

# Processes for the Accreditation of Dietetics Education Programs



Dietitians Association of Australia  
ABN 34 008 521 480

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## Definition of terms and abbreviations

**Accreditation:** The process through which a University's Dietetics education program demonstrates that it produces or will produce competent Dietitians.

**Accreditation Application:** The application submitted by a University to the DAA to have a Dietetics education program accredited and, where appropriate, is also referred to as a 'Provisional Accreditation Application', a 'Full Accreditation Application' and a 'Re-Accreditation Application'.

**Accreditation Status:** Means each of 'Provisional Accreditation', 'Full Accreditation' and 'Re-Accreditation' separately as applicable (and where appropriate, all statuses).

**Accreditation Review Report:** is the report prepared by the ART for the Council which details the ART's investigation and recommendations on a University's Accreditation Application.

**Accreditation Review Team (or ART):** The team appointed by the Council consistent with the Reviewer Terms of Reference. The ART is responsible for conducting the review of a University's compliance with the requirements of the Accreditation Status for which the University has applied, and for making recommendations to the Council regarding Accreditation.

**Agreement:** The accreditation agreement between the DAA and the University described in clauses 1.1.1 and 1.1.2.

**AHPRA:** Australian Health Practitioner Regulation Agency.

**APD or Accredited Practising Dietitian:** a credential awarded to dietitians by the DAA through its Accredited Practising Dietitian program (**APD Program**).

**Board:** means the board of directors of the DAA, which ultimately determines whether or not a Dietetic education program offered by a University satisfies the requirements of a particular Accreditation Status.

**Business Day:** means a day on which trading banks are open for ordinary business in the Australian Capital Territory.

**Claims:** Any claim, allegation, debt, cause of action, liability, proceeding, suit or demand of any nature and whether present or future, actual or contingent, fixed or unascertained and arising at law, in equity, under statute or otherwise.

**Conditional Requirements:** Requirements that a University must meet to maintain the Accreditation Status past the defined date applied by DAA.

**Council:** The Australian Dietetics Council.

**DAA:** Dietitians Association of Australia.

**Desktop Review:** A 'desktop review' consists of analysis of the evidence supplied in the Accreditation Application and whether this evidence demonstrates adherence to the Standards.

**Dietetics:** The profession that contributes to the promotion of health and the treatment of illness by optimising the nutrition of communities and individuals. It utilises scientific principles and methods in the study of nutrition and applies these to influence the wider environment affecting food intakes and eating behaviours.

**Dietitian:** A scientist who applies nutrition knowledge to the promotion of health and the primary prevention and the treatment of disease in accordance with stated scientific principles.

**Full Accreditation:** The Accreditation Status awarded to a Dietetics education program that complies with DAA accreditation requirements pursuant to Section 3 and has produced graduate Dietitians.

**NASRHP:** National Alliance of Self Regulating Health Professions.

**NCS:** National Competency Standards for Dietitians in Australia.

**Non-domestic Placement Site (or NDPS):** a placement site that is not geographically located within Australia.

**NDPS Approval Process:** means the process outlined in section 5.3 of this document.

**Processes:** Processes for Accreditation of Dietetics Education Programs (this document).

**Program Qualification:** means the status provided to a Dietetics education program that, prior to enrolling students in the program, successfully completes the Program Qualification Process set out in the DAA document 'Process for Qualification of New Dietetics Education Programs'.

**Provisional Accreditation:** The Accreditation Status awarded to a program that complies with DAA accreditation requirements pursuant to Section 2 but has only recently produced graduate Dietitians. Provisional Accreditation may also be used to describe an ongoing Dietetics education program, which has conditions set to maintain Accreditation of the Dietetics education program.

**Recommendations:** suggestions that a University is required to report on as part of their next Accreditation Application.

**Re-Accreditation:** The process of applying for Full Accreditation of a previously accredited Dietetics education program once that period of Accreditation has elapsed.

**Standards:** The Accreditation Standards for Dietetics Education Programs.

**Site Visit:** means the attendance by the ART at a University's campus/es where the Dietetic education program/s (the subject of an Accreditation Application) would be (or are being) provided, as part of the ART's process of reviewing the Accreditation Application.

**University:** means a university that intends to offer, or currently offers, a Dietetic education program which seeks an Accreditation Status.

# Introduction

## Background

The Dietitians Association of Australia (**DAA**) is the peak body of dietetic and nutrition professionals, providing strategic leadership in food and nutrition through empowerment, advocacy, education, accreditation and communication. DAA serves and protects the public by assuring the quality and continuing improvement of the minimum accepted standard for accredited Nutrition and Dietetics education programs. This includes ensuring that graduate Dietitians have demonstrated competence as described in the National Competency Standards for Dietitians in Australia (**NCS**).

Dietetics is a self-regulated profession, and the DAA is a member of the NASRHP that benchmark against the AHPRA requirements. The Council is responsible for providing independent high-level strategic advice to the DAA on matters relating to accreditation and recognition. The Council ensures that the DAA delivers accreditation and recognition services that are efficient, effective, equitable, accountable and transparent and are framed in a best practice model. The Council communicates to the DAA via the Executive Manager of Accreditation, Recognition and Journal Services, but operates independently to ensure that impartiality is maintained.

The DAA Accreditation Standards documents have been developed for adherence by Universities who seek to conduct, or who are conducting, Dietetics education programs. The accreditation process is designed to produce safe and competent graduates and reflects the respective commitments of both the DAA and the Universities to that ideal. The accreditation documents for Dietetics education programs include:

### 1. Accreditation Standards for Dietetics Education Programs

Details the minimum requirements that Universities must meet to gain accreditation for their Dietetics education program(s) and that Universities must continue to meet to maintain their accreditation.

### 2. Processes for Accreditation of Dietetics Education Programs (this document, as described on page 7)

### 3. Evidence Guide for Dietetics Education Program Providers

This is designed to assist Universities applying for accreditation in submitting sufficient evidence for meeting the Standards.

The fee schedule for accreditation of Dietetics education programs is available on the [DAA website](#). Accreditation fees are determined by the DAA (and may change from time to time). All accreditation fees are non-refundable and accrue to the DAA on application.

In addition to the accreditation documents outlined above, and prior to an application for an Accreditation Status, the DAA provides a Program Qualification process for new Dietetics education programs. This process is outlined in a separate document *Process for Qualification of Dietetics Education Programs*.

While the accreditation documents contain the information required to inform the University of the Program Qualification and Processes, all Universities are encouraged to maintain ongoing contact with the DAA National Office via the Accreditation Manager:

Dietitians Association  
1/8 Phipps Close  
Deakin ACT 2600  
P 02 6189 1200  
E: [accreditation@daa.asn.au](mailto:accreditation@daa.asn.au)

Graduates of Dietetics education programs which hold an Accreditation Status are eligible for membership of the DAA and are eligible to join the APD Program. A full list of DAA Dietetics education programs which hold an Accreditation Status can be found at [www.daa.asn.au](http://www.daa.asn.au) > Universities & recognition of qualifications > Accreditation of dietetic programs > [Dietetic programs currently accredited](#).

### Format of the Processes Document

1. Sections one to five of the Processes includes an overview of the accreditation process, followed by an outline of each type of accreditation:
  - Provisional Accreditation
  - Full Accreditation
  - Re-accreditation
2. Section six outlines the process for termination of the Accreditation process and withdrawal of an Accreditation Status.
3. Section seven sets out the decisions review procedures.

DAA also holds Terms of Reference for Accreditation Reviewers and Accreditation Review Teams. Please see Appendix 2.

# Section 1 Accreditation Process

## 1.1 Commencement and Overview

- 1.1.1 Before the DAA engages in a review of the application for accreditation:
- (a) for programs that do not hold a current Accreditation Status the University must have completed the Program Qualification process; and
  - (b) the University must enter into an accreditation agreement with the DAA (**the Agreement**). The Agreement sets out the basis upon which the DAA will engage in the accreditation process. The Agreement will incorporate an acceptance by the University of the Standards and the Processes.
- 1.1.2 Upon entry into the Agreement, the parties are bound to advance the Accreditation Application on the terms and conditions of the Agreement.
- 1.1.3 The University acknowledges that:
- (a) The University bears the onus of demonstrating to the Accreditation Review Team that the Dietetics education program which is the subject of an Accreditation Application meets or exceeds the relevant requirements of their Accreditation Application;
  - (b) Until that onus is discharged and Accreditation formally granted, the University will not have achieved the Accreditation Status applied for; and
  - (c) DAA bears no liability for delay in the accreditation assessment process beyond expected or anticipated timelines.
- 1.1.4 The DAA acknowledges that it will:
- (a) adequately resource and staff the Process; and
  - (b) ensure its staff communicate clearly with the University about the requirements for the Process.
- 1.1.5 The accreditation process begins with the University completing and submitting an Accreditation Application to the DAA. See Appendix 3 for access to Accreditation Application templates.
- 1.1.6 There are three successive stages of Accreditation, each requiring the University to apply to progress in the process, as follows:
- (a) Provisional Accreditation;
  - (b) Full Accreditation; and
  - (c) Re-Accreditation.

- 1.1.7 All Universities should understand that any failure to supply all the required evidence with the relevant Accreditation Application and to a standard which is acceptable to the DAA can lead to lengthy delays that may affect both the Accreditation Status of a program and the progress towards accreditation. Universities are encouraged to file required reports and evidence in advance of the timelines stipulated.
- 1.1.8 Universities may apply to the DAA for an extension of time to the timelines stipulated in this document by written request to Accreditation Manager. A request for an extension of time must be received by the DAA at least:
- (a) 20 Business Days prior to the deadline for submission of an Accreditation Application, or an interim or final report deadline; and/or
  - (b) 10 Business Days prior to the any other relevant deadline expiring.
- The DAA may grant an extension of time in its absolute discretion and the University acknowledges that any such extension may delay the further assessment of an Application and any decision in respect of an Accreditation Status.
- 1.1.9 The time frames provided to the University to respond to requests for response or further information or evidence are calculated:
- (a) from the date that the correspondence or request is sent by the DAA by email; or
  - (b) from the date specified in the correspondence or request if it is sent by a method other than email.
- 1.1.10 Universities agree that, in the face of any uncertainty as to whether the material submitted in support of an Application is substantiated and/or meets the Standards, the DAA and the Council will give priority to maintaining the Standards and public confidence in the Standards.
- 1.1.11 Universities agree that any application for the review of a decision made under the Decision Review Procedures in Section 7 of this document is apt to cause a delay in the further assessment of an Application.

## **1.2 Acknowledgement of Accreditation Status**

- 1.2.1 The University is, and the DAA is not, responsible for keeping its students informed about:
- (a) each Dietetics education program's Accreditation Status;
  - (b) the progress (or lack thereof) of an application for Accreditation Status;
  - (c) the effect of any absence of progress of an application for Accreditation Status, including where that results from suspension, withdrawal or termination of any process under the Standards and Processes; and

- (d) the effect of those matters on each student's eligibility to join the DAA and the APD Program.

1.2.2 Universities (who are seeking Accreditation Status) who wish to make statements regarding credentialing of graduates and/or the Accreditation Status of their Dietetics education program which are the subject of an application may do so but:

- (a) they do so at their own risk and the University indemnifies the DAA from and against all Claims the DAA suffers, incurs or is liable for either directly or indirectly arising from any statements or representations made by the University;
- (b) they must do so without making any representations on behalf of the DAA and without referring to the DAA's position in respect of the credentialing of graduates, the Accreditation Status or the Accreditation process generally;
- (c) they must consider that timelines outlined in the Processes rely on Accreditation Applications being complete and compliant with the DAA's expectations, delivering information in a form that readily conveys the information in a manner that not only meets the requirements of the Standards and Processes but does so in a manner that is readily comprehended by the DAA; and
- (d) they must acknowledge that an application may be stalled, interrupted, delayed, suspended or terminated due to a range of reasons contemplated by the Standards and Processes and otherwise due to the normal considerations and contingencies due to assessments of evidence based applications.

1.2.3 Without diminishing the disclaimer and indemnity in paragraphs 1.2.1 and 1.2.2, applicant Universities (who are seeking Accreditation Status) who make statements referred to in the preceding paragraph are required to use warnings that the applications made may not succeed within the minimum timelines provided in the Processes and are required to use the following standard wording on webpages or Dietetics education program materials to ensure consistency and reflect an accurate understanding of the Accreditation application process:

- (a) For programs that hold an Accreditation Status:

*This program is currently accredited (or currently provisionally accredited) by the Dietitians Association of Australia (DAA). A graduate of this program is eligible to become a full member of DAA and to join the Accredited Practising Dietitian (APD) Program. The University is required to maintain a current accreditation status as outlined in the DAA accreditation process available via [www.daa.asn.au](http://www.daa.asn.au) > Universities & recognition of qualifications > Accreditation of dietetic programs > [\[include link once finalised\]](#)*

- (b) For programs seeking Accreditation who have submitted their Accreditation Application:

*The University has commenced the accreditation process with the Dietitians Association of Australia (DAA), including submission of an accreditation*

*application to DAA. The University's aim is to achieve accreditation prior to graduation of the first cohort of students. A graduate of an accredited program is eligible to become a full member of DAA, and to join the Accredited Practising Dietitian (APD) Program. Full details of the stages in the DAA accreditation process are available at [www.daa.asn.au](http://www.daa.asn.au) > Universities & recognition of qualifications > Accreditation of dietetic programs > [include [link once finalised](#)]. All enquiries regarding the progress of the program's accreditation review should be directed to the University's Dietetic Program Coordinator.*

- (c) For programs seeking Accreditation who have had their program qualified but have not submitted their Accreditation Application:

*The University has received Program Qualification from the Dietitians Association of Australia (DAA) and has sought advice regarding the processes for the accreditation of the dietetics program. The University is planning to submit an accreditation application within the required timelines, and aiming to achieve accreditation prior to graduation of the first cohort of students. A graduate of an accredited program is eligible to become a member of DAA with dietetics qualifications, and to join the Accredited Practising Dietitian (APD) Program. Full details of the stages in the DAA accreditation process are available at [www.daa.asn.au](http://www.daa.asn.au) > Universities & recognition of qualifications > Accreditation of dietetic programs > [include [link once finalised](#)]. All inquiries regarding the progress of the program's accreditation review should be directed to the University's Dietetics Program Coordinator.*

- 1.2.4 A number of Australian Government departments use wording supplied by the DAA regarding credentialing or registration requirements for the profession of Dietitians. Without diminishing the disclaimer in paragraphs 1.2.1 and 1.2.2, applicant Universities are encouraged, but not required, to use the following wording wherever relevant for uniformity:

*A graduate of a program accredited by the Dietitians Association of Australia (DAA) is eligible to become a DAA member with dietetics qualifications, and to join the Accredited Practising Dietitian (APD) Program. APDs are required to undertake prescribed levels of professional development each year and comply with the DAA Code of Professional Conduct and Statement of Ethical Practice.*

*Eligibility for APD status, or current APD status is a prerequisite of many dietetic positions in Australia. APD status is required for a Medicare or Department of Veterans' Affairs provider number and for provider status with many private health insurers.*

- 1.2.5 The DAA reserves the right to review University webpages and program materials to ensure compliance with this paragraph 1.2.
- 1.2.6 If a University has an Accreditation Status then the DAA may list the program and the University on its webpages confirming that status, but must make clear any relevant conditions or limitations on that status.

- 1.2.7 If an Accreditation Status is suspended, withdrawn or terminated then:
- (a) the DAA may (in its absolute discretion) update its website to note the suspension, withdrawal or termination (as the case may be); and
  - (b) the University must (at the DAA's request) update its webpages or program materials to note the suspension, withdrawal or termination in a form of words reasonably satisfactory to the DAA.
- 1.2.8 By including any statements on the DAA's webpages regarding a University's Accreditation Status, the DAA makes no representation that the University will maintain or achieve the University's applicable Accreditation Status or otherwise that the DAA holds any responsibility to ensure that the University will meet the ongoing compliance requirements of Accreditation.

### **1.3 Interim and Final Reporting**

- 1.3.1 For each Dietetics education program that is the subject of an Accreditation Status, the University may be required to submit the following:
- (a) a report with further evidence to finalise the relevant stage of the accreditation review process;
  - (b) an interim report detailing progression toward meeting applied conditions; and
  - (c) a final report to provide evidence of meeting conditions applied to the Accreditation Status
- 1.3.2 Details of the information required in 1.3.1 will be included in the relevant decision provided by the DAA Board.

## **1.4 Notification of Changes to Programs**

1.4.1 For each Dietetics education program that is the subject of:

- (d) an Accreditation Status; and /or
- (e) an application for an Accreditation Status,

a University must notify the DAA in writing of:

- (c) any changes in the program made, including any made in response to issues identified in the Accreditation Review Report;
- (d) any changes to the program that may impact on the University's Accreditation or competence of graduates, such as, but not limited to staffing, enrolments, curriculum, placements and assessment; or
- (e) any plans to discontinue the program.

1.4.2 Universities must notify DAA in writing prior to implementing the relevant change in paragraph 1.4.1 for the DAA's approval.

1.4.3 Failure to notify the DAA prior to implementing the relevant change in paragraph 1.4.1 may be grounds for action specified in paragraphs 6.1-6.2.

## **1.5 Annual Reporting**

1.5.1 In addition to any notification of changes or proposed changes to the relevant program submitted from time to time, for each program that holds an Accreditation Status, the University must submit an Annual Report to the DAA using the DAA online submission system to report on the status of the program. The Annual Reporting template requires information to be submitted on the Dietetics education program staffing, management, curriculum, and professional placement program.

1.5.2 At least three months prior to the Annual Report being due:

- (a) the DAA will notify the University in writing of the requirements for the Annual Report; and
- (b) the DAA will issue an invoice to the University payable on submission of the Annual Report.

1.5.3 The Annual Report may be used by the DAA to ensure that the University and the program are continuing to meet (or exceed) the Standards during their period of Accreditation.

1.5.4 In the event the DAA (the Accreditation Review Team or the Council) considers that the Annual Report identifies a failure to meet the Standards, the DAA will notify the University with details of the reason for this failure and may take any of the steps identified in Section 6.

## **1.6 Use of the DAA Logo**

- 1.6.1 A University delivering a Dietetics education program(s) which holds an Accreditation Status may wish to feature the DAA logos on their website or program materials once Provisional Accreditation has been awarded but must not do so without first entering into an agreement with the DAA.
- 1.6.2 The Accreditation Manager should be contacted for a copy of this agreement. The DAA will need to review and approve any material the DAA logo is to be used on, prior to distribution.
- 1.6.3 The DAA logo remains the intellectual property of the DAA and may not be used except under licence and in accordance with the permissions of the DAA.

## **1.7 Exclusion of Liability**

- 1.7.1 The University bears the onus to provide to the DAA:
  - (a) full information and documentary evidence to support its application; and
  - (b) whenever requested by the DAA, supplementary full information and documentary evidence as requested by the DAA in a timely fashion.
- 1.7.2 The University agrees:
  - (a) that it bears the onus of demonstrating to the DAA that the Dietetics education program which is the subject of an Accreditation Application meets or exceeds the relevant requirements of their application;
  - (b) that it bears the onus of satisfying the DAA that the evidence supplied in support of its Accreditation Application conveys the information intended to support the application; and
  - (c) that until each such onus is discharged and an Accreditation Status formally granted, the University will not have achieved the Accreditation Status applied for.
- 1.7.3 The University is solely responsible for ensuring that it meets the timelines and the DAA's expectations, delivering information in a form that readily conveys the information in a manner that meets the requirements of the Processes and the Standards and the University accepts that the discharge of responsibility must be achieved prior to:
  - (a) in the case of a Dietetics education program yet to be accredited, the graduation of the first cohort of students enrolled in the Dietetics education program to which the Accreditation Application relates; or
  - (b) in the case of a Dietetics education program which an Accreditation Status already exists (including Provisional Accreditation), before the expiration of a current accreditation period,

whichever is the earlier.

- 1.7.4 The DAA does not accept any liability or responsibility for any Claims arising, whether directly or indirectly, as a result of:
- (a) the DAA not understanding or seeking clarification of information tendered in support of an Accreditation Application, a Notification of Change or an Annual Report or any other report; or
  - (b) a University failing to obtain an Accreditation Status, whether at all or within the anticipated or expected timelines.
- 1.7.5 The DAA does not accept any liability or responsibility for any Claims arising, whether directly or indirectly, as a result of students not being eligible to:
- (a) graduate from an accredited Dietetics education program with the applicant University;
  - (b) become a member of the DAA with recognised Dietetics qualifications; or
  - (c) join the Accredited Practising Dietitian Program (administered by the DAA) which is only open to students who have graduated from an accredited Dietetics education program.
- 1.7.6 The University indemnifies the DAA from and against all Claims which the DAA may suffer, incur or be liable for either directly or indirectly arising from:
- (a) the University's breach of the Agreement;
  - (b) the University's breach of the Processes or the Standards; or
  - (c) a failure by the University to obtain an Accreditation Status for its Dietetics education program,

including, for example only, a claim by a student not being able to graduate from an accredited Dietetics education program with the applicant University.

## Section 2 Provisional Accreditation

### 2.1 Purpose

- 2.1.1 The Provisional Accreditation Process is designed:
- (a) for the University to apply for accreditation for a maximum of two years prior to the graduation of the first cohort of the Dietetics education program; and
  - (b) to assess the University's compliance to the Accreditation Standards and, in the case that the University demonstrates compliance, provide an accreditation status to allow the first cohort of students to graduate with APD eligibility.

### 2.2 Application

- 2.2.1 The University must submit a Provisional Accreditation Application at least 12 months before the first cohort of students are due to graduate (or such other time as the DAA may agree in its absolute discretion).
- 2.2.2 The University may use the *Evidence Guide for Accreditation of Dietetics Education Programs* (which is designed to assist applicants to clarify the nature of the documentary evidence required) to demonstrate how the Dietetics education program meets the Standards.
- 2.2.3 Provisional Accreditation will only be granted if all phases of the review process are completed to the DAA's reasonable satisfaction.
- 2.2.4 Failure to meet all Provisional Accreditation requirements may result in the non-accreditation of the program and/or the DAA taking any one or more of the steps allowed pursuant to paragraph 6.2.

### 2.3 Process

The process for Provisional Accreditation Application and review is outlined in this Section 2.3, and also in figure 1 on page 30. See Appendix 1 for a summary of the timelines.

- 2.3.1 Upon receipt of a Provisional Accreditation Application and provided the relevant fee is paid by the University, the DAA must:
- (a) confirm to the University in writing, that it has received the Provisional Accreditation Application within five (5) Business Days of receipt;
  - (b) ensure that the Council appoints an ART pursuant to the Reviewer Terms of Reference within 30 Business Days of receipt. The ART is responsible for managing the accreditation process and reviewing the Provisional Accreditation Application; and
  - (c) confirm to the University in writing, within five (5) Business Days after the appointment of the ART, that an ART has been appointed.

- 2.3.2 The DAA must organise a tentative Site Visit with the University, pending successful completion of the steps outlined in paragraphs 2.3.3 to 2.3.7. The Site Visit date will be a date that is both suitable for the University and fits within the timelines required to complete the provisional accreditation process in a timely manner.
- 2.3.3 The ART must conduct a “Desktop Review” of the Provisional Accreditation Application within 60 Business Days of the DAA receiving the Provisional Accreditation Application. The ART may, in its absolute discretion, seek further information or evidence from the University.
- 2.3.4 Upon satisfactory completion of the Desktop Review, the ART must conduct a Teleconference to discuss the findings of the Desktop Review and any additional evidence provided by the University as per paragraph 2.3.3.
- 2.3.5 Within 10 Business Days of the Desktop Review Teleconference in paragraph 2.3.4, the ART will communicate in writing with the University regarding issues for clarification or further information and/or modifications to the Dietetics education program or the Provisional Accreditation Application (**the ART Communication**). The ART Chair may offer the University a teleconference to discuss the request of additional information or evidence.
- 2.3.6 Within 20 Business Days of delivery of the ART Communication, the University must provide a written response (with supporting evidence if requested) to the ART (**the University’s Response**).
- 2.3.7 If the University’s Response in paragraph 2.3.6 is reasonably satisfactory to the ART (in its absolute discretion) then within five (5) Business Days of receipt of the University’s Response, the ART will confirm its attendance to the University on the dates previously nominated for the Site Visit, as referred to in paragraph 2.3.2.
- 2.3.8 The University is required to organise attendance of the requested stakeholders to the Site Visit as per the agenda supplied by the ART.
- 2.3.9 During the Site Visit the ART may take the opportunity to:
- (a) clarify issues raised in the Provisional Accreditation Application review, including requesting further evidence where deemed necessary;
  - (b) engage with senior Dietetics education program staff, students, senior management at the University and key stakeholders to discuss accreditation issues (see Appendix 4 for an example agenda with expected attendees);
  - (c) confirm capacity and physical resources of Dietetics education program/s;
  - (d) assess how well the program meets its stated goals and objectives;
  - (e) verify that the program has equipped graduates to meet the NCS;
  - (f) verify that the University meets the Standards; and/or

- (g) confirm that the program has established and demonstrates quality management processes.
- 2.3.10 If the Site Visit is satisfactory to the ART (in its absolute discretion), then the ART will proceed with the Professional Stakeholder Review after 20 Business Days with a response time of 10 Business Days.
- 2.3.11 The Professional Stakeholder Review includes, but is not limited to, a series of online surveys with a number of stakeholders for the University's Dietetics education program including placement educators/supervisors and final year students. Responses to the Professional Stakeholder Review are an integral part of the review process; the University should inform stakeholders of the survey and its relevance.
- 2.3.12 The DAA reserves the right to conduct the Site Visit and/or the Professional Stakeholder Review in a different order to that which is set out in this Processes document. The purpose of re-ordering the timing of the Site Visit and/or the Professional Stakeholder Review is to ensure that the DAA can adapt the process to suit the program design. Notwithstanding there may be a different order, both aspects of this process must be completed prior to the ART preparing an Accreditation Review Report.
- 2.3.13 If the data from the Professional Stakeholder Review is satisfactory to the ART (in its absolute discretion) then within 20 Business Days of completion of the consideration of the data, the ART must complete their Accreditation Review Report and provide that to the Council.
- 2.3.14 Within 15 Business Days of receipt of the Accreditation Review Report, the Council must determine if the University and the Dietetics education program meet the DAA's requirements for Provisional Accreditation. The Council must forward its formal recommendation to the DAA Board regarding the Accreditation Status of the program.
- 2.3.15 Within 15 Business Days of receipt of the recommendation from the Council, the DAA Board must determine if they are reasonably satisfied that the University and the Dietetics education program meet the DAA's requirements for Provisional Accreditation.
- 2.3.16 If, in the DAA Board's absolute discretion, the University or the University's program does not meet the requirements for accreditation, then Provisional Accreditation will not be granted. The Accreditation Review Report in paragraph 2.3.19 will outline reasons for this decision.
- 2.3.17 If, in the DAA Board's absolute discretion, the University and the University's program meets the requirements for accreditation then the DAA Board will formally accredit the program as "Provisionally Accredited", outlining any Conditional Requirements and/or Recommendations, and the DAA Board will issue a Certificate of Accreditation for Provisional Accreditation.
- 2.3.18 Whilst the DAA Board must consider the recommendation of the Council in making the decision in paragraph 2.3.14, the DAA Board is not required to follow that recommendation.

- 2.3.19 Within five (5) Business Days of the DAA Board making the decision in paragraph 2.3.15, the DAA must forward the decision and Accreditation Review Report to the University.
- 2.3.20 The University will be provided 10 Business Days, from the date that the DAA notifies that University of the decision pursuant to paragraph 2.3.19, to review the Accreditation Review Report and raise any identified errors of fact with the DAA.
- 2.3.21 Where the DAA is notified of an error of fact(s), pursuant to paragraph 2.3.20, the ART will meet within five (5) Business Days from receipt of this notification to discuss the impact of the error on the DAA Board's decision. The ART's recommendation will be passed on to the Council within two (2) Business Days of the ART meeting.
- 2.3.22 The Council will convene within five (5) Business Days to discuss the impact of the error of fact(s) and determine the impact on the DAA Board's decision. If the decision is not altered by the error of fact(s):
- a) the Accreditation Review Report will be amended accordingly and sent to the DAA Board for information; and
  - b) the updated Accreditation Review Report will be sent to the University within five (5) Business Days of the Council meeting.
- 2.3.23 If the DAA Board's decision will be altered by the error of fact(s) in paragraph 2.3.20:
- a) the Accreditation Review Report will be modified according to this decision and a formal recommendation regarding the Accreditation Status of the program forwarded to the DAA Board within two (2) Business Days of the Council meeting;
  - b) the DAA Board will meet within seven (7) Business Days from the Council meeting to make a final determination on the program's accreditation; and
  - c) the updated Accreditation Review Report and the DAA Board's updated decision will be sent to the University within five (5) Business Days from the DAA Board meeting.
- 2.3.24 During the 10 Business Days pursuant to paragraph 2.3.20 the DAA will not disclose the accreditation decision to the public and will not update the DAA website. If:
- (a) the University does not provide any response to the DAA Board's decision in the 10 Business Day period in paragraph 2.3.20 or if the process in paragraphs 2.3.21 to 2.3.23 is completed, then the DAA will be free to disclose the DAA Board's decision to the public and may update the DAA website accordingly; and
  - (b) the University responds to the DAA Board's decision in the 10 Business Day period in paragraph 2.3.20, then paragraphs 2.3.21 to 2.3.23 apply and during those time frames, the DAA will not disclose the DAA Board's decision to the public and will not update the DAA website.
- 2.3.25 At any stage of the Provisional Accreditation process, the DAA, the ART or the Council may request further information or evidence to determine a University's and/or

program/s compliance with the accreditation requirements. Subject to paragraph 2.3.26 the University must provide all information or evidence requested in a reasonable timeframe.

2.3.26 At any stage of the Provisional Accreditation process, the Council Chair or ART Chair may contact the University directly to clarify issues of concern, and may request a meeting with the University to resolve issues during the accreditation process.

2.3.27 The DAA acknowledges that a University may withhold information or evidence if legislation applicable in the University's jurisdiction prevents such disclosure. For example, withholding 'sensitive information' pursuant to the *Privacy Act 1988* (Cth) if the University does not have the appropriate consent or withholding 'medical records' pursuant to the *Health Records (Privacy and Access) Act 1997* (ACT).

## **2.4 Period of Accreditation**

2.4.1 The maximum period which a University can hold Provisional Accreditation Status for a specific Dietetics education program is two years.

2.4.2 Notwithstanding the maximum period of accreditation in paragraph 2.4.1, the DAA may grant a shorter period of Provisional Accreditation or may accredit Dietetics education programs subject to specific conditions being met by the University (in the DAA's absolute discretion).

## Section 3 Full Accreditation

### 3.1 Purpose

3.1.1 The Full Accreditation Process is designed:

- (a) for a University that holds Provisional Accreditation Status for a Dietetics education program to apply for Full Accreditation for a maximum of five years; and
- (b) for the DAA to assess the University's on-going compliance with the Accreditation Standards.

### 3.2 Application

3.2.1 The University must submit a Full Accreditation Application at least 12 months before the expiration of the Provisional Accreditation period (or such other time as the DAA may agree in its absolute discretion).

3.2.2 The University may use the *Evidence Guide for Accreditation of Dietetics Education Programs* (which is designed to assist applicants to clarify the nature of the documentary evidence required) to demonstrate how the Dietetics education program meets the Standards.

3.2.3 Full Accreditation will only be granted if all phases of the review process are completed to the DAA's reasonable satisfaction.

3.2.4 Failure to meet all Full Accreditation requirements may result in the University continuing to hold Provisional Accreditation and/or the DAA taking any one or more of the steps allowed pursuant to paragraph 6.2.

### 3.3 Process

The process for Full Accreditation application and review is outlined in this Section 3.3 and also in figure 1 on page 30. See Appendix 1 for a summary of the timelines.

3.3.1 Upon receipt of a Full Accreditation Application and provided that the relevant fee is paid by the University, the DAA must:

- (a) confirm to the University in writing, that it has received the Full Accreditation Application within five (5) Business Days of receipt;
- (b) ensure that the Council appoints an ART within 30 Business Days of receipt who will manage the accreditation process and review the Full Accreditation Application; and
- (c) confirm to the University in writing, as soon as practicable after the appointment of the ART, that an ART has been appointed.

- 3.3.2 The DAA must organise a tentative Site Visit with the University, pending successful completion of the steps outlined in paragraphs 3.3.3 to 3.3.9.
- 3.3.3 The ART must conduct a “Desktop Review” of the Full Accreditation Application within 60 Business Days of the DAA receiving the Accreditation Application. The ART may, in its absolute discretion, seek further information or evidence from the University.
- 3.3.4 Upon satisfactory completion of the Desktop Review, the ART must conduct a Teleconference to discuss the findings of the Desktop Review and any additional evidence provided by the University as per paragraph 3.3.3.
- 3.3.5 Within 10 Business Days of the Desktop Review Teleconference in paragraph 3.3.4, the ART will communicate in writing with the University regarding issues for clarification or further information and/or modifications to the Dietetics education program or the Full Accreditation Application (**the ART Communication**). The ART Chair may offer the University a teleconference to discuss the request of additional information or evidence.
- 3.3.6 Within 20 Business Days of delivery of the ART Communication, the University must provide a written response (with supporting evidence if requested) to the ART (**the University’s Response**).
- 3.3.7 If the University’s Response in paragraph 3.3.6 is reasonably satisfactory to the ART (in their absolute discretion) then within 10 Business Days of receipt of the University’s Response, the ART must conduct a Professional Stakeholder Review. The ART will also confirm the agenda for the Site Visit, as referred to in paragraph 3.3.2.
- 3.3.8 The University is required to organise attendance of the requested stakeholders to the Site Visit as per the agenda supplied by the ART.
- 3.3.9 The Professional Stakeholder Review includes, but is not limited to, a series of online surveys with a number of stakeholders for the University’s Dietetics education program including placement educators/supervisors and final year students. Responses to the Professional Stakeholder Review are an integral part of the review process; the University should inform stakeholders of the survey and its relevance.
- 3.3.10 The DAA reserves the right to conduct the Site Visit and/or the Professional Stakeholder Review in a different order to that which is set out in this Processes document. The purpose of re-ordering the timing of the Site Visit and/or the Professional Stakeholder Review is to ensure that the DAA can adapt the process to suit the program design. Notwithstanding there may be a different order, both aspects of this process must be completed prior to the ART preparing an Accreditation Review Report.

- 3.3.11 During the Site Visit the ART may take the opportunity to:
- (a) clarify issues raised in the Full Accreditation Application review, including requesting further evidence where deemed necessary;
  - (b) engage with senior Dietetics education program staff, students, senior management at the University and key stakeholders to discuss accreditation issues;
  - (c) confirm capacity and physical resources of program/s;
  - (d) assess how well the program meets its stated goals and objectives;
  - (e) verify that the program has equipped graduates to meet the NCS;
  - (f) verify that the University meets the Standards; and/or
  - (g) confirm that the program has established and demonstrates quality management processes.
- 3.3.12 If the Site Visit is satisfactory to the ART (in its absolute discretion) then within 30 Business Days the ART must complete their Accreditation Review Report and provide that to the Council.
- 3.3.13 Within 15 Business Days of receipt of the Accreditation Review Report, the Council must determine if the University and the Dietetics education program meet the DAA's requirements for Full Accreditation. The Council must forward its formal recommendation to the DAA Board regarding the Accreditation Status of the program.
- 3.3.14 Within 15 Business Days of receipt of the recommendation from the Council, the DAA Board must determine if they are reasonably satisfied that the University and the Dietetics education program meet the DAA's requirements for Full Accreditation.
- 3.3.15 If, in the DAA Board's absolute discretion, the University or the University's program does not meet the requirements for accreditation then Full Accreditation will not be granted and the DAA reserves the right to suspend the current Accreditation Status pursuant to paragraph 6.2 or accredit the program as "Provisionally Accredited" outlining any Conditional Requirements. The Accreditation Review Report in paragraph 3.3.18 will outline the reasons for this decision.
- 3.3.16 If, in the DAA Board's absolute discretion, the University and the University's program meets the requirements for accreditation then the DAA Board will formally accredit the program as "Fully Accredited", outlining any Conditional Requirements and the DAA Board will issue a Certificate of Accreditation for Full Accreditation.
- 3.3.17 Whilst the DAA Board must consider the recommendation of the Council in making the decision in paragraph 3.3.14, the DAA Board is not required to follow that recommendation.

- 3.3.18 Within five (5) Business Days of the DAA Board making the decision in paragraph 3.3.14, the DAA must forward the decision and Accreditation Review Report to the University.
- 3.3.19 The University will be provided 10 Business Days, from the date that the DAA notifies that University of the decision pursuant to paragraph 3.3.18, to review the Accreditation Review Report and raise any identified errors of fact with the DAA.
- 3.3.20 Where the DAA is notified of an error of fact(s), pursuant to paragraph 3.3.19, the ART will meet within five (5) Business Days from receipt of this notification to discuss the impact of the error on the DAA Board's decision. The ART's recommendation will be passed on to the Council within two (2) Business Days of the ART meeting.
- 3.3.21 The Council will convene within five (5) Business Days to discuss the impact of the error of fact(s) and determine the impact on the DAA Board's decision. If the decision is not altered by the error of fact(s):
- (a) the Accreditation Review Report will be amended accordingly and sent to the DAA Board for information; and
  - (b) the updated Accreditation Review Report will be sent to the University within five (5) Business Days of the Council meeting.
- 3.3.22 If the DAA Board's decision will be altered by the error of fact(s) in paragraph 3.3.19:
- (a) the Accreditation Review Report will be modified according to this decision and a formal recommendation regarding the Accreditation Status of the program forwarded to the DAA Board within two (2) Business Days of the Council meeting;
  - (b) the DAA Board will meet within seven (7) Business Days from the Council meeting to make a final determination on the program's accreditation; and
  - (c) the updated Accreditation Review Report and the DAA Board's updated decision will be sent to the University within five (5) Business Days from the DAA Board meeting.
- 3.3.23 During the 10 Business Day period in paragraph 3.3.19, the DAA will not disclose the DAA Board's decision to the public and will not update the DAA website. If:
- (a) the University does not provide any response to the DAA Board's decision in the 10 Business Day period in paragraph 3.3.19, or if the process in paragraphs 3.3.20 to 3.3.22 is completed, then the DAA will be free to disclose the DAA Board's decision to the public and may update the DAA website accordingly; and
  - (b) the University responds to the DAA Board's decision in the 10 Business Day period in paragraph 3.3.19, then paragraphs 3.3.20 to 3.3.22 apply and during those time frames, the DAA will not disclose the DAA Board's decision to the public and will not update the DAA website.
- 3.3.24 At any stage of the Full Accreditation process, the DAA, the ART or the Council may request further information or evidence to determine a University's and/or program/s

compliance with the accreditation requirements. Subject to paragraph 3.3.26, the University must provide all information or evidence requested in a reasonable timeframe.

- 3.3.25 At any stage of the Full Accreditation process, the Council Chair or ART Chair may contact the University directly to clarify issues of concern, and may request a meeting with the University to resolve issues during the accreditation process.
- 3.3.26 The DAA acknowledges that a University may withhold information or evidence if legislation applicable in the University's jurisdiction prevents such disclosure. For example, withholding 'sensitive information' pursuant to the *Privacy Act 1988* (Cth) if the University does not have the appropriate consent or withholding 'medical records' pursuant to the *Health Records (Privacy and Access) Act 1997* (ACT).

### **3.4 Period of Accreditation**

- 3.4.1 The maximum period which a University's Dietetics education program can hold Full Accreditation Status is five years before a Re-Accreditation Application must be completed as outlined in Section 4.
- 3.4.2 Notwithstanding the maximum period of Full Accreditation in paragraph 3.4.1, the DAA may grant a shorter period of Full Accreditation or may accredit Dietetics education programs subject to specific conditions being met by the University (in the DAA's absolute discretion).

## Section 4 Re-Accreditation

### 4.1 Purpose

4.1.1 The Re-Accreditation Process is designed:

- (a) for a University who holds Full Accreditation for their Dietetics education program to apply for a subsequent Full Accreditation status for a maximum of five years; and
- (b) for DAA to assess the University's on-going compliance to the Accreditation Standards.

### 4.2 Application

4.2.1 Re-Accreditation must be completed at least every five years or as determined by the terms of a University's previous DAA Accreditation Review Report.

4.2.2 The University may negotiate with the DAA the timing of the Re-Accreditation to, where possible, align the University's program review process with the accreditation of multiple Dietetics education programs.

4.2.3 The University must submit a Re-Accreditation Application at least 12 months before the expiration of the current accreditation period (or such other time as the DAA may agree in its absolute discretion).

4.2.4 The University may use the *Evidence Guide for Accreditation of Dietetics Education Programs* (which is designed to assist applicants to clarify the nature of the documentary evidence required) to demonstrate how the Dietetics education program meets the Standards.

4.2.5 Re-Accreditation will only be granted if all phases of the review process are completed to the DAA's reasonable satisfaction.

4.2.6 Failure to meet all accreditation requirements may result in the University losing its Full Accreditation Status and/or the DAA taking any one or more of the steps allowed pursuant to paragraph 6.2.

### 4.3 Process

The process for Re-Accreditation Application and review is outlined in this Section 4.3, and in figure 1 on page 30. See Appendix 1 for a summary of the timelines.

4.3.1 Upon receipt of a Re-Accreditation Application and provided that the relevant fee is paid by the University, the DAA must:

- (a) confirm to the University in writing, that it has received the Re-Accreditation Application within five (5) Business Days of receipt;

- (b) ensure that the Council appoints an ART within 30 Business Days of receipt who will manage the accreditation process and review the Re-Accreditation Application; and
  - (c) confirm to the University in writing, as soon as practicable after the appointment of the ART that an ART has been appointed.
- 4.3.2 The DAA must organise a tentative Site Visit with the University, pending successful completion of the steps outlined in paragraphs 4.3.3 to 4.3.9.
- 4.3.3 The ART must conduct a "Desktop Review" of the Re-Accreditation Application within 60 Business Days of the DAA receiving the Re-Accreditation Application. The ART may, in its absolute discretion, seek further information or evidence from the University.
- 4.3.4 Upon satisfactory completion of the Desktop Review, the ART must conduct a Teleconference to discuss the findings of the Desktop Review and any additional evidence provided by the University as per paragraph 4.3.3.
- 4.3.5 Within 10 Business Days of the Desktop Review Teleconference in paragraph 4.3.4, the ART will communicate in writing with the University regarding issues for clarification or further information and/or modifications to the Dietetics education program or the Re-Accreditation Application (**the ART Communication**). The ART Chair may offer the University a teleconference to discuss the request of additional information or evidence.
- 4.3.6 Within 20 Business Days of delivery of the ART Communication, the University must provide a written response (with supporting evidence if requested) to the ART (**the University's Response**).
- 4.3.7 If the University's Response in paragraph 4.3.6 is reasonably satisfactory to the ART (in their absolute discretion) then within 10 Business Days of receipt of the University's Response, the ART must conduct a Professional Stakeholder Review. The ART will also confirm the agenda for the Site Visit.
- 4.3.8 The University is required to organise attendance of the requested stakeholders to the Site Visit as per the agenda supplied by the ART.
- 4.3.9 The Professional Stakeholder Review includes, but is not limited to, a series of online surveys with a number of stakeholders for the University's Dietetics education program including placement educators/supervisors and final year students. Responses to the Professional Stakeholder Review are an integral part of the review process; the university should inform stakeholders of the survey and its relevance.
- 4.3.10 The DAA reserves the right to conduct the Site Visit and/or the Professional Stakeholder Review in a different order to that which is set out in this Processes document. The purpose of re-ordering the timing of the Site Visit and/or the Professional Stakeholder Review is to ensure that the DAA can adapt the process to suit the program design. Notwithstanding there may be a different order, both aspects of this process must be completed prior to the ART preparing an Accreditation Review Report.

- 4.3.11 During the Site Visit the ART may take the opportunity to:
- (a) clarify issues raised in the Re-Accreditation review, including requesting further evidence where deemed necessary;
  - (b) engage with senior Dietetics education program staff, students, senior management at the University and key stakeholders to discuss accreditation issues;
  - (c) confirm capacity and physical resources of program/s;
  - (d) assess how well the program meets its stated goals and objectives;
  - (e) verify that the program has equipped graduates to meet the NCS;
  - (f) verify that the University meets the Standards; and/or
  - (g) confirm that the program has established and demonstrates quality management processes.
- 4.3.12 If the Site Visit is satisfactory to the ART (in its absolute discretion) then within 30 Business Days the ART must complete their Accreditation Review Report and provide that to the Council.
- 4.3.13 Within 15 Business Days of receipt of the Accreditation Review Report, the Council must determine if the University and the Dietetics education program meet the DAA's requirements for Full Accreditation (and therefore Re-Accreditation). The Council must forward its formal recommendation to the DAA Board regarding the Accreditation Status of the program.
- 4.3.14 Within 15 Business Days of receipt of the recommendation from the Council, the DAA Board must determine if they are reasonably satisfied that the University and the Dietetics education program meet the DAA's requirements for Full Accreditation (and therefore Re-Accreditation).
- 4.3.15 If, in the DAA Board's absolute discretion, the University or the University's program does not meet the requirements for accreditation then Full Accreditation will not be granted and the DAA reserves the right to suspend the current Accreditation Status pursuant to paragraph 6.2 or accredit the program as "Provisionally Accredited" outlining any Conditional Requirements. The Accreditation Review Report in paragraph 4.3.18 will outline the reasons for this decision.
- 4.3.16 If, in the DAA Board's absolute discretion, the University and the University's program meets the requirements for accreditation then the DAA Board will formally accredit the program as "Fully Accredited", outlining any Conditional Requirements and the DAA Board will issue a Certificate of Accreditation for Full Accreditation.
- 4.3.17 Whilst the DAA Board must consider the recommendation of the Council in making the decision in paragraph 4.3.14, the DAA Board is not required to follow that recommendation.

- 4.3.18 Within five (5) Business Days of the DAA Board making the decision in paragraph 4.3.14, the DAA must forward the decision and Accreditation Review Report to the University.
- 4.3.19 The University will be provided 10 Business Days, from the date that the DAA notifies that University of the decision pursuant to paragraph 4.3.18, to review the Accreditation Review Report and raise any identified errors of fact with the DAA.
- 4.3.20 Where the DAA is notified of an error of fact(s), pursuant to paragraph 4.3.19, the ART will meet within five (5) Business Days from receipt of this notification to discuss the impact of the error on the DAA Board's decision. The ART's recommendation will be passed on to the Council within two (2) Business Days of the ART meeting.
- 4.3.21 The Council will convene within five (5) Business Days to discuss the impact of the error of fact(s) and determine the impact on the DAA Board's decision. If the decision is not altered by the error of fact(s):
- (a) the Accreditation Review Report will be amended accordingly and sent to the DAA Board for information; and
  - (b) the updated Accreditation Review Report will be sent to the University within five (5) Business Days of the Council meeting.
- 4.3.22 If the DAA Board's decision will be altered by the error of fact(s) in paragraph 4.3.19:
- (a) the Accreditation Review Report will be modified according to this decision and a formal recommendation regarding the Accreditation Status of the program forwarded to the DAA Board within two (2) Business Days of the Council meeting;
  - (b) the DAA Board will meet within seven (7) Business Days from the Council meeting to make a final determination on the program's accreditation; and
  - (c) the updated Accreditation Review Report and the DAA Board's updated decision will be sent to the University within five (5) Business Days from the DAA Board meeting.
- 4.3.23 During the 10 Business Day period in paragraph 4.3.19, the DAA will not disclose the DAA Board's decision to the public and will not update the DAA website. If:
- (a) the University does not provide any response to the DAA Board's decision in the 10 Business Day period in paragraph 4.3.19, or if the process in paragraphs 4.3.20 to 4.3.22 is completed, then the DAA will be free to disclose the DAA Board's decision to the public and may update the DAA website accordingly; and
  - (b) the University responds to the DAA Board's decision in the 10 Business Day period in paragraph 4.3.19, then paragraphs 4.3.20 to 4.3.22 apply and during those time frames, the DAA will not disclose the DAA Board's decision to the public and will not update the DAA website.
- 4.3.24 At any stage of the Re-Accreditation process, the DAA, the ART or the Council may request further information or evidence to determine a University's and/or program/s

compliance with the accreditation requirements. Subject to paragraph 4.3.26 the University must provide all information or evidence requested in a reasonable timeframe.

4.3.25 At any stage of the Re-Accreditation process, the Chair of the Council or Chair of the ART may contact the University directly to clarify issues of concern, and may request a meeting with the University to resolve issues during the accreditation process.

4.3.26 The DAA acknowledges that a University may withhold information or evidence if legislation applicable in the University's jurisdiction prevents such disclosure. For example, withholding 'sensitive information' pursuant to the *Privacy Act 1988* (Cth) if the University does not have the appropriate consent or withholding 'medical records' pursuant to the *Health Records (Privacy and Access) Act 1997* (ACT).

#### **4.4 Period of Accreditation**

4.4.1 The maximum period which a University's program can be Re-Accredited with Full Accreditation Status is five years before a Re-Accreditation Application must be completed as outlined in this Section 4.

4.4.2 Notwithstanding the maximum period of Full Accreditation in paragraph 4.4.1, the DAA may grant a shorter period of Full Accreditation or may accredit programs subject to specific conditions being met by the University (in the DAA's absolute discretion).

**Figure 1. Process for provisional accreditation, transfer from provisional to full accreditation and re-accreditation.**

The University submits a provisional accreditation, transfer to full accreditation or re-accreditation application via the appropriate Dietitians Association of Australia (**DAA**) online submission form. This must be submitted at least 12 months prior to the expiry of a program’s current status, or to the graduation of the first cohort of students for a new program. Payment of the relevant fee must also be submitted to DAA.



\*DAA may adjust the order of the PSR and Site Visit depending on the design of the program.  
 # The University will be provided 10 Business Days to inform DAA of any errors of fact.

## Section 5 Non-Domestic Placement Site Approval Process

### 5.1 Purpose

- 5.1.1 This section states the process by which a University can gain approval to use a placement site external to Australia as part of an accredited program or program seeking accreditation. The purpose of the approval process is to assess whether or not an external site(s) is congruent to the Australian healthcare context.
- 5.1.2 Where approval is successfully gained by the University this will be either for a single site or group of sites external to Australia.
- 5.1.3 Where a University has enrolled students who wish to attend non-approved external placement sites, the University must ensure that a different program code is allocated to ensure transparency around the eligibility of graduates to enter the APD Program.

### 5.2 Application

- 5.2.1 The University must submit an application for review (**NDPS Review Application**) of all intended Non-Domestic Placement Site(s) (**NDPS**) at least six (6) months prior to its planned use.
- 5.2.2 An NDPS must be approved for each individual University utilising the NDPS. Approval granted to one University is not transferrable to another, nor can one University rely upon another University's approval to use an NDPS.
- 5.2.3 Where the NDPS(s) which is the subject of the relevant application has received prior approval by the DAA for use by a University other than the applicant, the Council may, in its absolute discretion, decide not to conduct the Site Visit referred to in paragraph 5.3.5.
- 5.2.4 Approval for the University to utilise an NDPS as part of the 100 day placement program will only be granted if Standards 5.3 - 5.12 are met by the University to the DAA's reasonable satisfaction.
- 5.2.5 The University must not offer any non-domestic placement(s) as part of an accredited Dietetics education program unless and until the University successfully completes the NDPS Approval Process outlined in section 5.3, demonstrating that the placement (including resources and facilities) meets all the requirements pursuant to Standard 5.10 prior to utilising the NDPS(s) for the placement program.

### 5.3 Approval Process

- 5.3.1 Upon receipt of an NDPS Review Application the DAA must:
- a) confirm to the University in writing that it has received the NDPS Review Application within five (5) Business Days of receipt; and
  - b) ensure that the Council appoints an NDPS Review Team (appointed pursuant to the NDPS Terms of Reference in appendix 5) who must conduct a "Desktop Review" of the NDPS Review Application and supporting documentation within 20 Business Days of receipt of the application.
- 5.3.2 Upon satisfactory completion of 5.3.1b), the NDPS Review Team must conduct a Teleconference to discuss the findings of the Desktop Review. The NDPS Review Team may, in its absolute discretion, seek further information or evidence from the University.
- 5.3.3 Within 10 Business Days of the Desktop Review Teleconference in paragraph 5.3.2, the NDPS Review Team will communicate in writing with the University regarding issues for clarification or further information and/or modifications to the NDPS (**the NDPS Review Team Communication**). The Chair of the NDPS Review Team may offer the University a teleconference to discuss the request of additional information or evidence.
- 5.3.4 Within 20 Business Days of delivery of the NDPS Review Team Communication, the University must provide a written response (with supporting evidence if requested) to the NDPS (**the University's Response**).
- 5.3.5 If the University's Response in paragraph 5.3.4 is reasonably satisfactory to the NDPS Review Team (in its absolute discretion) then within five (5) Business Days of receipt of the University's Response, the NDPS Review Team will collaborate with the University to determine NDPS Site Visit date(s) that are suitable to the DAA, the University and the NDPS(s).
- 5.3.6 The University will be responsible for arranging agreed stakeholders to be present during the Site Visit referred to in 5.3.5. Appendix 5 provides further details regarding the organisation of the Site Visit, including associated costs.
- 5.3.7 During the Site Visit the NDPS Review Team may take the opportunity to:
- (a) clarify issues raised in the NDPS Review Application;
  - (b) independently engage with senior Dietetics education program staff, students, senior management at the NDPS and other key stakeholders to discuss accreditation issues;
  - (c) confirm capacity and physical resources of the NDPS; and
  - (d) verify that the NDPS meets the Standards.

- 5.3.8 If the Site Visit is satisfactory to the NDPS Review Team (in its absolute discretion) then within 15 Business Days the NDPS Review Team must complete their NDPS Review Report and provide that to the Council.
- 5.3.9 Within 15 Business Days of receipt of the NDPS Review Report, the Council must determine if the NDPS meets the DAA's requirements. The Council must forward its formal recommendation to the DAA Board.
- 5.3.10 Within 15 Business Days of receipt of the recommendation from the Council, the DAA Board must determine if they are reasonably satisfied that the NDPS meets the DAA's requirements.
- 5.3.11 If, in the DAA Board's absolute discretion, the NDPS meets the requirements for approval then the DAA Board will formally approve the NDPS.
- 5.3.12 Whilst the DAA Board must consider the recommendation of the Council in making the decision in paragraph 5.3.10, the DAA Board is not required to follow that recommendation.
- 5.3.13 At any stage of the NDPS Review Process contained in this Section 5, the DAA, the NDPS Review Team or the Council may request further information or evidence to determine the NDPS compliance with accreditation requirements. Subject to paragraph 5.3.14, the University must provide all information or evidence requested in a reasonable timeframe.
- 5.3.14 The DAA acknowledges that a University may withhold information or evidence if legislation applicable in the University's jurisdiction prevents such disclosure. For example, withholding 'sensitive information' pursuant to the *Privacy Act 1988* (Cth) if the University does not have the appropriate consent or withholding 'medical records' pursuant to the *Health Records (Privacy and Access) Act 1997* (ACT).

#### **5.4 Period of approval**

- 5.4.1 There will be no limit applied to the approval period for an NDPS, however approved NDPSs may be revisited as part of a normal Accreditation Application if an Accreditation Review Team or NDPS Review Team deems necessary. The process outlined in 5.3 applies in this case.

## Section 6 Termination of Accreditation Process & Withdrawal of Accreditation Status

### 6.1 Events of Default

6.1.1 It will be an event of default if the University:

- (a) breaches its obligations under the Agreement;
- (b) breaches its obligations under the Standards and/or Processes documents;
- (c) fails to ensure that its programs adhere to the NCS and/or the Standards and/or the ongoing requirements for maintaining Accreditation;
- (d) fails to ensure that students meet the NCS prior to graduation;
- (e) supplies information which is, at the time of supply, misleading or which (if not correct) represents compliance where there is non-compliance;
- (f) fails to provide information, reports or evidence requested by the DAA (including the ART or the Council) within a reasonable period of time;
- (g) fails to provide an Annual Report (on time or at all); or
- (h) provides an Annual Report which identifies to the DAA that any of the events in paragraphs 6.1.1(b) to 6.1.1(e) has occurred or is occurring.

### 6.2 Consequences of Default

6.2.1 In the event that the University breaches its obligations under the Agreement or the Standards and Processes, the DAA may take any one of the following actions and must inform the University of its decision to do so:

- (a) suspend or terminate the process of accreditation for the Dietetics education program; or
- (b) where the Dietetics education program currently has an Accreditation Status, the DAA may withdraw that Accreditation Status.

6.2.2 If the DAA suspends the process of accreditation pursuant to paragraph 6.2.1(a) then the DAA must give written notice to the University detailing:

- (a) the requirements which must be met in order for the DAA to consider reinstating the process of accreditation;
- (b) the timeframe in which the requirements in paragraph 6.2.2(a) must be satisfied; and

(c) the additional fees (if any) which the University will incur for the additional processes which the DAA will have to undertake.

6.2.3 If the DAA withdraws the University's Accreditation Status in accordance with paragraph 6.2.1(b), the University can re-apply for Provisional Accreditation at any time, should it wish to re-gain an Accreditation Status.

## Section 7 Decision Review Procedures

### 7.1 Purpose

- 7.1.1 This section states the mechanism to deal with reviews of decisions made by the DAA Board in the course of an application for an Accreditation Status under an Accreditation Agreement.
- 7.1.2 The aim is to ensure that Universities have a clear path to have the critical decisions made in the course of an Accreditation Application reviewed and there is a time limit on the period in which such a review can be sought.
- 7.1.3 This Section 7 applies to applications by Universities to have certain decisions made by the DAA in the course of seeking an Accreditation Status under an Accreditation Agreement reviewed and applies to replace any such decision with a new decision, but does not affect the Accreditation Status resulting from any prior decision.
- 7.1.4 The decisions to which this Section 7 applies are determinations communicated in writing by the DAA Board as to whether the University has met the Standards for any one of the following stages of the Application:
- (a) Provisional Accreditation;
  - (b) Full Accreditation; and
  - (c) Re-Accreditation,
- each a "**Relevant Decision**".

### 7.2 Definitions for this Section 7

- 7.2.1 In this Section the following words will carry the following meaning:
- (a) **Applicant** means the affected University whose program is the subject of a Relevant Decision;
  - (b) **Application** means the Accreditation Application submitted by the Applicant and the subsequent materials delivered by the Applicant in support of that Application;
  - (c) **Application for Review** means a written document which identifies a written decision of the DAA Board to decline recognition that an Applicant has met the Standards for one of the following stages of their Application:
    - (i) Provisional Accreditation;
    - (ii) Full Accreditation; and
    - (iii) Re-Accreditation.

- (d) **CEO** means the Chief Executive Officer of the DAA;
- (e) **CEO's Review Report** means the product of the initial review under paragraph 7.3.7;
- (f) **Chairperson** means the Chairperson of the Council;
- (g) **Relevant Decision** has the meaning given to it in paragraph 7.1.4;
- (h) **Review Committee** means a committee convened by the Vice President of the DAA under the delegated authority of the Council, formed for the purpose of reviewing the Relevant Decision which is the subject of the Application for Review but which does not include any employees of the DAA; and
- (i) **Vice President** means the Vice-President of the DAA.

### 7.3 Seeking a review

- 7.3.1 An Applicant may apply for the review of a Relevant Decision by delivering to the DAA an Application for Review, but must notify DAA of its intention to do so within 30 Business Days of the DAA Board giving notice in writing of that Relevant Decision to the Applicant. The Application for Review must be received by DAA within 60 Business Days of the DAA Board giving notice in writing of that Relevant Decision to the Applicant.
- 7.3.2 Applicants are encouraged to contact the Executive Manager, Accreditation Recognition & Journal Services and the Council's Chair prior to submitting an Application for Review in this paragraph 7.3, to arrange a meeting between the Applicant and the DAA to discuss the Relevant Decision. Applicants acknowledge that:
  - (a) the purpose of this meeting is to facilitate open communication between the DAA and the Applicant to discuss the outcome of the Relevant Decision, each party's position on the Relevant Decision, to ascertain whether there is any matter in dispute and whether that can be resolved; but
  - (b) the DAA cannot change the Relevant Decision through the meeting process; and
  - (c) (whilst the DAA believes it is beneficial to arrange a meeting) there is no obligation on the Applicant to request a meeting.
- 7.3.3 To be dealt with under this Section 7 an Application for Review must:
  - (a) be in writing, addressed to the CEO and signed by the Applicant;
  - (b) be delivered in accordance with clause 7.8 of this Section;
  - (c) contain all of the materials relied on by the Applicant to be considered in the review; and

- (d) set out the circumstances relied on by the Applicant to support a submission by the Applicant that the Applicant had, at the time of the Relevant Decision:
  - (i) demonstrated to the ART that the program which is the subject of the Accreditation Application met or exceeded the relevant requirements of their Application for that stage of the Application; and
  - (ii) did so sufficiently to discharge onus on the Applicant.

7.3.4 The CEO must acknowledge the receipt of an Application for Review in writing and should acknowledge that receipt within seven (7) Business Days of receiving a signed copy of the Application for Review.

7.3.5 Within seven (7) Business Days of the CEO acknowledging receipt of a signed Application for Review, the CEO must:

- (a) notify the Vice President of the Application for Review; and
- (b) begin the initial investigation into the materials tendered in support of the Application for Review ("**the Initial Investigation**").

7.3.6 The Initial Investigation is primarily an administrative inquiry to bring together the documents forming the Application, the reports produced by or for the ART (including the ART Communication and the University's Response), a statement of relevant timelines and relevant correspondence which has passed between the Applicant and the DAA (including the ART and/or the Council), but may also include:

- (a) obtaining an opinion or report on an issue or matter from an independent third party who has the relevant expertise in relation to that particular issue or matter;
- (b) review of the Application and material lodged in support of the Application and correspondence passing between the Application and the, the Council and the DAA; and
- (c) obtaining any other information that may be (in the CEO's unfettered opinion appropriate) prudent, relevant or necessary to the subject or circumstances of the Applicant.

7.3.7 The CEO must report all the following information and material to the Vice President and should do so within two (2) calendar months from giving the acknowledgement under clause 7.3.4:

- (a) the Application for Review;
- (b) the Application;
- (c) the ART's Communication and the ART's Accreditation Review Report;

- (d) correspondence between the DAA and the Applicant relevant to the Application;
  - (e) those materials gathered by the CEO which the CEO regards as relevant to the Application for Review ("**Additional Materials**"); and
  - (f) the CEO's Review Report,
- together, the "**Review Materials**".

#### **7.4 Consideration of the appeal - Vice President's Conference**

- 7.4.1 Once the CEO has provided the Review Materials to the Vice President, the Vice President must convene a Review Committee and do so within 15 Business Days of receiving the Review Materials.
- 7.4.2 Each member of the Review Committee will be provided with a copy of the Review Materials and will give due consideration to the Application for Review and in doing so, will be entitled to organise their own procedures as they think fit.
- 7.4.3 At the time the Review Committee is convened, the CEO should notify the Applicant of that fact and must then supply a copy of the Additional Materials, if any, to the Applicant. The DAA must not supply the CEO's Review Report to the Applicant, with that report intended to be an internal and administrative document.
- 7.4.4 Within 20 Business Days of being notified that the Review Committee is convened, the Applicant may:
- (a) request attendance before the Review Committee; and/or
  - (b) submit any written material it wishes to rely on in answer to any information, opinion or report contained in the Additional Materials which is not part of:
    - (i) materials submitted by the Applicant in support of the Application for Review; or
    - (ii) materials in the ART's Accreditation Review Report; or
    - (iii) materials in the Application.
- 7.4.5 If the Applicant requests attendance before the Review Committee, then the CEO must advise the Applicant of a time and place no later than 10 Business Days from receipt of the request. The Review Committee meeting may take place by telephone conference or by face to face meeting (or a combination of both).
- 7.4.6 The Review Committee must convene and consider the information before it (including any oral submissions if the Applicant requests an attendance before the Review Committee) within five calendar months from date the Application for Review was received.

## **7.5 Review committee**

7.5.1 In choosing the Review Committee, the Vice President:

- (a) must appoint an expert health professional academic (non-Dietetic);
- (b) may choose any person with prior experience in the accreditation assessment process to be part of the Review Committee, including persons who had, during the course of the Application leading to the Relevant Decision, adjudicated or otherwise been asked to consider any matter during the course of the Application; and
- (c) must not appoint person(s) that were part of the ART which assessed the Application.

7.5.2 The Chairperson or Vice President may sit on the Review Committee.

7.5.3 No person may sit on the Review Committee if they have a material personal conflict or perceived material conflict in relation to the Applicant or the subject of the Application for Review.

7.5.4 If the Applicant has requested attendance before the Review Committee, then:

- (a) the meeting of the Review Committee will continue even if the Applicant fails to attend;
- (b) the purpose of the meeting is to give the Applicant the opportunity to put their case orally to the Review Committee; and
- (c) members of the Review Committee may ask questions of the Applicant.

## **7.6 Appeal dismissed or upheld**

7.6.1 The Review Committee must consider the Review Materials and such material that is properly submitted pursuant to clauses 7.3.7 and 7.4.4 of this Section.

7.6.2 The Review Committee will determine whether or not the Applicant has discharged the onus of demonstrating to the Review Committee that the program which is the subject of an Accreditation Application met or exceeded the relevant requirements for their Application at the time of the Relevant Decision.

7.6.3 If the Review Committee does not regard the Applicant as having discharged the onus, then the decision to which the Application for Review relates must remain unchanged.

7.6.4 If the Review Committee does regard the Applicant as having discharged the onus, then the decision to which the Application for Review relates will be a new decision, but that decision will not be subject to further review.

7.6.5 Any determination of the Review Committee is final and binding on the Applicant.

7.6.6 The Applicant must be notified of the decision of the Review Committee in writing within 10 Business Days of the decision being finalised. This communication must include reasons for the decision.

## **7.7 Review**

7.7.1 All activities surrounding an Application for Review including proceedings of the Review Committee are in confidence.

7.7.2 Once a determination of the Review Committee has been made, the determination of the Review Committee may be published or released as determined by the DAA Board.

7.7.3 Each party will bear their own costs of the review process, except that the University agrees that in the event that the appeal is dismissed it is liable for the DAA's costs for:

(a) travel, accommodation and expenses if any face-to-face meeting is required; and

(b) a sitting fee remuneration for the Review Committee.

## **7.8 Service of documents**

7.8.1 Any document or notice which must be delivered to the Applicant may be:

(a) sent by Australia Post registered post to the most recent address provided to the DAA by the Applicant; or

(a) sent to the Applicant by any other means which the Applicant has indicated is suitable, such as an email address or fax number.

7.8.2 If a document is delivered to the Applicant in accordance with 7.8.1 then it is deemed to have been delivered to the Applicant four (4) Business Days after the day it is sent.

7.8.3 The Applicant may send any documentation or correspondence required to be sent under this Section 7 by registered post, by email, or in person to:

The Chief Executive Officer  
Dietitians Association of Australia  
1/8 Phipps Close  
DEAKIN ACT 2600

7.8.4 The CEO may from time to time consent to an alternative means of delivery.

# Appendix 1 Timelines for Accreditation Processes

## Provisional Accreditation Process Timeline

<b>Time</b>	<b>Task</b>
0 months	University submits Accreditation Application to DAA
0-3 months	ART completes desktop review
3.5 months	ART requests further info from the University where required
4.5 months	University submits additional information where required
5 months	ART completes Site Visit*
6 months	DAA distributes the Professional Stakeholder Surveys*
6.5 months	ART completes analysis of Professional Stakeholder Surveys*
7.5 months	ART's Accreditation Review Report finalised
8 months accreditation decision	The Council's decision regarding ART's Accreditation Review Report and accreditation decision
9 months	DAA Board reviews the Council's recommendation and makes final decision on the accreditation.
9 months	DAA informs the University of the outcome of the process.
12 months	Date of student completion

\*Process may occur in a different order as decided by DAA, according to the program design.

## Full and Re-Accreditation Process Timeline

<b>Time</b>	<b>Task</b>
0 months	University submits Accreditation Application to DAA
0-3 months	ART completes desktop review
3.5 months	ART requests further info from the University where required
4.5 months	University submits additional information where required
5 months	DAA distributes the Professional Stakeholder Surveys*
5.5 months	ART completes analysis of Professional Stakeholder Surveys*
6 months	ART completes Site Visit*
7.5 months	ART's Accreditation Review Report finalised
8 months accreditation decision	The Council decision regarding ART's Accreditation Review Report and accreditation decision
9 months	DAA Board reviews the Council's recommendation and makes final decision on the accreditation.
9 months	DAA informs the University of the outcome of the process.
12 months	Date of current accreditation expiry

\*Process may occur in a different order as decided by DAA, according to the program design.

# Appendix 2 Reviewer Terms of Reference

## Accreditation, Program Qualification and Non-Domestic Placement Site Approval Reviewers

### **Purpose**

Reviewers are responsible for the assessment of Accreditation, Program Qualification and Non-Domestic Placement Site Approval applications as detailed in the

1. Accreditation Processes for Dietetics Education Programs, and
2. Process for Qualification of Dietetics Education Programs.

Accreditation Review Teams review and assess evidence against the Accreditation Standards for Dietetics Education Programs and/or Program Qualification requirements and provide recommendations to the Australian Dietetics Council (ADC) on a Program's compliance to the relevant Accreditation Standards and/or Program Qualification requirements.

### **Role of Reviewers**

Reviewers appointed to an Accreditation Review Team are required to:

- Prepare for and actively participate in a desktop review
- Participate in regular Review Team teleconferences
- Assist with preparing and reviewing requests for further information/clarification
- Assess available evidence against the relevant Accreditation Standards and/or Program Qualification requirements
- Attend and contribute to a two-day site visit and/or Non-Domestic Placement site visit, where necessary
- Contribute to the final Review Team report and recommendations
- Assist with assessment of documentation submitted post review, if required.

To be appointed to an Accreditation Review Team, Reviewers must first be appointed by the ADC to the Reviewer Pool via application against the selection criteria set out below.

## **Reviewer Pool Selection Criteria**

### **Selection Criteria**

#### **Essential**

1. Currency of full APD status for at least five years
2. Significant experience in dietetic education, with an in-depth understanding of educational principles and competency-based assessment

#### **Desirable**

1. AdvAPD or FDAA
2. Experience in accreditation assessment processes

#### **Term**

Reviewers are appointed to the Reviewer Pool for a three year period with the option to extend for a further two years.

#### **Responsibility and Reporting**

Reviewers appointed to the Reviewer Pool may be selected to participate in a maximum of two consecutive reviews in a 12 month period.

Reviewers appointed to a Program Qualification or Accreditation or Non-Domestic Placement Site Approvals Review Team are responsible to the Council via the Accreditation Manager.

All Review Teams are considered current until all necessary reporting requirements have been completed to the ADC's and the DAA Board's satisfaction.

## **Program Qualification Review Team**

### **Composition**

A minimum of one dietetic practitioner and one dietetic academic reviewer will be appointed by the ADC to the Program Qualification Review Team.

## **Provisional, Full and Re-Accreditation Review Team**

### **Composition**

A minimum of three dietetic reviewers and one optional non-APD expert will be appointed by the ADC to the Accreditation Review Team (ART).

*Chairperson:* The Chair is responsible for the leadership of the ART and for ensuring key tasks are completed to an acceptable professional standard within the required time frame. Whenever possible, the Chairperson should be a member of the ADC.

plus

*Members:*

- a. One dietetics ADC member or one reviewer pool member
- b. One reviewer pool member
- c. An optional non-APD ADC expert

## **Non-Domestic Placement Site Approvals Review Team**

### **Composition**

A minimum of two reviewers will be appointed by the ADC to the Non-Domestic Placement Site Review Team.

*Chairperson:* The ADC Chair or Deputy Chair wherever possible, or an alternative Council member.

*Members:* One reviewer pool member

## Appendix 3 Forms and online submission system\*

All Accreditation Reports must be prepared in the following manner:

- (b) the usual academic standards must be applied to the presentation and delivery of information within the Accreditation Report including (without limit) clearly labelled figures, tables and definitions of abbreviations;
- (c) all statements made must be supported by evidence, where relevant citing the source;
- (d) sufficient particularity is required to enable a reviewer who is not familiar with the University or the program being applied for to readily read and understand the material provided. For example, local terminologies such as unit values, subject codes and year-level progressions should be explained and referenced;
- (e) information and data should be summarised succinctly with some synthesis, analysis, interpretation and reflection. For example, raw student evaluation data is unacceptable; and
- (f) care should be taken to protect privacy through the information presented.

\*Forms and Online submission system will be included when the Standards are finalised and approved.

# Appendix 4 Example Site Visit Consultations and Outline

## Site Visit Consultations

The Accreditation Review Team will generally request to meet with the following staff and stakeholders (or equivalent) at the University Site Visit.

- Dean of Faculty
- Head of School
- Pro Vice Chancellor (Academic)
- Pro Vice Chancellor (Research)
- Discipline Lead
- Course Coordinator
- Dietetics education program staff (including University employed Clinical Educators)
- Placement Supervisors
- Current students

## Sample Site Visit outline

### Day 1

Day one of the Site Visit is generally a full day during which the Accreditation Review Team will take the opportunity to discuss:

- Governance of the program, including program management and evaluation
- Staffing and resources
- Curriculum
- Professional Placement Program
- International students

The Accreditation Review Team may also request a tour of facilities on day one of the Site Visit. This will generally involve viewing the teaching areas, library facilities, food preparation facilities, laboratory facilities etc.

### Day 2

Day two of the Site Visit is generally a half day during which the Accreditation Review Team will meet with stakeholders including Placement Supervisors and students. Day two will generally include a visit to a placement site, selected by the Accreditation Review Team.

# Appendix 5 Explanatory notes for Non-Domestic Placement Site Approval Process

The Non-Domestic Placement Site (NDPS) Approval Process may occur during a University's Accreditation Application, but will be a separate process with no bearing on the accreditation outcome.

If approval to use an NDPS is not granted by the DAA, the University must not utilise the NDPS as part of the 100 day placement program for students wishing to graduate the Dietetics education program with APD eligibility.

## Site Visit Logistics and Cost

Where there are multiple sites under review, the Council will be responsible for selecting the sites to which the NDPS Review Team will visit. DAA will make travel arrangements for the NDPS visit(s). Flights with a duration of six hours or more will require a premium economy booking.

The cost of the NDPS visit is based on cost-recovery for DAA. DAA will invoice the University for costs associated with attendance to the NDPS site(s). This will include the "at cost" price of travel, accommodation and incidental expenses plus fees for the NDPS Review Team's time and resources.

## Non-Domestic Placement Site Review Team

### Composition

A minimum of two reviewers will be appointed by the ADC to the Non-Domestic Placement Site Review Team.

*Chairperson:* The ADC Chair or Deputy Chair wherever possible, or an alternative Council member.

*Members:* One reviewer pool member.

### Role of NDPS Review Team

To make recommendations to the Council regarding a specified Non-Domestic Placement Site(s) as per a University's application.

### Responsibility and Reporting

NDPS Review Teams will be responsible to the Council and will report directly to the Council where relevant during the review period. NDPS Review Teams are considered current until all necessary reporting requirements placed on the University as part of the NDPS Approval Process have been completed to the Council's and the DAA Board's satisfaction.