in parallel for the sake of efficiency, and this document provides an overview of the steps in the Review.

PRE-CONSULTATION PHASE

The Review will commence on 08 June 2012 with a Pre-Consultation phase during which APAC intends to undertake a series of targeted discussions with invited key stakeholders to assist it in identifying critical issues. These discussions will include facilitated fora to be hosted by APAC in a number of capital cities around Australia. The outputs of these meetings will inform APAC's preparation of a set of draft proposed Standards (addressing each of the two Project elements), that will be made publicly available during the Consultation phase.

APAC considers your organisation to be a key stakeholder in the Review and invites you to register for the Pre-Consultation Phase. Please contact the APAC office to register as a key stakeholder and to schedule your attendance at a Pre-Consultation forum. Attendance at any of the Pre-Consultation fora is by invitation only and all invited participants must register. Stakeholders invited to participate in a forum must register no later than 14 days before the event to be eligible to attend.

CONSULTATION PHASE

APAC will commence the Consultation phase of the Review on 25 September with the public release of a Consultation Paper containing a set of draft proposed Standards, and a broad assessment of the Standards against the Council of Australian Governments *Principles For Best Practice Regulation*. APAC will open the Paper to written submissions about the content of the draft Standards from the widest possible range of stakeholders for a period of ten weeks (with submissions closing on 08 December 2012).

PSYCHOLOGY BOARD OF AUSTRALIA APPROVAL

APAC expects to present a final version of the Standards to the PsyBA for approval in mid March 2013. If approved, APAC will advise education providers of implementation arrangements as soon thereafter as possible.

More information about the development and review of accreditation standards under the National Law is available in a reference document entitled *Accreditation under the Health Practitioner Regulation National Law Act*, which can be downloaded from the Australian Health Practitioner Regulation Agency website at: <http://www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx>.

APAC looks forward to your participation in this important review of standards for the education and training of psychologists in Australia. Please contact the staff in the APAC office if you have any questions.



Professor Trevor Waring AM FAPS
Chair
Australian Psychology Accreditation Council.



APAC Standards Review Project Timetable

Pre-Consultation Phase	<p>Targeted discussions with invited key stakeholders to inform the identification of critical issues.</p> <p>Facilitated Fora to be held with invited key stakeholders around Australia:</p> <p>Adelaide 08 June Melbourne: 13 June Sydney: 26 June Brisbane: 06 July Perth: 10 August</p>	Pre-Consultation Phase: opens 08 June and closes 20 August 2012.
Consultation Phase	<p>Public release of a Consultation Paper containing the draft proposed Standards and assessment of the Standards against the COAG <i>Principles For Best Practice Regulation</i>.</p> <p>Written submissions invited from all stakeholders.</p>	Consultation phase: Draft released September 25 2012 with a December 08 2012 closing date for receipt of submissions.
PsyBA Approval	Final version of draft Standards to be presented to PsyBA for approval.	To be presented to PsyBA by 12 March 2013.



Standards Review Project

Review of Accreditation Standards for the psychology profession in Australia

ABOUT APAC

The Australian Psychology Accreditation Council (APAC) is an independent quality and standards organisation appointed by Australian Governments under the Health Practitioner Regulation National Law Act 2009 (the National Law) as the accrediting authority for the psychology profession in Australia. Under the National Law, APAC is required to develop accreditation standards for the Approval of the Psychology Board of Australia (PsyBA), assess programs of study and the education providers who offer them against the Approved standards, and where appropriate grant accreditation to those providers and courses which meet the Approved Standards.

THE STANDARDS REVIEW

APAC has been directed by the PsyBA to commence a major review of accreditation standards for the psychology profession in Australia (the Review). This Review has two main elements:

1. The first is a review of the current APAC *Rules for Accreditation and Accreditation Standards for Psychology Courses Oct 2010*. This Review will result in revisions to the current APAC Accreditation Standards for undergraduate as well as for professional postgraduate programs.
2. The second is the development of a set of accreditation standards which will apply to professional postgraduate programs intended to qualify graduates for entry to an Area of Practice Endorsement Registrar program. APAC has not accredited the specialised practice components of professional postgraduate programs in the past, however the introduction of the National Law requires the creation of an accreditation process to support the PsyBA's Area of Practice Endorsements Registration Standard. The Review will develop such a set of accreditation standards for the Approval of the PsyBA.

APAC will undertake consultations related to both elements of the Project in parallel for the sake of efficiency, and this document provides an overview of the Review process.

PRE-CONSULTATION PHASE

APAC is currently undertaking pre-consultation discussions with a number of key stakeholders as it prepares to publish a set of draft proposed Standards (addressing each of the two Review elements), which will be made publicly available during the Consultation phase.

CONSULTATION PHASE

APAC will commence the Consultation phase of the Review on 25 September with the public release of a Consultation Paper containing both a set of draft proposed Standards and a broad assessment of the Standards against the Council of Australian Governments *Principles For Best Practice Regulation*. APAC will

open the Paper to written submissions from all stakeholders for a period of ten weeks (with submissions closing on 08 December 2012).

APAC Standards Review Timetable

Consultation Phase	Public release of a Consultation Paper containing the draft proposed Standards and an assessment of the Standards against the COAG <i>Principles For Best Practice Regulation</i> . Written submissions invited from all stakeholders.	Consultation phase: Draft released September 25 2012 with closing date of 08 December 2012 for receipt of submissions.
PsyBA Approval	Final version of draft Standards to be presented to PsyBA for approval.	Final draft presented to PsyBA by 12 March 2013.

PSYCHOLOGY BOARD OF AUSTRALIA APPROVAL

APAC expects to present a final version of the Standards to the PsyBA for approval in mid March 2013. If approved, APAC will advise education providers of implementation arrangements as soon thereafter as possible.

More information about the development and review of accreditation standards under the National Law is available in a reference document entitled *Accreditation under the Health Practitioner Regulation National Law Act*, which can be downloaded from the Australian Health Practitioner Regulation Agency website at: <http://www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx>.

APAC encourages all stakeholders to participate in this important review of standards for the education and training of psychologists in Australia.



Professor Trevor Waring AM FAPS
Chair
Australian Psychology Accreditation Council.