A site visit is conducted as part of an accreditation review to:

* verify the education provider’s submission of evidence
* evaluate and inspect relevant facilities and resources
* conduct interviews with relevant academic and administrative staff, students, graduates and committees to assess the programs’ compliance against the Standards and students’ attainment of the relevant graduate competencies
* gain a clear understanding of the physical environment and resources that support the programs, and
* clarify any matters raised during the review.

The site visit schedule template is designed to be used as a guide in preparing a structured visit and includes suggested interviewee groups, although the choice of the interviewee group is at the discretion of the education provider. The site visit schedule template also includes suggested timings for interview sessions, allowing 30 to 40 minutes per session depending on the number of interviewees and up to half an hour for questions regarding the pre-recorded tour of the clinic and facilities. Please schedule in relevant interviewee groups and include additional days as required.

Please allow a 10-minute break between each interview session and adjust the timing and length of the sessions as required. You should consider the program sequences to be assessed, the campuses where accredited programs are offered and the location of staff who teaching into these programs to ensure the most effective use of time for all participants.

The Assessment Team will review the proposed schedule and the final schedule is developed in consultation with the education provider, APAC and the Assessment Team.

The final schedule may vary depending on interviewees' availability, and additional meetings may be requested by the Assessment Team to address any issues that arise during the visit.

Should you require more information or assistance, please contact APAC on 03 9999 4900 or accreditation@apac.au.

|  |
| --- |
| **Education provider site visit schedule** |
| **Click to enter date** |
|  |
| **Address** |  |
| **Contact name** |  |
| **Contact number** |  |

Day 1 - Click or tap to enter a date. Level 1 programs

|  |  |  |  |
| --- | --- | --- | --- |
| **Session** | **Time AEST** | **Who** | **Focus of session including Standards** |
| **Please adjust times to allow 30 to 40 minutes per session depending on the number of interviewees** |
|  | 8:45 - 9:00 | APAC assessment team | Set up |
| 1.1 | 9:00 - 9:40 | Head of AOU | Welcome and introductions, acknowledgement of traditional custodians (5 mins, host)Brief overview of purpose and process for the site visit (10 mins, team leader) Changes since previous accreditation / Strategic directions / commitment to resourcing (30 mins)**All** |
| 1.2 | 9:50 - 10:30 |  |  |
|  | **10:30 - 10:50** | **Closed session** | **APAC assessment team discussion** |
|  | **10:50 - 11:00** | **Morning break** | **Closed Session - APAC assessment team discussion** |
| 1.3 | 11:00 - 11:30 |  |  |
| 1.4 | 11:40 - 12:10 |  |  |
| 1.5 | 12:20 - 12:50 |  |  |
|  | **12:50 - 13:00** | **Closed session** | **APAC assessment team discussion** |
|  | **13:00 - 13:30** | **Lunch** | **Closed Session - APAC assessment team discussion** |
| 1.6 | 13:30 - 14:10 |  |  |
| 1.7 | 14:20 - 14:50 |  |  |
|  | **14:50 - 15:00** | **Closed session** | **APAC assessment team discussion** |
|  | **15:00 - 15:10** | **Afternoon break** | **Closed Session - APAC assessment team discussion** |
| 1.8 | 15:10 - 15:50 |  |  |
| 1.9 | 16:00 -16:40 |  |  |

Day 2 - Click or tap to enter a date. Packaged Level 1 and 2 and Level 2 programs

|  |  |  |  |
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| **Session** | **Time AEST** | **Who** | **Focus of session including Standards** |
| **Please adjust times to allow 30 to 40 minutes per session depending on the number of interviewees** |
|  | 8:45 - 9:00 | APAC assessment team | Set up |
| 2.1 | 9:00 - 9:40 |  |  |
| 2.2 | 9:50 - 10:30 |  |  |
|  | **10:30 - 10:50** | **Closed session** | **APAC assessment team discussion** |
|  | **10:50 - 11:00** | **Morning break** | **Closed Session - APAC assessment team discussion** |
| 2.3 | 11:00 - 11:30 |  |  |
| 2.4 | 11:40 - 12:10 |  |  |
| 2.5 | 12:20 - 12:50 |  |  |
|  | **12:50 - 13:00** | **Closed session** | **APAC assessment team discussion** |
|  | **13:00 - 13:30** | **Lunch** | **Closed Session - APAC assessment team discussion** |
| 2.6 | 13:30 - 14:10 |  |  |
| 2.7 | 14:20 - 14:50 |  |  |
|  | **14:50 - 15:00** | **Closed session** | **APAC assessment team discussion** |
|  | **15:00 - 15:10** | **Afternoon break** | **Closed Session - APAC assessment team discussion** |
| 2.8 | 15:10 - 15:50 |  |  |
| 2.9 | 16:00 -16:40 |  |  |

Day 3 - Click or tap to enter a date. Level 3 program

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| **Session** | **Time AEST** | **Who** | **Focus of session including Standards** |
| **Please adjust times to allow 30 to 40 minutes per session depending on the number of interviewees** |
|  | 8:45 - 9:00 | APAC assessment team | Set up |
| 3.1 | 9:00 - 9:40 |  |  |
| 3.2 | 9:50 - 10:30 |  |  |
|  | **10:30 - 10:50** | **Closed session** | **APAC assessment team discussion** |
|  | **10:50 - 11:00** | **Morning break** | **Closed Session - APAC assessment team discussion** |
| 3.3 | 11:00 - 11:30 |  |  |
| 3.4 | 11:40 - 12:10 |  |  |
| 3.5 | 12:20 - 12:50 |  |  |
|  | **12:50 - 13:00** | **Closed session** | **APAC assessment team discussion** |
|  | **13:00 - 13:30** | **Lunch** | **Closed Session - APAC assessment team discussion** |
| 3.6 | 13:30 - 14:10 |  |  |
| 3.7 | 14:20 - 14:50 |  |  |
|  | **14:50 - 15:00** | **Closed session** | **APAC assessment team discussion** |
|  | **15:00 - 15:10** | **Afternoon break** | **Closed Session - APAC assessment team discussion** |
| 3.8 | 15:10 - 15:50 |  |  |
| 3.9 | 16:00 -16:40 |  |  |

Day 4 - Click or tap to enter a date. Packaged Level 3 and 4 Area of Practice Endorsement (AoPE) program

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| **Session** | **Time AEST** | **Who** | **Focus of session including Standards** |
| **Please adjust times to allow 30 to 40 minutes per session depending on the number of interviewees** |
|  | 8:45 - 9:00 | APAC assessment team | Set up |
| 4.1 | 9:00 - 9:40 |  |  |
| 4.2 | 9:50 - 10:30 |  |  |
|  | **10:30 - 10:50** | **Closed session** | **APAC assessment team discussion** |
|  | **10:50 - 11:00** | **Morning break** | **Closed Session - APAC assessment team discussion** |
| 4.3 | 11:00 - 11:30 |  |  |
| 4.4 | 11:40 - 12:10 |  |  |
| 4.5 | 12:20 - 12:50 |  |  |
|  | **12:50 - 13:00** | **Closed session** | **APAC assessment team discussion** |
|  | **13:00 - 13:30** | **Lunch** | **Closed Session - APAC assessment team discussion** |
| 4.6 | 13:30 - 14:00 |  |  |
| 4.7 | 14:10 - 14:40 |  |  |
|  | **14:40 - 14:50** | **Closed session** | **APAC assessment team discussion** |
|  | **14:50 - 15:00** | **Afternoon break** | **Closed Session - APAC assessment team discussion** |
| 4.8 | 15:00 - 15:30 | Call back / additional sessions as needed | APAC assessment team to advise |
|  | **15:30 - 16:00** | **Closed session** | **APAC assessment team discussion** |
| 4.9 | 16:00 -16:30 | Head of AOU and Head of AOU’s line manager | Opportunity to thank provider, discuss preliminary views of the team and advise of next steps |

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| Who | Focus of session including Standards |
| Head of AOU | Welcome and introductions, acknowledgement of traditional custodians (5 mins, host)Brief overview of purpose and process for the site visit (10 mins, team leader) Changes since previous accreditation/Strategic directions / commitment to resourcing (30 mins)**All** |
| Program Co-ordinator | Program structure and overview **All** |
| Subject/Unit Co-ordinators | Program content / learning outcomes & assessment / learning environment & teaching methods / cultural competence / interprofessional learning**Standard 1 Public safety****Standard 3 Program of study****Standard 5 Assessment** |
| Questions regarding the pre-recorded tour of the clinic and facilities (please allow up to half an hour and adjust accordingly) | Facilities and resources support the attainment of learning outcomes**Standard 1 Public safety****Standard 3 Program of study** |
| Learning and teaching committee | Program development / monitoring / quality improvement processes / cultural competence / external input**Standard 2 Academic governance and quality assurance****Standard 3 Program of study****Standard 4 The student experience** |
| Academic staff | Program content / student competence / assessment / support**All** |
| Sessional academic staff | Program content / student competence / assessment / support**Standard 2 Academic governance and quality assurance****Standard 3 Program of study****Standard 5 Assessment** |
| Professional staff (student support, administrative and technical) | Student support / student experience / administration issues **Standard 1 Public safety****Standard 3 Program of study****Standard 4 The student experience** |
| Current students(please allow up to 40 mins and adjust accordingly) | Program content / student experience / assessment / access and support **All** |
| Recent graduates | Program outcomes**Standard 2 Academic governance and quality assurance****Standard 3 Program of study****Standard 4 The student experience****Standard 5 Assessment**  |
| Placement supervisors | Placement experience / student competence / assessment & attainment of graduate competencies**Standard 1 Public safety****Standard 3 Program of study****Standard 5 Assessment** |
| Clinic Director / Placement Co-ordinator | Placement experience / student competence / monitoring processes / support issues / compliance requirements (student registration)**Standard 1 Public safety****Standard 3 Program of study****Standard 5 Assessment**  |
| Assessment / moderation committee | Program assessment strategy / range of assessment / moderation of assessment / student feedback**Standard 3 Program of study****Standard 5 Assessment** |
| Head of AOU and Head of AOU’s line manager | Opportunity to thank provider and advise of next steps |