



# GUIDANCE: STANDARD AGENDA FOR THE ACCREDITATION SITE VISIT...

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A standard agenda is detailed to provide planning guidance for Providers when preparing for the conduct of the Accreditation Site Visit as part of the Accreditation Review Panel. Providers are required to submit a draft agenda for the Accreditation Site Visit minimum eight weeks in advance of the commencement of the Accreditation Site Visit. The draft agenda will be reviewed by the Secretariat and the Panel Chair, with the aim of having the Agenda finalised a minimum of two weeks in advance of the commencement of the Accreditation Site Visit.

See the Accreditation Review Panel Section of the Architecture Program Accreditation Procedure Manual for full guidance on the conduct of the Accreditation Review Panel and associated Accreditation Site Visit.

## FIXED SESSIONS

The standard agenda for an Accreditation Site Visit includes several 'fixed' sessions, which will occur for every program visit in a similar way, and several 'focused' sessions, which are an opportunity to discuss particular issues identified by the Accreditation Review Panel. Issues may arise from the detail of the Provider Accreditation Submission or any Supplementary Report that may have been requested. The sessions may also be required to discuss issues that are only identified on site during the conduct of the Accreditation Site Visit.

The fixed sessions of the standard agenda include:

- A discussion with the program leader and senior colleagues. This meeting takes place at the beginning of the visit so the panel can obtain an overview of the program and clarify any points they wish to raise.
- An overview of and orientation to the Student Exhibition, delivered by senior unit / subject coordinators.
- Discussion with the staff as a group, including sessional staff (but excluding the program leader and senior colleagues that were part of earlier discussion). It is recommended that the meeting is scheduled on

Day 1 and is immediately followed by a shared lunch to allow staff to engage with the Accreditation Review Panel in a more informal environment.

- Discussion with students and recent graduates. The invitation to participate should be made to all students and recent graduates without direct selection or influence by the Provider. The meeting with the students as a group should be arranged so that a broad range of students are present, including representatives from each year, international students and some recent graduates. It is suggested that there are at least three representatives of each year. The students should be briefed that the panel is interested in student perceptions of the program. The meeting with students should be conducted without staff present. It is recommended that the meeting is scheduled on Day 2 and is immediately followed by a shared lunch to allow students to engage with the Accreditation Review Panel in a more informal environment.
- A meeting with a senior academic manager of the tertiary education provider (e.g. the Deputy Vice Chancellor – Academic or Provost).

## FOCUSED SESSIONS

Two focused sessions are included in the standard agenda. For these sessions, the Program Provider will be notified in advance of specific performance criteria or issues that are to be the subject of additional attention. Whilst advance notification of the focus of these sessions will normally be provided, this does not preclude the Accreditation Review Panel from seeking additional information on any performance criteria or supporting evidence not previously communicated to the Provider in advance of the visit.

Focus sessions may involve:

- discussion with staff responsible for specific performance criteria or areas of study
- a review of additional evidence in respect of specific performance criteria
- review of facilities or equipment which support learning associated with specific performance criteria.

Day / time	Activity	Participants	Location
<b>Day 1</b>			
09.00	Meeting convenes. Panel arrive on site	The Panel	
09.00-09.30	Administrative welcome and overview of dedicated room, IT, access, security	The Panel and program administrative support contact	
09.30-10.30	Welcome and initial discussion with senior leadership. <ul style="list-style-type: none"> <li>- Opportunity for the Program senior staff to welcome the Panel. Program leader has opportunity to clarify any outstanding points</li> <li>- Panel Chair provides overview, and raises any issues requiring further exploration and discussion, including at focus sessions.</li> </ul>	The Panel, Program Leader <sup>i</sup> and senior staff	
10.30-12.00	Introduction to the Student Exhibition <ul style="list-style-type: none"> <li>- Should be inclusive of explanation as to physical or digital layout, unit/subject coverage and organisation, and level of work presented</li> </ul>	The Panel, with subject / unit coordinators	
12.00-13.00	Meeting with staff (including sessional staff)	The Panel, all available staff Program Leader and other senior staff should not be present in the meeting with staff.	
13.00-14.00	Lunch with staff	The Panel / staff	
14.00-16.00	View Student Exhibition	The Panel	
16.00-17.00	Panel Focus session <sup>ii</sup>	The Panel and Program Leader, with senior staff from focus area	
17.00-TBC	Panel private session <sup>iii</sup> Panel will make own arrangements for dinner	The Panel	

Day / time	Activity	Participants	Location
<b>Day 2</b>			
09.00-10.30	Panel Focus session <sup>ii</sup>	The Panel and Program Leader, with senior staff from focus area	
10.00-12.00	Panel private session <sup>iii</sup>	The Panel	
12.00-13.00	Meeting with students from year 1 to year 5, and recent graduates <sup>iv</sup>	The Panel and students No staff should be present	
13.00-14.00	Lunch with students	The Panel and students	
14.00-15.00	Meeting with Vice Chancellor or Deputy Vice Chancellor <sup>v</sup>	The Panel (or sub-group of the Panel) and tertiary education provider representatives	
14.00-15.00	Inspection of facilities inclusive of fabrication workshops, design studios, and dedicated teaching spaces <sup>vi</sup>	The Panel (or sub-group of the Panel) and staff	
15.00-16.00	Panel private session <sup>iii</sup>	The Panel	
16.00-17.00	Reserved for final meeting with Program Leader to clarify any outstanding issues or gaps in the materials presented	The Panel and Panel Leader	
17.00-TBC	Panel private session <sup>iii</sup> Panel will make own arrangements for dinner	The Panel	

Day / time	Activity	Participants	Location
<b>Day 3</b>			
09.00-14.00	Panel private session <sup>iii</sup> To include a working lunch	The Panel	
14.00-15.00	Verbal presentation of the Accreditation Review Panel Report to Program Leader	The Panel and Program Leader	
15.00-16.00	Verbal presentation of the Accreditation Review Panel Report to the broader staff group	The Panel and audience as determined by the Program Leader	
16.00-17.00	Panel finalises input to the Accreditation Review Panel Report; Panel Chair takes responsibility of the Final Draft of the Report <sup>vii</sup> . Panel debrief.	The Panel	
17.00	Accreditation Site Visit concludes	Panel departs	

- <sup>i</sup> The 'Program Leader' is the lead contact for the Panel Chair for the duration of the Visit and is to be advised by the Provider to the Secretariat in advance of the Visit. May be the Head of School / Head of Discipline or an alternate nominated representative.
- <sup>ii</sup> Focus of these sessions will normally be confirmed minimum 1 week in advance of the Visit. Focus may be changed or expanded during the Visit. If focus sessions are not required, Panel will continue with Panel private session.
- <sup>iii</sup> Panel private sessions may include further viewing of the Student Exhibition.
- <sup>iv</sup> Recent graduates from within the last two years may be from either the Undergraduate or the Masters program.
- <sup>v</sup> Session may be scheduled at an alternate time, dependent upon availability. It is important that this session occurs on either Day 1 or 2 of the Agenda.
- <sup>vi</sup> This session can be scheduled as a concurrent activity to be undertaken by a sub-group of the Panel.
- <sup>vii</sup> See the following Guidance document for further information regarding finalisation of the Accreditation Review Panel Report immediately following the completion of the Accreditation Site Visit.



**[Guidance: Planning Timeframes for Accreditation Review Panels](#)**