

Professional Accreditation Management

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1.0 Purpose

This Procedure outlines the management of Griffith's professionally accredited programs to ensure institutional compliance.

2.0 Scope

This Procedure applies to Griffith's programs where professional accreditation or professional recognition is required for graduates to be eligible to practise that profession. The Procedure applies specifically to program- and course-based accreditation/recognition and does not encompass institutional recognition.

3.0 Procedure

The processes for the development of a professionally accredited program and the application to the accrediting body are managed by the Groups in consultation with the School in which the program(s) are taught. Practices differ depending on the standards and requirements of the various accrediting bodies.

The Program Director, in consultation with relevant Deans, is responsible for the application to accredit a program with its professional body, and re-accredit a program towards the end of each accreditation period. Scheduling for this process is monitored by the Schools.

3.1 Outcome and publication

Programs that are offered, or intended to be offered, must not be recorded or advertised as professionally accredited until formal accreditation has been obtained. When confirmation of accreditation or re-accreditation has been received, the Program Support Officer (PSO) will submit an administrative program proposal form via the Curriculum Management System for review by the Program Business Partner (PBP). The PBP is responsible for:

- reviewing the proposal and making necessary edits
- providing Programs Committee and the Group Board with the confirmation for noting
- uploading the official confirmation letter to the Programs Committee SharePoint site
- recording and maintaining the registration details on the Register; and
- forwarding the proposal to the Programs and Courses Team for publication on the Griffith website.

Where registration with an accrediting body is required for graduates to practise, confirmation of recognition by the relevant professional body must be published on the Griffith website.

Where provisional accreditation is obtained, publication of the status must note 'provisionally accredited'. Where accreditation has been, or will be, applied for but has not been obtained, the status must note that 'accreditation is being sought'.

3.2 Monitoring and re-accreditation

Where there are recommendations for change from the accrediting body following re-accreditation, an implementation plan will be reported to Programs Committee within three months of the accreditation outcome. The Deputy Head of School (Learning and Teaching) will action the implementation plan. Progress of implementation plans will be monitored by Programs Committee on an annual basis.

Griffith’s professionally accredited programs undergo the University-wide program approval and review processes outlined in the relevant University policies and procedures, in addition to those prescribed by relevant accrediting bodies.

3.3 Changes to accreditation or re-accreditation

If the University withdraws a professionally accredited or recognised program, or the program undergoes a major change, the impact on the accreditation status is considered when determining any transition or teach out arrangements. The School must work with the accrediting body to determine whether such arrangements are still compliant.

If a School receives notification from an accrediting body that a program is at risk of losing its accreditation status or has lost its accreditation status, the School must notify the Group Dean (Learning and Teaching) who will liaise with the Provost to agree on a strategy for an action management plan. The action management plan is to be operationalised within 10 working days.

4.0 Definitions

Accrediting body is a private institution that develops evaluation criteria for programs to meet a professional standard and conducts such evaluations to assess whether those criteria are met.

Professional accreditation is when an accrediting body has determined that one of Griffith’s programs has met the professional standard, allowing graduates of the program to apply for registration in a particular profession.

Professional recognition is when a professional body has determined that one of Griffith’s programs has met the professional standard, providing formal acknowledgement of professional status, and in some cases, allowing graduates of the program to practice in the profession.

5.0 Information

Title	Professional Accreditation Management Procedure
Document number	2023/0000494
Purpose	This Procedure outlines the management of Griffith’s professionally accredited programs to ensure institutional compliance.
Audience	Staff
Category	Academic

Subcategory Learning & Teaching

UN Sustainable Development Goals (SDGs) This document aligns with Sustainable Development Goal/s:
4: Quality Education

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6.0 Related Policy Documents and Supporting Documents

Legislation [Higher Education Standards Framework](#)

Policy [Program and Course Policy](#)

Procedures [Course Approval Procedure](#)
[Program Approval Procedure](#)
[Program and Course Review Procedure](#)
[Transition and Teach Out Procedure](#)

Forms [Administrative Program Proposal Form](#)
