



Australian Psychology Accreditation Council

Rules for accreditation

Effective 27 June 2022

Version 1.3

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1. Background

1.1 Introduction

The *Rules for accreditation (Rules)* sets out the rules that apply to the Australian Psychological Accreditation Council's (APAC) accreditation process as described on the APAC website in accordance with Section 45 of the *National Law*.

Where relevant, documents relating to other aspects of APAC's accreditation process are referenced for the reader.

1.2 The *National Law*

APAC is appointed as an external accreditation entity under the *Health Practitioner Regulation National Law Act 2009 (National Law)*.

Part 6 of the *National Law* sets out the requirements for accreditation. Sections of the legislation relevant to APAC's accreditation process are referenced throughout this document.

2. Accreditation process

2.1 General

An education provider applying for APAC accreditation must be a TEQSA registered Higher Education Provider (HEP).

The accreditation process has been designed to operate over a five year cycle (accreditation period) so that all of the HEP's programs are assessed and considered for accreditation in the final year of that cycle and as part of one process.

The onus is on the HEP to ensure that APAC has received information sent by the HEP. This includes the *Notification of intended application (NOIA)*, the *Accreditation submission (Submission)*, and the *Annual report*.

The onus is on the HEP to demonstrate that its programs meet the *Accreditation Standards for Psychology Programs (Accreditation Standards)* and to show how it will continue to meet the *Accreditation Standards* during the accreditation period.

Where two or more HEPs intend to offer a program in cooperation with each other and intend to establish joint ownership, branding of, and/or responsibility for that program, only one HEP may make the *Submission* and that HEP will be responsible for entering into and continuing to meet the terms of an accreditation contract with APAC.

The aim of the accreditation process is to determine whether a program offered for accreditation by the HEP meets the *Accreditation Standards*.



In conducting an assessment for accreditation, APAC will have regard to:

- written material contained within the *Submission*
- a report of observations made by an Assessment Team during a site visit to the HEP
- the HEP's response to any matters that have been raised by the Assessment Team, and
- any other relevant information or material obtained by APAC.

2.2 Prior to notification of intended application

2.2.1 Cycle re-accreditation assessments

In the fourth year of its accreditation period, APAC will write to the HEP asking it to submit a *NOIA* by a date advised by APAC. The HEP may also submit a *NOIA* without waiting to receive notice from APAC.

The *NOIA* should:

- confirm that the HEP will be making an application for re-accreditation of its existing programs and initial accreditation of any intended new programs
- acknowledge that a *Submission* and all required documentation will be submitted by a date advised by APAC
- detail all programs to be assessed for accreditation, and
- nominate potential dates most convenient for a site visit to be conducted.

APAC will acknowledge receipt of the *NOIA*.

Failure to submit a *NOIA* and a *Submission* by the dates specified, unless agreed by APAC, will result in the accreditation not proceeding.

APAC completes cycle re-accreditation assessments prior to the end of the accreditation period wherever possible.

2.2.2 Out of cycle initial assessments

The HEP may submit out of cycle initial applications for new programs of study at any time.

HEPs seeking accreditation for a new program are required to submit a *Notice of intent (NOI)* to APAC. Please contact the APAC office for the *NOI*.

Once the *NOI* is accepted, the HEP is required to provide a *Submission* including supporting documentation detailing how the proposed program meets the *Accreditation Standards*.

APAC will acknowledge receipt of the *Submission*.

Notification of an accreditation determination may take up to twelve (12) months from receipt of the *Submission* for an out of cycle initial assessment.

Accreditation of new programs within an accreditation period will remain valid only until the end of the current accreditation period, so that all of the HEP's programs are assessed together at the end of each cycle.

2.3 Failure to apply for assessment for accreditation

If the HEP wishes to submit a program or programs for accreditation, then they must make an application for assessment in accordance with these rules prior to the expiry of their accreditation period.

There is no automatic renewal of the accreditation period for the HEP's programs. If a *Submission* is not received by APAC, no assessment will be made and failure to make a submission prior to expiry of the accreditation period may result in a determination of accreditation expired for the HEP's program.

From 1 January 2024, any new program must gain accreditation prior to the commencement of the program. For programs delivering *Professional Competencies* (Level 3 and above), for which the Psychology Board of Australia (PsyBA) requires students to hold provisional registration as a psychologist, the program must also gain approval from the PsyBA prior to commencement. Otherwise, the students who graduate from that program will be deemed to have graduated from a program that is not accredited.

2.4 Making a submission

Applications must be made on the *Submission* form specified by APAC. The form is available on the APAC website or from the APAC office.

For cycle re-accreditation assessments, the *Submission* must be submitted by the date advised by APAC.

A completed *Submission* signed by an authorised signatory binds the HEP to the *Rules*.

Failure to comply with the *Rules* will be deemed to be a breach of contract and may result in accreditation status being revoked.

The *Submission*, attachments and any other relevant information will be provided to each member of the Assessment Team appointed to assess the *Submission*.

2.5 Combined submission for re-accreditation and initial accreditation of new programs

Submissions for assessment for re-accreditation of currently accredited programs and initial assessment for accreditation of a new program may be made on the same *Submission*.

In completing a combined *Submission*, the HEP must clearly differentiate between the programs to be assessed for re-accreditation and new programs.

2.6 Submissions for initial accreditation of new programs or new HEPs

In making a *Submission*, a new HEP or an HEP submitting a new program for accreditation must demonstrate how the HEP's programs meet the *Accreditation Standards*, or for programs yet to commence, likely to meet the *Accreditation Standards* although it may not be possible to assess all elements of a program which has no enrolled students.

Accreditation of programs offered by a new HEP will not be retrospective and will commence from the date of formal determination.

2.7 Withdrawing and resubmitting a program for initial accreditation

A new HEP or an HEP submitting a program for initial accreditation may request that an assessment of a program be withdrawn from the accreditation process by writing to APAC. A program may be withdrawn at any stage of the process until a final determination outcome is made by the APAC Board.

An HEP may decide to withdraw the program for review, that may otherwise not be granted accreditation, so that further development of the program can take place to ensure compliance with the *Accreditation Standards*. In this event, the HEP may decide to subsequently resubmit the program for consideration along with further additional documentary evidence and information.

If the program is resubmitted within one calendar year of the notification of withdrawal, a new *Submission* and associated costs may not be required. The decision as to whether a further new *Submission* is required will be at APAC's discretion, taking into account considerations such as the number and nature of shortfalls identified at the initial review and/or any substantive changes made to the program subsequent to withdrawal. The accreditation review process can take up to a further 12 months from the time of resubmission to complete.

2.8 Changes to programs during the accreditation period

If the HEP has made substantial changes to an accredited program, an assessment of the changes will be necessary. If so, the HEP will be required to make a *Submission* for a new program accreditation which may require a site visit at the HEP's expense.

If an HEP has introduced an accredited program during the accreditation period to a new campus, i.e., a campus other than that for which accreditation of its program has been obtained, the HEP will be required to make an *Application for accreditation of an existing accredited program at an additional campus* for that program which may require a site visit at the HEP's expense.

If the HEP repackages units from one or more accredited programs into one or more new programs with a different qualification title, the HEP will be required to make a *Submission* for the new programs which may require a site visit at the HEP's expense.

2.9 Programs in teach out and discontinued programs

If an accredited program is in teach out (i.e., no new students are being enrolled) and students remain enrolled in the program (i.e., the program is being 'taught out'), a *Notification of a program in teach out* must be made. The form is available on the APAC website or from the APAC office.

On receipt of the form APAC may request further information on teach out arrangements from the HEP in order to review the program's compliance with the *Accreditation Standards*.

Where a program's teach out period extends beyond the end of its current accreditation period, the program is required to be accredited until all students have either completed or transitioned out. If a program continues to be taught after the expiry of its accreditation, it will have a status of Accreditation revoked. Any student who has completed a program whose accreditation has been revoked will be deemed to have graduated from a program that is not accredited.

2.10 Other process matters

Upon receipt, the *Submission* will be reviewed by APAC to assess whether all the relevant sections have been completed.

If the Assessment Team determines that further information is required, the HEP will be notified. The HEP seeking re-/accreditation must submit any additional information in the form requested by the date specified.

The HEP seeking re-/accreditation will be notified of the dates of its site visit.

At the conclusion of the site visit, the Assessment Team or nominee will meet with the Head of the Academic Organisational Unit (AOU) and the Head of the AOU's line-manager to discuss the main themes identified and any particular concerns and commendations that members of the Assessment Team may have. During the site visit, the Assessment Team will commence the first draft of the accreditation assessment report. The purpose of this report is to provide the HEP's Head of the AOU with an early indication of the Assessment Team's draft recommendations for accreditation and the grounds on which they are based.

Following the site visit the draft report will be reviewed by APAC's Accreditation Assessment Committee (AAC). The reviewed report will then be forwarded to the HEP's Head of the AOU. The Head of the AOU will have a specified time period within which to submit a rejoinder containing:

- comments on any factual inaccuracies identified in the report,
- additional information and/or evidence that was not available at the time of the site visit, and
- comments on the findings, conclusions, or recommendations contained in the report.

If a rejoinder is not received from the Head of the AOU within the specified time period, acceptance of the report as it is will be assumed.

Based on information received from the HEP and the Assessment Team's report, the AAC will recommend to the APAC Board a decision concerning the accreditation status of the program or programs under assessment. The APAC Board will make a determination on the accreditation of these programs.

If the recommendation from the AAC to the APAC Board is that accreditation of a program or programs should be Accreditation Refused or Accreditation Revoked, the HEP will be provided an opportunity to respond to that recommendation via a show cause process prior to a final determination being made.

The Chair of APAC (or delegate) will notify the HEP of the outcome of the assessment for accreditation. The possible outcomes of an assessment are set out in Section 3 of these *Rules*.

APAC will provide a report of its accreditation determinations to the PsyBA as the National Board for psychology and a summary report will be published on the APAC website. See Section 3 below.

2.11 Composition of an Assessment Team

APAC has a pool of qualified assessors who are approved by the APAC Board. From this pool, APAC will appoint an Assessment Team for each accreditation assessment.

The Assessment Team usually comprises:

- an Assessment Team Leader who is an experienced assessor whose usual place of employment is not located in the same city as the HEP being assessed, and who is responsible for coordinating the assessment
- further assessors as required, whose usual place of employment is not located in the same city as the HEP being assessed
- at least one APAC staff member

On occasion, with the permission of the HEP, the Assessment Team may be accompanied by one or more observers. An observer is not part of the Assessment Team and will play no role in the assessment process.

Each member of the Assessment Team is required to sign a confidentiality agreement and a declaration of any relevant personal or professional interest that may be perceived to conflict with his/her ability to undertake impartially his/her duties as a member of an Assessment Team.

The Head of the AOU will be informed in writing of the names of the members of the Assessment Team and any observers at least four (4) weeks prior to the site visit. The HEP will be notified of any subsequent changes to these names as soon as practicable.

Upon receiving notification of the composition of the Assessment Team, the Head of the AOU must within one (1) week, advise APAC in writing that:

- the AOU has no objections to the composition of the Assessment Team on the grounds of a potential conflict of interest; or
- it believes that a potential conflict of interest exists with one or more of the Assessment Team members, including details of what the HEP considers to be the potential conflict of interest and how the potential conflict of interest is material to the assessment review.

All potential conflicts of interest regarding the composition of the Assessment Team must be raised with APAC by the Head of the AOU. Any potential conflict of interest raised by other parties will not be considered.

APAC will consider the potential conflict of interest raised by the AOU in accordance with its *Potential conflict of interest procedure*.

2.12 Site visits

The Assessment Team will make a site visit at the date notified to the HEP.

The purpose of a site visit includes:

- to provide the Assessment Team with the opportunity to clarify or to seek further information about any issues arising from the *Submission* and its attachments
- to enable the Assessment Team to check that all resources, policies and procedures of the HEP meet the *Accreditation Standards*, and
- to allow the Assessment Team to meet and to interview staff, students and other relevant persons, and to review teaching methods, materials and student assessments.

Upon receipt of confirmation of the date for the site visit, the HEP will prepare a proposed *Site visit schedule*. Consideration will be given to providing the Assessment Team with sufficient time to conduct all required assessments. A copy of the *Site visit schedule* template is available on the APAC website and from the APAC office.

The proposed *Site visit schedule* must be submitted by the date specified by APAC so that planning by the Assessment Team can be undertaken.

The final schedule is developed in consultation with the HEP, APAC and the Assessment Team.

If the HEP delivers the programs being accredited at more than one campus, the Assessment Team may conduct a site visit to each of these campuses.

The duration of a site visit will depend on the number of campuses and the complexity of the programs to be accredited. Members of the Assessment Team must be given sufficient time to examine all the resources for the programs being assessed.

The HEP will be responsible for coordinating all arrangements for the site visit in consultation with the APAC office. APAC will be responsible for the organisation of all site visit travel and accommodation.

2.13 Exceptional circumstances extension of accreditation period

The HEP may apply to extend its accreditation period for no more than twelve (12) months from the date of expiry.

An application for extension of an accreditation period:

- can only be made for exceptional circumstances, and
- must be made prior to 31 October in the year before the expiry of the current accreditation period.

If a further extension is required, the HEP must make an application for accreditation at least four (4) months before the end of the extended period.

If the HEP fails to make an application in the timeframe set, APAC cannot guarantee that an assessment of the relevant programs can be completed before the extended period expires.

If, despite its best endeavours, APAC is unable to make an accreditation determination prior to the expiry of the extended period, the HEP's accredited programs will hold the status of Accreditation expired at the expiry of the extended period.

2.14 Fees and costs

Fees for accreditation are set annually by APAC and listed in the *APAC Schedule of fees*, available on the APAC website. Fees apply to both cycle re-accreditation and out of cycle initial assessments.

APAC will issue a tax invoice for payment of fees for accreditation and associated site visit costs.

The cost of offshore travel, including premium economy airfares where available (otherwise business class airfares), accommodation, meals, taxi fares and any other expenses associated with an offshore site visit by the Assessment Team will be the responsibility of the HEP. The HEP will be invoiced for the costs after the site visit.

Failure to pay outstanding invoices by the time specified by APAC may result in accreditation of the HEP's programs being revoked, or an assessment being delayed or not being undertaken.

2.15 Timelines

APAC publishes on its website the timelines for accreditation cycles.

If an assessment is conducted outside an APAC accreditation cycle, the dates and the steps in the timeline listed may be varied at APAC's sole discretion.

3. Outcomes from the accreditation process

3.1 Accreditation of the HEP's programs

Once APAC has made a determination on the accreditation status of a program, it will provide a report to the Psychology Board of Australia (PsyBA) in accordance with Section 48 of the *National Law*.

Pursuant to Section 49 of the *National Law*:

- the PsyBA may approve or not approve an accredited program for the purpose of qualification for registration as a psychologist. If APAC does not accredit a program, the PsyBA is unable to approve that program for qualification for registration as a psychologist.
- the PsyBA must publish the titles of approved programs on its website. Formal approval of the accreditation of a program does not take effect until the program is published on the PsyBA website.

The PsyBA will notify APAC whether it approves or refuses to approve the accredited programs as qualifications for the purpose of registration as a psychologist in accordance with Section 49 of the *National Law*.

3.2 Accreditation status

The HEP's programs may be granted the following accreditation status:

- Accreditation without conditions
- Accreditation with conditions
- Accreditation revoked, or
- Accreditation expired.

Any program which is unsuccessful in gaining Accreditation without conditions, or Accreditation with conditions, will have no accreditation status.

3.2.1 Accreditation without conditions (Section 48 of the *National Law*)

Accreditation without conditions will be granted if the program meets all of the relevant *Accreditation Standards*.

3.2.2 Accreditation with conditions (Sections 48 and 50 of the *National Law*)

Accreditation with conditions will be granted when, APAC has determined that:

- the program meets most of the applicable *Accreditation Standards*, and those not met at the time of assessment are likely to be met within the time specified by APAC
- following the accreditation process, the HEP has made changes to its accredited program and/or its supporting resources such that the program is at risk or no longer meets the *Accreditation Standards* and the *Accreditation Standards* not met at the time of assessment are likely to be met within the time specified by APAC
- following an audit of a HEP's program, it no longer meets the *Accreditation Standards*, and the *Accreditation Standards* not met at the time of audit are likely to be successfully addressed within the time specified by APAC.

In determining what a reasonable period of time is to satisfy a new or altered condition or conditions, APAC will consider:

- the number and seriousness of the conditions;
- the number of programs provided by the HEP with conditions;
- any history of previous failure to meet conditions within a reasonable time.

An HEP with programs having the status of Accreditation with conditions is required to submit a mandatory report to APAC setting out the progress made towards meeting the *Accreditation Standards* by a date specified by APAC.

If all conditions are addressed by the specified date, then the accreditation status may be reassessed and a status of Accreditation without conditions may be granted.

If any condition has not been addressed to APAC's satisfaction, then the program may be determined as having Accreditation revoked.

3.2.3 Accreditation revoked, (Sections 50 and 51 of the *National Law*)

APAC may revoke the accreditation of a program of study if it reasonably believes that the program of study does not meet the *Accreditation Standards* and that the imposition of conditions, or further conditions, will not ensure that the program of study will meet the Standards within a reasonable time.

In determining that the imposition of conditions will not be effective, APAC may have regard to previous failures of the education provider to meet the *Accreditation Standards*, and will consider both the seriousness and sustained or repeated nature of any such failures.

3.2.4 Accreditation expired (Sections 50 and 51 of the *National Law*)

A status of Accreditation expired will be determined for an accredited program if:

- the accreditation period has come to an end and either no *Submission* has been received or no assessment for re-accreditation has been undertaken, or
- a *Submission* for re-accreditation has been made after the expiry of the accreditation period and the program has not been assessed for re-accreditation.

3.2.5 No accreditation status (Section 48 of the *National Law*)

No accreditation status will be determined if the information and supporting evidence provided in a new *Submission* for accreditation or a *Submission* for re-accreditation is assessed as unsuccessful in gaining Accreditation without conditions or Accreditation with conditions.

APAC may refuse the accreditation of a program of study if it reasonably believes that the program of study does not meet the *Accreditation Standards* and that the imposition of conditions will not ensure that the program of study will meet the Standards within a reasonable time.

In determining that the imposition of conditions will not to be effective, APAC may have regard to previous failures of the education provider to meet the *Accreditation Standards* for other programs and will consider both the seriousness and sustained or repeated nature of any such failures.

3.3 Change of accreditation status

The accreditation status of a HEP's program may be changed as a result of:

- the closure of the HEP or the AOU out of which all or part of an accredited program is taught
- the cessation of a program by the HEP
- an APAC accreditation assessment
- an APAC audit or monitoring process
- failure to meet the requirements of Accreditation with conditions.

APAC will notify the PsyBA of a change in status pursuant to Section 50 of the *National Law*.

If APAC changes the status of a program to Accreditation revoked, the approval of that program by the PsyBA is cancelled, pursuant to Section 51 of the *National Law*.

The HEP that has its program accreditation status changed may:

- seek an internal review of the decision to change accreditation status, or
- resubmit a new application for accreditation at any time.

3.4 Changes to the HEP or a program during the accreditation period

APAC monitors accredited programs to ensure that they continue to meet the *Accreditation Standards*, pursuant to Section 50 of the *National Law*.

It is the responsibility of the HEP to inform APAC as soon as possible of any changes or proposed changes to the delivery of its accredited programs, including but not limited to:

- a change to a multiple campus arrangement
- a change to a program title
- a change to the staff responsible for teaching in the program
- a change to resources supporting the program, and
- a change to the content and/or mode of delivery of a program.

It is also the HEP's responsibility to inform APAC as soon as possible of any plans to change its department or school of psychology or other relevant AOU.

APAC will work cooperatively with the HEP to manage short-term difficulties that may arise from a proposed change.

Failure to inform APAC of any changes may impact on the future accreditation status of the program.

If a change to accreditation status is determined by APAC, it will notify the PsyBA pursuant to Section 50 of the *National Law*.

3.5 Publication of accreditation status

3.5.1 Publication by APAC

APAC will maintain a publicly available list of all current APAC accredited programs on the APAC website. The list will state the current accreditation status and will be regularly amended to reflect any change in the accreditation status.

APAC may also publish on its website a summary of the outcomes of each accreditation assessment it conducts.

3.5.2 Publication by the PsyBA

The PsyBA will publish a list of all approved APAC accredited programs on its website as required under Section 49 of the *National Law*.

3.5.3 Publication by HEP

It is the responsibility of the HEP, at all times, to inform students and stakeholders accurately of the APAC accreditation status of its programs.

If an HEP changes the title of the qualification awarded on completion of an APAC accredited program, or changes any other significant part of a program, the HEP must not represent that the amended program is accredited by APAC or approved by the PsyBA.

4. Ongoing monitoring of accredited programs

4.1 Annual reporting

The HEP must submit an APAC *Annual report* form at a time specified by APAC.

Failure to do so may result in the determination of Accreditation with conditions for the program.

An *Annual report* form is not required to be submitted in the final year of the HEP's current accreditation cycle if the HEP intends to make an application for re-accreditation.

4.2 Auditing compliance with the *Accreditation Standards*

APAC may audit the HEP's accredited programs at any time during the accreditation period if it reasonably believes that one or more of its programs may no longer comply with the *Accreditation Standards*.

The audit may include one or more of the following:

- a request for information about one or more of the HEP's programs
- a request for copies of current program documentation
- a request for interview with one or more members of staff, students, or other stakeholders who might in APAC's view reasonably be expected to contribute information useful to the conduct of the audit, and
- a site visit or visits to one or more campuses, as well as other locations where student placements or other components of education and training are conducted and/or assessed.

APAC will provide the HEP with at least twenty-one (21) days written notice of an audit.

The HEP must provide APAC with full access to staff, students, resources, documentation and facilities requested by APAC for the purpose of conducting an audit.

4.3 Costs of an audit

The cost of the audit, including APAC assessment fees, will be paid by the HEP.

If a site visit is conducted as part of the audit, the costs for travel, accommodation, meals and taxi fares for the Assessment Team will be paid by the HEP.

Invoices issued by APAC will be:

- itemised
- issued within six (6) weeks of the end of the audit, and
- payable by the HEP within thirty (30) days of the date of invoice.

5. Internal review and complaints

5.1 Internal review

If the HEP is not satisfied with APAC's assessment and determination, it may seek an internal review of the decision. The *Internal review process* is available from the APAC office.

5.2 Complaints against HEPs

APAC may investigate a complaint received about the HEP if it relates to any part of the *Accreditation Standards*. The *Complaints process* is available from the APAC office.

6. Appendix: Definitions

Academic organisational unit (AOU) means a department or school, or other separately identifiable academic organisational unit of a higher education provider (e.g., a discipline unit). The AOU provides tertiary education and is responsible for the psychology programs therein.

Accreditation Standards for Psychology Programs (or Accreditation Standards) means those *Accreditation Standards* as approved by the PsyBA and published on the Board's website as an approved accreditation standard pursuant to Sections 47 and 48 of the *National Law*.

Accreditation period means the period of time for which a HEP's programs are accredited as meeting the *Accreditation Standards*. The accreditation period is usually five (5) years commencing on 1 January of the year following the accreditation assessment process, and ending on 31 December in the fifth year of the cycle.

Accreditation revoked means the removal of accreditation from a program consistent with Section 50 of the *National Law*.

Accreditation Assessment Committee (or AAC) means the APAC Accreditation Assessment Committee, and is a committee of experienced and certified accreditation assessors who provide expert accreditation assessments, reports and recommendations, and assessment advice to the APAC Board. The Committee operates under APAC's authority, with accreditation assessment processes being coordinated by APAC office staff. Assessment reports and accompanying recommendations are scrutinised by the AAC, and APAC staff, before being considered by the APAC Board, which is responsible for final accreditation decisions.

Accreditation with conditions (or Accredited with conditions) means that APAC has determined that a program substantially meets the relevant *Accreditation Standards* and the imposition of conditions on accreditation will ensure the program meets the *Accreditation Standards* within a reasonable time, consistent with Section 48 of the *National Law*.

Accreditation without conditions (or Accredited without conditions) means that a program has been assessed as meeting all of the *Accreditation Standards*, consistent with Section 48 of the *National Law*.

APAC website means the web pages accessed through <https://www.psychologycouncil.org.au/> or such other website as published by APAC from time to time.

AQF means the current edition of the Australian Qualifications Framework.

Applicant means the HEP making an application for assessment for accreditation of its programs.

Application form means the appropriate application form as published by APAC from time to time.

Assessment Team means an expert team appointed by APAC whose primary function is to assess the evidence for each HEP's psychology programs against the *Accreditation Standards*.

Fees for accreditation means all of the monies required to be paid to APAC in consideration of any APAC accreditation assessment, as set out in the fee schedule published by APAC from time to time.

Higher education provider (HEP) means a higher education provider registered in Australia by the Tertiary Education Quality and Standards Agency (TEQSA) under the *Higher Education Standards Framework (HESF)*.

Internal review means a review of a decision relating to Accreditation, as required by the *National Law* (ss 48[5] and [6]), and carried out under the provisions of Section 5 of these *Rules*.

National Law means the *Health Practitioner Regulation National Law (2009)* as enacted in each state and territory of Australia.

National Board (also referred to as National Registration Board or PsyBA) means the Psychology Board of Australia, a national health practitioner board established pursuant to Section 31 of the *National Law*, and including its regional boards. One of the functions of the National Board is the registration of psychologists.

Notification of intended application (NOIA) means the form used to notify APAC of an applicant's intention to seek a cycle re-accreditation assessment.

Notice of intent (NOI) means the form used to advise APAC of an applicant's intention to seek an initial out of cycle accreditation assessment for a newly proposed program.

Offshore means not physically located in Australian States and Territories.

Program (also referred to as Program of study), in the context of the *Accreditation Standards for Psychology Programs* and APAC's accreditation processes encompasses:

- a higher education program of study in psychology that leads to the achievement of an AQF qualification, or
- a higher education sequence of study that is a structured set of units comprising the learning and assessment required for achievement of one or more levels of the graduate competencies leading to the achievement of an AQF qualification, or
- a higher education sequence of study that is a structured set of units that comprises the learning and assessment required for achievement of one or more professional competencies for specialised areas of practice.

Psychology Board of Australia (PsyBA) is responsible under the *National Law* for the registration of psychologists in Australia and the development of standards, codes and guidelines for the psychology profession.

Psychologist, the PsyBA provides the following information about who is a psychologist in relation to registration status as follows:

- Psychologists with general registration have unrestricted rights to use the title 'Psychologist' or 'Registered Psychologist', and may undertake any work using that title;
- Candidates undertaking doctoral degrees who have general registration, but do not have an endorsement, may only refer to themselves as a 'Psychologist' or 'Registered Psychologist';

- Provisionally registered psychologists undertaking the 4+2 pathway or the higher degree pathway for the purpose of obtaining general registration must only use the title 'Provisional Psychologist';
- A psychologist enrolled in a Board registrar program leading to an endorsement may use the title 'Registrar' along with the area or areas of practice (e.g., 'Clinical Psychology Registrar');
- Psychologists with an endorsement may use the title associated with that area or areas of practice (e.g., 'Clinical Psychologist'); and
- Non-practising registration allows a person to remain on the register and to continue to use the protected title 'Psychologist'.

Rules mean these rules prescribed by APAC and amended from time to time, applying to APAC's accreditation processes.

Sequence means a recognised set of units of study in psychology and the rules governing their completion including the order in which they must be undertaken.

Site visit means the attendance by an APAC assessor or assessors to a campus of the HEP or to another relevant location, undertaken as part of the process of assessment to determine the extent to which programs comply with the *Accreditation Standards*.

TEQSA refers to The Tertiary Education Quality and Standards Agency. TEQSA is Australia's independent national regulator of the higher education sector. TEQSA registers and evaluates the performance of higher education providers against the *Higher Education Standards Framework (HESF)* - specifically the Threshold Standards.

Unit means a separate and identifiable component of an undergraduate or postgraduate program, usually with its own assessment components and with a member of the academic staff responsible for coordination. Note the terms 'subject', 'course', 'topic' or 'sequence' may also be used by providers.

