



Framework for risk-based accreditation decision- making

October 2022

Contents

- Glossary 3**
- Abbreviations..... 3**
- 1. Introduction..... 4**
 - CCEA Accreditation Committee and Board 4
- 2. Quality assurance and program monitoring 5**
- 3. Evidence..... 5**
 - Conditions and program monitoring 5
- 4. Decision making..... 6**
- 5. Risk framework..... 6**
 - Risk linked to duration of accreditation 7
- 6. Equity..... 7**
- 7. Related documents 8**

Glossary

Term	Definition
Accreditation	Outcome of the assessment of a program against defined standards to ensure that the education and training is rigorous and prepares individuals to practise the health profession safely.
Accreditation Committee	A committee of the CCEA Board responsible for all matters pertaining to the assessment and accreditation process of chiropractic programs and providers in Australia, New Zealand and Asia.
Board	Refers to the Council on Chiropractic Education Australasia Limited (CCEA) Board as described in the <i>Constitution</i> .
Course	The term used by sector regulators for a program of study. The Tertiary Education Quality and Standards Agency (TEQSA) and New Zealand Qualifications Authority (NZQA) register courses for education providers that do not hold self-accrediting authority.
Program monitoring	Activities to assist CCEA to identify, mitigate and manage risk in proportion to the identified level of risk. This includes, but is not limited to, program monitoring reports (including annual and progress reports), review of material changes and stakeholder engagement.

Abbreviations

Abbreviation	Term
CCEA	Council on Chiropractic Education Australasia
MQA	Malaysian Qualifications Agency
NZQA	New Zealand Qualifications Authority
TEQSA	Tertiary Education Quality and Standards Agency

1. Introduction

The Council on Chiropractic Education Australasia (CCEA) is the authority responsible for accrediting chiropractic programs in Australia, New Zealand and Asia. CCEA’s advice is provided to the relevant regulatory authority to determine if a program of study is to be approved for registration.

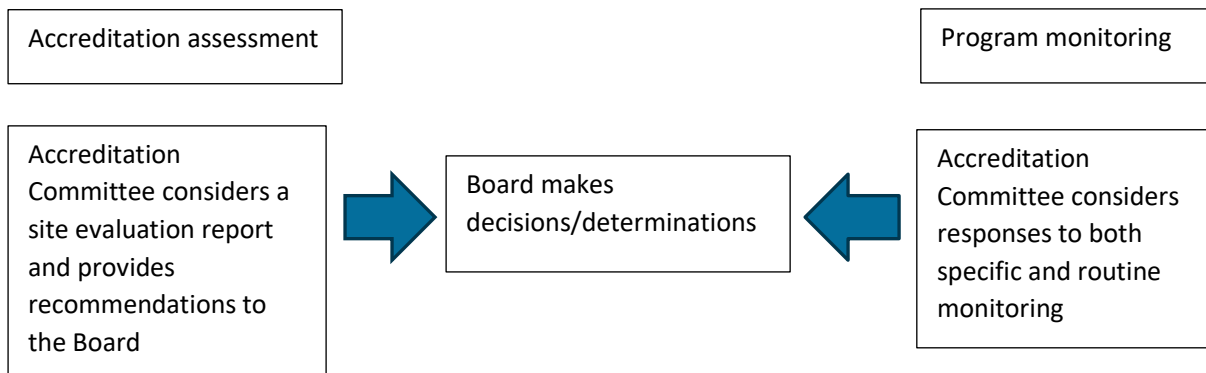
CCEA has developed an approach to accreditation and program monitoring. This document describes the approach and procedures used to guide risk-based decisions about accreditation and monitoring activities for chiropractic programs. This Framework should be read in conjunction with CCEA’s *Accreditation Guidelines for Chiropractic Education Programs*.

The Framework will guide CCEA Accreditation Committee and Board decision-making, and will assist with identifying, mitigating and managing risks with respect to accreditation of programs of study. It is designed to be flexible, taking into consideration the context and individual circumstances of each program.

The CCEA Accreditation Committee and Board will be responsible for the management and implementation of this Framework.

Figure 1 illustrates the program accreditation process, when a risk-based approach guides decision-making.

Figure 1: Program accreditation process, illustrating when a risk-based approach guides decision-making



CCEA Accreditation Committee and Board

The Accreditation Committee is a committee of the CCEA Board. The Accreditation Committee is responsible for:

- (a) All matters pertaining to the assessment and accreditation process of chiropractic programs and education providers in Australia, New Zealand and Asia
- (b) Recommending to the Board those chiropractic programs and providers that should be granted accreditation
- (c) Monitoring CCEA-accredited chiropractic programs against the *Accreditation Standards*
- (d) The preparation, ongoing oversight and submission to the Board for its approval of the relevant documents, Standards and Accreditation Policies and Procedures, and any amendments thereto pertaining to the accreditation of chiropractic programs

(e) Applying and following the Standards and [Accreditation Policies and Procedures](#) as described above.

The Board makes the final decisions regarding whether chiropractic programs will be granted accreditation. In addition, the Board is responsible for the final approval of the relevant documents, Standards, Accreditation Policies and Procedures, and associated amendments.

2. Quality assurance and program monitoring

CCEA uses a variety of accreditation quality assurance methods, such as self-evaluation reports, site evaluation reports, annual reports, progress reports and surveys. CCEA staff collate the information from evidence/reports, measured against the current Standards, which is then provided to the Accreditation Committee. The Accreditation Committee reviews the evidence/reports in detail to provide recommendations to the Board regarding compliance with the Accreditation Standards.

For information regarding accreditation/re-accreditation processes and program monitoring, please refer to the CCEA [Accreditation Guidelines for Chiropractic Education Programs](#).

3. Evidence

The Accreditation Committee relies on evidence gathered through its quality assurance and program monitoring activities to establish whether an education provider and program are compliant or non-compliant.

The Accreditation Committee and Board must ensure point in time and ongoing compliance for each program. If an education provider only meets point in time compliance, it is likely that additional program monitoring will be required to ensure ongoing compliance with the Accreditation Standards.

Conditions and program monitoring

In situations where evidence suggests that a criterion is substantially (but not entirely) met, the CCEA will impose a condition on the program.

When the Accreditation Committee and Board deems that a condition has been met, the condition will be removed, if point in time and ongoing compliance are assured. To manage risk, additional program monitoring may still be required to ensure ongoing compliance, such as with an unstable education provider or program.

When the Accreditation Standards are met, CCEA may need further reassurance that the criterion will continue to be met for the duration of the accreditation period. In such cases, additional program monitoring may still be required.

Following the submission of a monitoring report by an education provider/program, CCEA may:

- Increase or decrease the frequency of program monitoring requirements, including removing additional program monitoring (if evidence indicates that point in time and ongoing compliance are assured and the program monitoring requirements are wholly met); or
- Upgrade the program monitoring requirement to a condition (if evidence indicates an increased risk of non-compliance or the provider's risk rating increases).

Under extraordinary circumstances, in which there appear to be substantial program or institution non-compliance with the Accreditation Standards, CCEA may revoke the accreditation of the program.

4. Decision making

Following the receipt of information in relation to an institution's quality assurance or program monitoring activity, CCEA staff will prepare reports for the Accreditation Committee and Board to review.

In order for the Accreditation Committee and Board to make consistent decisions, they will consider:

- Risk
- Evidence
- Equity

5. Risk framework

CCEA defines risk as 'any potential or actual event, decision, action or inaction that could affect program compliance with the Accreditation Standards'.

Several factors are considered by the Accreditation Committee and Board when determining program risk. These factors include:

- Education provider/course registration/accreditation status with sector regulators, such as TEQSA, NZQA and MQA (including renewal date, period of registration, conditions imposed, and any correspondence from a regulator)
- Provider stability (including financial stability)
- Staffing stability (at both the governance and teaching levels)
- Student cohort stability (by looking at student headcounts, breakdown by type of student and any significant changes)
- Learning environments
- Previous accreditation outcomes and responsiveness of the education provider/program to the reporting requirements
- Current conditions and monitoring requirements in place for the program.

Programs may move between risk ratings depending on evidence gathered and provided through quality assurance and monitoring processes. Risks to both the education provider and program are taken into consideration.

Table 1: CCEA risk rating framework

Compliant with Accreditation Standards	Compliant with Accreditation Standards (with potential risk of non-compliance)	Substantially compliant with the Accreditation Standards	Substantially non-compliant with the Accreditation Standards
No conditions OR Low volume/severity of conditions and/or monitoring requirements	Low to medium volume/severity of conditions and/or monitoring requirements	High volume/severity of conditions and/or monitoring requirements	Not accredited
Stable education provider and/or program history	Stable education provider and/or program history	Recent history of education provider and/or program instability	Ongoing education provider and/or program instability
LOW	MEDIUM	HIGH	EXTREME

The overall risk level is not determinative and will remain confidential to the CCEA.

Risk linked to duration of accreditation

As program stability decreases and the number/severity of non-compliance issues increases, the risk rating will also increase. The risk rating is used to decide a suitable accreditation duration.

The Accreditation Committee and Board will use the guidelines below to assist with making their decisions regarding accreditation duration.

- High risk education providers and programs: up to 1 year accreditation period
- Medium risk education providers and programs: up to 3 years accreditation period
- Low risk education providers and programs: up to 5 years accreditation period.

6. Equity

The risk-based approach will aid impartial decision-making that will be applied fairly and systematically. CCEA considers ‘equity’ and ‘fairness’ in its decision-making. This takes into consideration, what a ‘reasonable’ individual with the same information would conclude.

This is applied through:

- Having individuals with appropriate skills, knowledge, experience and expertise appointed to the Accreditation Committee and Board
- Decision precedents
- Historical knowledge of the education provider and program, including previous risk and compliance.

7. Related documents

- Australian Health Practitioner Regulation Agency, *Health Practitioner Regulation National Law Act*
- CCEA, *Accreditation Guidelines for Chiropractic Education Programs*
- CCEA, *Accreditation Policies and Procedures*
- CCEA, *Accreditation Standards for Chiropractic Programs and Competency Standards for Graduating Chiropractors*
- CCEA, *Accreditation Committee Terms of Reference*
- CCEA, *Constitution*



Council on Chiropractic Education Australasia Ltd
ABN: 91 168 760 067

GPO Box 622
Canberra ACT 2601
Australia

P: +61 (2) 6100 6264
E: admin@ccea.com.au
www.ccea.com.au