

Course Lifecycle - External Accreditation Procedure (Expires 31/10/18)

Section 1 - Background and Purpose

(1) The University will provide consistent principles and procedures to guide the University community in the achievement and maintenance of appropriate external accreditations of its courses.

(2) These Procedures are intended to ensure accurate, accessible record keeping and monitoring of all the external accreditations of courses.

Section 2 - Scope

(3) Refer to the [Course Lifecycle Policy \(Expires 31/10/18\)](#).

Section 3 - Policy Statement

(4) Refer to the [Course Lifecycle Policy \(Expires 31/10/18\)](#).

Section 4 - Procedure

External Accreditations of La Trobe Courses

(5) College Pro Vice-Chancellors are responsible for identifying, gaining and maintaining all relevant external accreditations for their courses.

Costs of External Accreditations

(6) Colleges will assume the costs associated with the external accreditations relevant to their courses.

Official Communication

(7) Where permitted, the Executive Director, Quality and Standards should be listed as the contact for all official communications for all accrediting bodies.

(8) Executive Director, Quality and Standards is responsible for providing copies of official communications to all stakeholders.

Signatory

(9) Unless otherwise required by the accrediting body, the signatory to all accreditation submissions will be the relevant College Pro Vice-Chancellor.

Central Record Keeping and Monitoring

(10) The Executive Director, Quality and Standards is responsible for creating a central point for record keeping and monitoring all external accreditations. A SharePoint Unite site will be used for this purpose.

Consolidated University Schedule of External Accreditations

(11) The Executive Director, Quality and Standards or delegate will liaise with the Colleges to compile a consolidated University schedule of external accreditations. This will be published on the External Accreditations Unite site. The College Associate Pro Vice-Chancellors (Coursework) are responsible for ensuring that all details of their College's accreditations are accurate.

Publication of Submissions, Reports, Action Plans and Follow Ups

(12) Colleges will provide copies of all submissions, reports, action plans and follow ups arising from their external accreditations to the Office of Quality and Standards, for publication on the External Accreditations Unite site. These documents will be provided in a timely manner; in the case of submissions, reports and action plans this will generally be within 4 weeks of the completion of the accreditation process; follow ups will be provided after 12 months as necessary. The Office of Quality and Standards will use the consolidated University schedule as a reference, and request such documents from the Colleges if these have not been provided.

Alignment of Academic Course Reviews With External Accreditations

(13) Whenever possible, the University will conduct its Academic Course Reviews in conjunction with any external accreditations scheduled. The timing of the internal academic course review as well as detail concerning precise content requirements can be negotiated.

(14) For example, to assist in reducing workload, a College may prefer to submit to the internal course review panel the external professional accreditation submission together with an addendum containing any agreed additional La Trobe Academic Course Review requirements.

Communication to Students

(15) All staff are responsible for communicating only accurate and up to date information to students about the accreditation status of a course and any other information related to professional registration or professional membership.

(16) Information related to professional recognition should only be provided in reference to a single course of study as opposed to disciplines or other groups of courses.

(17) Published professional recognition information should take one of the following formats:

Affiliation type	Standard text
Accreditation Body	The [Name of Course] [is accredited by / has provisional accreditation from] [Name of Accrediting Body] until [Year of Expiration]. Professional registration may require an application to the professional body and may have additional or ongoing requirements beyond the completion of the degree. Please contact the relevant professional body for details.
Professional Memberships	Graduates of the [Name of Course] may apply for membership with [Name or List of Membership Body/Bodies]. Membership may be subject to additional or ongoing requirements beyond completion of the degree. Please contact the relevant professional body for details. OR Depending on major or subject choice, graduates of the [Name of Course] may apply for membership with [Name or List of Membership Body/Bodies]. Membership may be subject to additional or ongoing requirements beyond completion of the degree. Please contact the relevant professional body for details.

Affiliation type	Standard text
Professional Registration	<p>Graduates of the [Name of Course] may be eligible to apply for registration with [Name of Registering Body]. Professional registration may be subject to additional or ongoing requirements beyond completion of the degree. Please contact the relevant professional body for details.</p> <p>OR</p> <p>Graduates of the [Name of Course] may be eligible to apply for registration with [Name of Registering Body] as [Name of Profession]. Professional registration may be subject to additional or ongoing requirements beyond completion of the degree. Please contact the relevant professional body for details.</p>

(18) Any variation from the text above must be approved in writing by the College General Manager or College Associate Pro Vice-Chancellor (Coursework) of the relevant College.

Section 5 - Definitions

(19) For the purpose of this Procedure:

- a. External Accreditations: all individual course accreditations not conducted by La Trobe University.
- b. Academic Course Reviews: Consider the strategic fit and academic merit of courses, alignment to principles of good course design and indicators of student success and satisfaction.

Status and Details

Status	Historic
Effective Date	28th November 2016
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