



RELATED POLICY

Extension Policy 1.8

PURPOSE

The timing of prevocational accreditation surveys and submission due dates is determined by the accreditation period awarded by the Prevocational Accreditation Committee (PAC). Following a reaccreditation survey, an accreditation cycle is provided to the prevocational training provider outlining all key submission and survey dates.

The accrediting authority recognises that unforeseen circumstances may occasionally prevent a prevocational training provider from meeting these requirements. In such cases a training provider may request an extension to:

- a submission due date
- a scheduled survey visit or desktop assessment
- the expiry date of its accreditation status

To enable timely consideration of the request, training providers must submit a written request to the accrediting authority as soon as practicable outlining the reasons for the extension.

SCOPE

This process applies to all accrediting authority surveys including both planned and unplanned survey activities, whether conducted via an on-site visit or via a desktop review.

PROCESS

1. Submission of Request

The accrediting authority receives a written request from the prevocational training provider seeking an extension to a submission due date, survey activity or accreditation expiry date.

2. Notification

Accrediting authority staff notify the Accreditation Director and/or the Chair of the Prevocational Accreditation Committee (PAC) of the request.

3. Requests Relating to Submission Due Dates or Survey Dates

Where the request relates to a submission due date or a scheduled survey activity:

ACCREDITATION EVENT EXTENSION PROCESS



- The Accreditation Director will assess the request and determine whether the extension should be approved.
- Consideration will be given to:
 - the circumstances prompting the request;
 - the impact on the accreditation process and survey schedule; and
 - the ability to maintain due process and accreditation requirements.
- The outcome of the request will be communicated to the training provider in writing.

4. Requests Relating to Accreditation Expiry Dates

Where the request relates to an extension of a training provider's accreditation expiry date:

- The Accreditation Director will refer the request to the Prevocational Accreditation Committee (PAC) for consideration and decision.
- To facilitate a timely decision an Out-of-Session (OOS) meeting will be convened in accordance with the PMAS Out-of-Session Meeting Policy and Procedure.
- The outcome of the PAC's decision will be communicated to the training provider in writing.

SUPPORTING DOCUMENTATION

1. *Extension Policy 1.8*
2. *Out of Session Committee Meeting Policy 1.7*
3. *Out of Session Committee Meeting Process 2.13*
4. *Prevocational Accreditation Cycle*

PERFORMANCE MEASURES/KPI

1. 100% of extension requests are acted upon according to this process

Process contact officer: Quality Assurance Officer