***Background***

As part of the CCEA’s accreditation work, external assessors are utilised as site evaluation team (SET) members to review chiropractic programs against the [Accreditation Standards](https://static1.squarespace.com/static/619ad68aad4524745de58b0d/t/61b68e4f58b763415445f387/1639353947256/CCEA_Accreditation_and_Competency_Standards_2017.pdf). SET members evaluate accreditation submissions and participate in education provider site visits. SET membership requires accurate and unbiased assessment of chiropractic programs.

The CCEA is calling for expressions of interest from suitable candidates to join the SET Register.

Candidates are considered based on skills and experience:

* Senior academic or academic specialist
* Experienced chiropractor holding current registration in Australia or New Zealand
* Appropriate knowledge, experience and/or involvement in accreditation procedures (chiropractor or non-chiropractor)
* Where possible, academic experience in a chiropractic or other health program

The CCEA recognises the importance of, and has endorsed, the [National Scheme’s Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025](https://www.ahpra.gov.au/About-AHPRA/Aboriginal-and-Torres-Strait-Islander-Health-Strategy/health-and-cultural-safety-strategy.aspx).

Individuals identifying as Aboriginal, Torres Strait Islander, Māori or of Māori ancestry are encouraged to apply.

***Evaluation for inclusion on the SET Register***

The CCEA Evaluation Team Selection Committee will evaluate expressions of interest according to the following criteria:

* Commitment to principles of quality assurance in education
* Recognised expertise/experience in the field of chiropractic practice, a specialty within the Standards and/or higher education
* Professionally responsible, capable of being objective
* Demonstrated integrity, objectivity, fairness, ethics and confidentiality
* Understanding of the Standards
* Skill in evaluation, interviewing, observation and analysis of information
* Good communication, computer and writing skills
* Good interpersonal skills and ability to work in a team
* Capacity to work quickly and efficiently within concentrated timeframes
* An understanding of accreditation
* Willingness to attend training sessions or workshops
* Flexibility in availability and capacity for workload involved
* Be of good character and in good standing professionally

***Expression of interest process***

Please provide a:

* Completed *Expression of Interest – SET* *Register* form
* Current resume detailing experience, with contact details of two referees
* Short video of you explaining your skills, knowledge and experience (optional)

To obtain further information regarding the organisation, please visit the CCEA [website](https://www.ccea.com.au/).

***Submission of expression of interest***

Dr Melanie Jones

Senior Policy & Engagement Officer

Council on Chiropractic Education Australasia Limited

Via email to: [melanie.jones@ccea.com.au](mailto:melanie.jones@ccea.com.au)

***Expressions of interest close 5.00pm AEDT Friday 31 March 2023. Late and/or incomplete applications may not be accepted.***

# Expression of Interest: CCEA Site Evaluation Team (SET) Register

This form is electronically fillable. All parts must be complete.

***Nominee details***

Title:

Name:

Email:

Contact phone:

Are you of Aboriginal or Torres Strait Islander Origin?:  No  Yes, Aboriginal  Yes, Torres Strait Islander

Are you a New Zealand Māori or a descendant of a New Zealand Māori?  No  Yes

***Required documents***

Completed nomination form (including supporting statement – see over)

Current resume, with contact details of two referees

Short video of you explaining your skills, knowledge and experience (optional)

***Consent of nominee***

I am willing to fulfil this role if I am appointed by the CCEA Accreditation Committee.

***Signature of nominee:***

***Date:***

Please complete and return this form to the Senior Policy & Engagement Officer,  
Dr Melanie Jones at [melanie.jones@ccea.com.au](mailto:melanie.jones@ccea.com.au).   
If you have any questions, please contact Dr Jones on +61 457 860 633.

***Nominee supporting statement***

Briefly describe your interest in joining the SET Register, and the skills, knowledge and value you would contribute: