



## RELATED POLICY

*Extension Policy 1.8*

## PURPOSE

Prevocational accreditation survey visits and submission dates are determined by the length of accreditation status awarded by the Prevocational Accreditation Committee (PAC) and are stipulated in the accreditation cycle provided to the prevocational training provider following a reaccreditation survey visit.

The accrediting authority acknowledges that due to unforeseen circumstances, prevocational training providers may be unable to meet these predetermined dates and as such may request an extension to the submission due date/survey visit and/or expiration of accreditation status.

Prevocational training providers are required to notify in writing the accrediting authority as soon as possible of such a request to allow a timely outcome and response.

## SCOPE

This process applies to all accrediting authority surveys (visit/desktop) – planned and unplanned.

## PROCESS DESCRIPTION

1. Accrediting authority staff receive a written request for an extension (submission date/survey visit/accreditation status).
2. Accrediting authority staff inform the accreditation manager and/or PAC Chair.
3. If the request for an extension is in relation to the submission date/survey visit, the accreditation manager is to negotiate and approve/not approve the request. Due consideration is to be given to the circumstances prompting the request as well as the implications on managing the survey whilst allowing for due process to be followed.
4. If the request for an extension is with regard to a prevocational training provider's expiry date of the accreditation status, the accreditation manager will refer this request to the PAC for consideration and decision making. A PAC out of session (OOS) meeting will be held as per the OOS meeting policy and process in order to expedite a resolution.

## 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