

CONTEXT

The timing of prevocational accreditation survey visits and submission requirements is determined by the length of accreditation awarded by the Prevocational Accreditation Committee (PAC). Following a reaccreditation survey the accredited prevocational training provider is provided with an accreditation cycle that outlines all required submission dates and future survey activities.

Where unforeseen circumstances arise a prevocational training provider may request an extension to a submission deadline or scheduled survey event (including survey visits or desktop reviews). The Prevocational Medical Assurance Services (PMAS) Director may negotiate and approve an extension where:

- Appropriate justification has been provided; and
- The proposed extension will not adversely impact the accrediting authority's ability to complete its assessment following due process and provide a timely outcome.

Requests to extend the expiry date of an accreditation status must be considered and approved by the Prevocational Accreditation Committee (PAC).

SCOPE

This policy applies to all PMAS accreditation survey activities, including:

- Planned survey events; and
- Unplanned survey events.

This includes both:

- Accreditation survey visits; and
- Desktop accreditation reviews.

SUPPORTING DOCUMENTATION

1. *Extension Process 2.14*
2. *Prevocational Accreditation Cycle*

ACCREDITATION EVENT EXTENSION POLICY



PERFORMANCE MEASURES/KPI

1. 100% of extension requests are managed according to this policy

Policy contact officer: Quality Assurance Officer