

GUIDANCE: ADMINISTRATIVE SUPPORT REQUIRED OF THE PROGRAM PROVIDER DURING THE ACCREDITATION SITE VISIT...

The conduct of an Accreditation Site Visit is a critical component of the Accreditation Review Panel activity and requires administrative support from the Provider. The Program Provider is required to provide the staff support, facilities, resources and access for the Accreditation Review Panel as described in this document for the duration of the Accreditation Site Visit. Any request to vary these arrangements must be discussed with the Secretariat well in advance of the Visit.

1. Support to the Panel for the duration of the Visit includes:
 - a. Administrative Support inclusive of assistance with office facilities and IT access, ensuring the Panel is aware of the location and timings of relevant meetings, and managing any changes to the Agenda (particularly meetings with the program leader and other senior officers).
 - b. Program Content Support to the Panel inclusive of assistance with panel queries regarding and subject / unit material or student work.

It is anticipated that the two nominated staff members (or single person providing both roles) will be available for panel support during the normal working hours and will refer Panel queries or issues to the relevant members of staff, and follow-up to ensure completion. Details of the staff member/s name, role, and mobile telephone number that will provide this support should be provided to the Secretariat minimum two weeks in advance of the Visit.

2. A dedicated private room where the Accreditation Review Panel can:
 - a. discuss the visit in confidence
 - b. draft and finalise the Accreditation Review Panel Report
 - c. have morning/ afternoon tea daily, and a working lunch on Day 3 only.

Note that meetings with program leaders, staff and students should not be scheduled to occur in the Panel's dedicated private room.

3. The following hardware and/or administrative services are also required:
 - a. A minimum of four computers (either desktop or laptops) should be made available to the Panel. Computers are essential to facilitate the display and review of digital materials as part of the Student Exhibition and for the review of other provider documentation, including Unit / Subject materials. If possible, these should be situated in the dedicated private room. Where possible, minimum one large format display device should be made available for the viewing of digital materials as part of the Student Exhibition.
 - b. A4 colour printing facility. If not available from within the dedicated private room, a printing facility should be available in very close proximity that allows service through swipe card or USB, without the need for local staff support.
 - c. Digital projection or display facilities in the private room (used to draft the Accreditation Review Panel Report).
 - d. Power supply/ power points and one power board to allow re-charge of multiple electronic devices (mobile phones and laptops).
 - e. Paper shredder or secure repository for the secure disposal of confidential papers.
 - f. Access to a network and the internet for all panel members, through either Provider computers or via Wi-Fi.
4. Dependent on the physical location of the program provider, location of the dedicated meeting room and access to the Student Work Exhibit, the following access and security arrangements should be supported:

- a. Room and building access as required based on local security arrangements, noting that the Panel will more-than-likely work past 5pm on Day 1 and Day 2.
 - b. Temporary log-in to local networks.
5. Minimum two A3 size printed copies of the final Visit Agenda should be displayed in the dedicated private room.
6. Provision of morning and afternoon tea and lunch for each day of the visit. The Secretariat will ensure that the Provider is advised of any food allergy or intolerance issues for members of the Panel minimum two weeks in advance of the visit.
7. Access to the most convenient secure car parking for up to three vehicles on each day of the visit. Confirmation of the vehicle numbers and other details will be confirmed by the Secretariat minimum two weeks in advance of the visit.

Note that the Accreditation Secretariat does not generally provide on-site support to the Panel as part of the Accreditation Site Visit.

Any request to vary the required support arrangements must be discussed with the Secretariat well in advance of the Visit.