

GUIDANCE: PLANNING TIMEFRAMES FOR ACCREDITATION REVIEW PANELS ...

Approx time frame in advance of the Visit	Activity	By Whom
9 months	Secretariat will commence liaison with the Program Provider	Secretariat
8-9 months	Secretariat and Program Provider will work to identify a suitable three day period within the teaching semester for the Accreditation Site Visit (the 'Visit'). Note: <ul style="list-style-type: none"> - the selection of dates for the Visit must be scheduled around other Accreditation Site Visits, so that only one Visit will be conducted at any time. - Initial liaison will also clarify the scope of the accreditation assessment in order to identify the site/s to be visited and volume of shared material where one than one program is to be assessed. Confirmation of the scope impacts on the length of the visit and/or size of the required panel. 	Secretariat, with Program Provider
7 months	Dates for the Visit are confirmed Date for submission of the Provider Accreditation Submission confirmed	Secretariat, with Program Provider
6-7 months	Accreditation Management Committee commences Panel selection	Accreditation Management Committee, with the Secretariat
6-7 months	Initial Panel selection is confirmed with Panel Members	Secretariat / Accreditation Standing Panel
5 months	Initial Panel selection, including reserve members, is confirmed	Secretariat
5 months	Program Provider and the Architect Registration Board confirm support of Panel membership	Secretariat / Program Provider / Architect Registration Board
3-4 months	Secretariat liaises with Panel members to confirm relevant administrative details, including travel and accommodation	Secretariat
12 weeks	Secretariat schedules both Panel Teleconferences around Panel Member availability and key planning dates (approx. 6 to 8 and 1 to 3 weeks ahead of the Visit)	Secretariat
12 weeks	Secretariat is responsible for advising the Program Provider of email addresses for all Panel Members to facilitate the Provider's distribution of their Submission directly to each Panel Member, and a copy to the Secretariat.	Secretariat

Approx time frame in advance of the Visit	Activity	By Whom
10- 12 weeks	Program Providers are encouraged to have their Provider Accreditation Submission (digital format only) ready	Program Provider
10 weeks	DUE DATE for the Provider Accreditation Submission to be made available via some form of digital document sharing software (such as Dropbox, Google Drive or Hightail)	Program Provider
10 weeks	The Panel is to have digital access to the Provider Accreditation Submission to commence their assessment	Program Provider
9 weeks	Should there be any delays to the submission of or significant omissions to the Provider Accreditation Submission, Accreditation Management Committee to consider whether the Visit can proceed	Accreditation Management Committee, with Secretariat and Panel Chair
8 weeks	DUE DATE for the Program Provider to supply a tailored draft Visit Agenda to the Secretariat, with Campus Map and facility map clearly indicating location of the dedicated Panel meeting room and any other key features / locations	Program Provider
6-8 weeks	Secretariat and Panel Chair review the draft Visit Agenda, and liaise with the Program Provider regarding any necessary adjustments	Secretariat and Panel Chair
6-8 weeks	Panel conducts first teleconference to discuss the Provider Accreditation Submission	Panel, with Secretariat
6 weeks	Details of any omissions, queries or other issues identified by the Panel are confirmed, including any items to be addressed in a Supplementary Report	Panel Chair
5 weeks	Panel feedback on the Provider Accreditation Submission sent to the Program Provider	Secretariat
2 weeks	Supplementary Report to be supplied to the Secretariat	Program Provider
2 weeks	Supplementary Report to be distributed to the Panel	Secretariat
2 weeks	Final administrative arrangements to be confirmed for the Visit	Program Provider and Secretariat
1-3 weeks	Panel conducts second teleconference to discuss the Supplementary Report	Panel, with Secretariat
1 week	Final administrative arrangements to be confirmed with the Panel	Secretariat

Steps in finalising the Accreditation Review Panel Report

Step	Timeframe	Activity	By Whom
1	5 working days	Finalisation of the Accreditation Review Panel Report with a focus on consistency and language. Must be completed within 5 working days of the conclusion of the Visit	Panel Chair with Secretariat
2	5 working days	Secretariat distributes the final draft of the Accreditation Review Panel Report to the Program Leader by email, normally within 5 working days of the conclusion of the Visit	Secretariat
3	5 working days	Upon receipt of the Final Draft of the Accreditation Review Panel Report , the Program Provider has 5 working days to: <ul style="list-style-type: none"> - Review the Accreditation Review Panel Report for potential errors of fact, with errors to be noted in the word version - Insert the Program Provider response - Sign the Report The amended Final Draft is then returned to the Secretariat	Program Provider
4	5 working days	Upon receipt of the Final Draft from the Program Provider, the Secretariat liaises with the Panel Chair for review and acceptance of any potential corrections of fact. The Secretariat creates a PDF of the final version of the Accreditation Review Panel Report, and sends on to the relevant Architect Registration Board, with a copy sent back to the Program Provider. Must be completed within 5 working days	Secretariat and Panel Chair
5	6 weeks	The Architect Registration Board considers the Accreditation Review Panel Report and makes a decision on the accreditation recommendation. The accreditation decision is to be communicated to the Program Provider and to the Secretariat within 6 weeks of receipt of the Report from the Secretariat	Architect Registration Board