



Step by Step to Accreditation: Requirements for Education Providers

Please note: lead times should be adhered to closely

Commencing a new program	
1.	<p>Stage 1 - 12-18 months prior to the planned intake of the first cohort of students</p> <p>Education Provider notifies the OTC of intent to commence a new program, via the Intent to Submit – application for new programs form indicating:</p> <ul style="list-style-type: none"> • proposed location • length of program • level of proposed award • intended student intake.
2.	The Occupational Therapy Council (OTC) will provide the Accreditation Standards and guidelines and any other detail of accreditation requirements to Education Provider.
3.	The OTC will inform Occupational Therapy Australia of the Education Provider’s intention to commence a new program.
4.	<p>Stage 2 - 9-12 months prior to planned commencement of a new program</p> <p>Education Provider submits a self-assessment of the program in relation to the Accreditation Standards to the OTC.</p>
5.	The OTC undertakes a desktop assessment to determine if the program has substantially met the Accreditation Standards, and hence can be accredited under the National Law, and determines the conditions it will impose to monitor the achievement of the Accreditation Standards as the new program is rolled out.
6.	Should the program not be accredited, the OTC informs the academic leader of the program of the reasons. Should the Education Provider choose to reapply, the accreditation assessment recommences from Step 5 above.
7.	OTC reports its accreditation decision to the OTBA. The OTBA reviews the recommendations and approves (or not) the accreditation status and may impose conditions on the approval. OTBA approval is required for registration of students prior to commencement of any clinical training/practice education activities.

8.	The OTC informs the academic leader of the program of the OTC accreditation decision and provides the accreditation report. New programs can only achieve the status of accredited with conditions and will be required to undergo further full accreditation assessment with a site visit, prior to the graduation of the first cohort of students.
9.	The OTC provides its decision and a copy of the accreditation report to Occupational Therapy Australia so it can commence monitoring for the purposes of World Federation of Occupational Therapists accreditation of the program.
10.	The OTC will publish a summary of the accreditation report on their website.
11.	The Education Provider provides reports as required on the conditions outlined in the accreditation report. OTC advises the Education Provider if satisfactory progress is being made to achieve the standards or if additional action is required.

Program accreditation	
All accredited programs are required to undergo periodic accreditation assessment including a site visit, usually every five years or prior to the graduation of the first cohort of students for new programs.	
1.	Stage 3 - At least nine months prior to the accreditation end date
	The OTC will notify the Education Provider of the required accreditation assessment and begin the process of confirming dates for the site visit.
2.	Assessors are appointed, Education Provider advises if any conflict of interest, assessors confirmed.
3.	Site visit dates confirmed no later than three months prior to the site visit.
4.	No later than ten weeks prior to the site visit , the Education Provider submits a self-assessment document outlining the evidence that demonstrates how it meets the Accreditation Standards. The evidence required is outlined in the Accreditation Guidelines and Evidence Guide document.
5.	The site visit schedule of meetings is confirmed. The site visit is usually conducted over two to three days, depending on the number of programs being accredited and whether the programs are delivered from more than one site. The OTC will advise the Education Provider of the expectations for the site visit and explanatory detail is outlined in the OTC's Accreditation Guidelines document.
6.	The OTC's assessors undertake the site visit. During the site visit the assessor team verifies the information in the self-assessment via a range of consultations and interviews to gain first-hand information from key stakeholders.

7.	The assessor report is reviewed by the OTC to determine if the program has met/is continuing to meet the Accreditation Standards and can be accredited under the National Law.
8.	The draft report is sent to the academic leader of the program for correction of factual error.
9.	Approximately three months following the site visit , the OTC informs the academic leader of the program of the OTC's accreditation decision and provides the final report.
10.	The OTC reports its accreditation decision and provides the accreditation report to the OTBA. The OTBA reviews the recommendations and approves (or not) the accreditation status.
11.	The OTC provides its decision and copy of the accreditation report to Occupational Therapy Australia so it can determine the program status for the purposes of World Federation of Occupational Therapists recognition of the program.
12.	The OTC will publish a summary of the report on their website.

Monitoring of accredited programs	
12.	Education Provider provides reports as required on any conditions outlined in the accreditation report. OTC Program Accreditation Committee (PAC) receives and reviews reports on conditions. OTC advises Education Provider if satisfactory progress is being made to achieve the standards or if additional action is required.
13.	Education Provider provides annual monitoring reports, including detail of major program changes, to the OTC throughout the accreditation cycle. The OTC will provide an annual monitoring report template prior to the required reporting date.
14.	Annual monitoring reports are received and reviewed by the OTC, which determines if any additional accreditation assessment process is required. Should there be concerns about the program's capacity to continue to meet the Accreditation Standards or progress being made on any conditions, the OTC PAC may: <ul style="list-style-type: none"> • reduce the current period of accreditation. • impose new conditions. • withdraw accreditation.
15.	The OTC advises Occupational Therapy Australia of any changes to the accreditation status of a program so it can determine the program status for the purposes of World Federation of Occupational Therapists recognition of the program.
16.	OTC reports accreditation and monitoring actions to the OTBA as part of the scheduled reporting process.
<p>Note for Education Providers</p> <p>The OTC <i>Accreditation Standards for Australian Entry-level Occupational Therapy Education Programs</i> and Explanatory Notes are available at www.otcouncil.com.au</p>	