



Approved by PAC: 2015

Last Amended: August 2026

Next Review: August 2029

RELATED POLICY

Accreditation Policy 1.1

Purpose

Following an accreditation survey a formal report must be prepared and submitted to the **Prevocational Accreditation Committee (PAC)** for review and endorsement.

This document outlines the requirements and process for preparing accreditation survey reports.

Scope

This process applies to reports arising from the following accreditation activities:

- Accreditation and reaccreditation surveys
- New term and off-site term surveys
- Modified term surveys
- Monitoring activities including Quality Action Plans (QAPs) and Progress Reports

Report Writing Requirements

Survey Team Leaders and survey team members are responsible for preparing and finalising survey reports in a timely and professional manner.

All reports must:

- Be completed in accordance with the approved report writing process.
- Use clear, objective and consistent language throughout.
- Accurately reflect the evidence gathered during the survey.
- Maintain confidentiality by avoiding the inclusion of individual staff names or other identifying personal information.
- Clearly document survey findings, ratings, commendations, conditions, recommendations and any required follow-up actions.



REPORT WRITING PROCESS

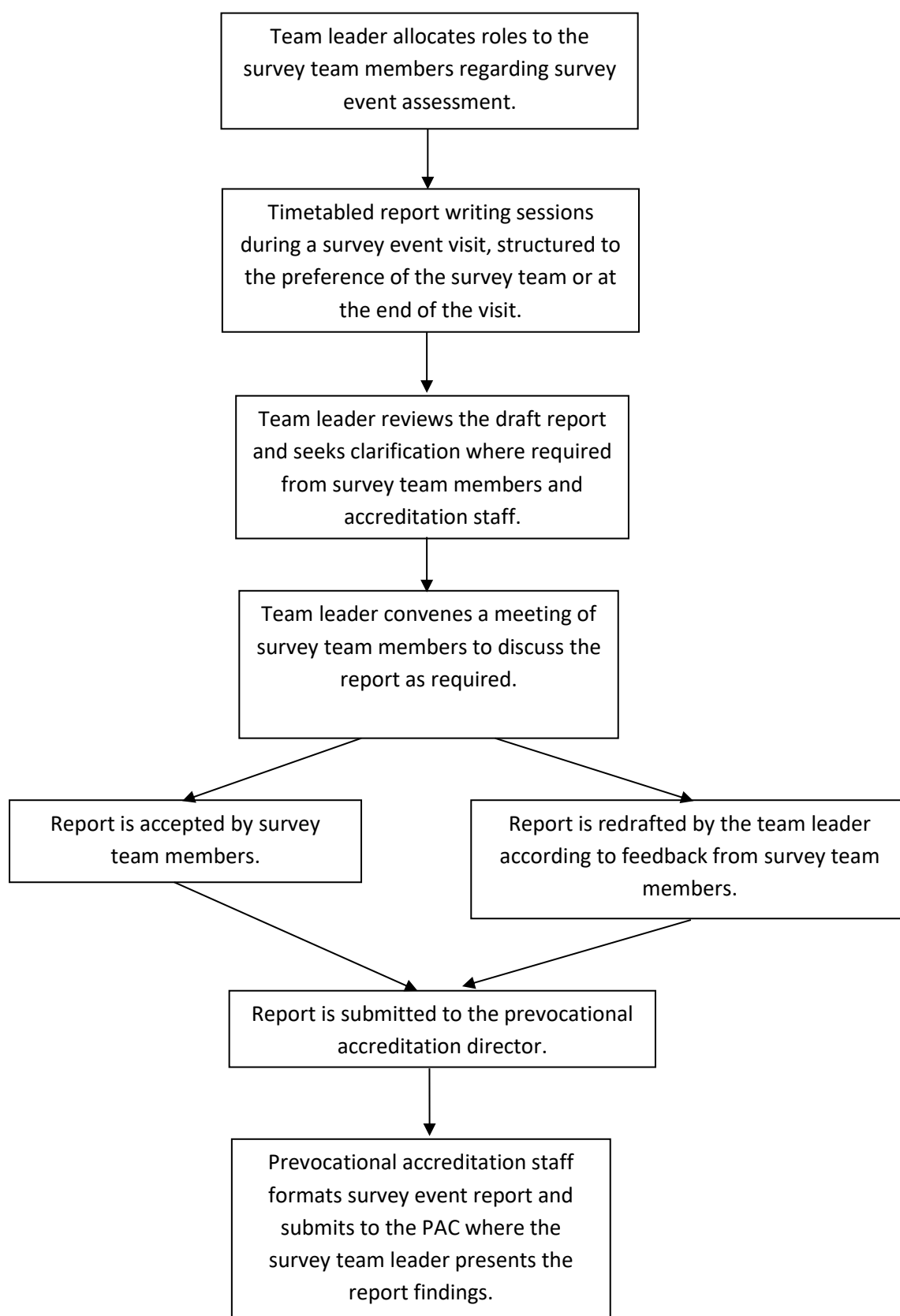
Key Principle

Survey reports provide the evidence base for accreditation decisions and should present a balanced, evidence-based assessment of the training provider's performance against the relevant accreditation standards.



REPORT WRITING PROCESS

PROCESS FLOWCHART





REPORT WRITING PROCESS

PROCESS

Steps 1 to 7 should be completed within **six weeks of the survey event**.

1. Allocate Responsibilities

At the commencement of the survey the Survey Team Leader assigns areas of review and reporting responsibilities to survey team members.

2. Prepare Draft Findings

For survey visits dedicated report-writing time is scheduled at the conclusion of the survey to develop the initial draft report.

3. Review the Draft Report

The Survey Team Leader reviews the draft report and seeks clarification from survey team members and accreditation staff as required.

4. Address Outstanding Issues

For desktop surveys the Survey Team Leader may convene a meeting with survey team members to discuss and resolve any outstanding issues or concerns.

5. Refine the Report

The Survey Team Leader updates and refines the report based on feedback from survey team members.

6. Quality Assurance and Endorsement

The Survey Team Leader and accreditation staff review the report to ensure consistency, accuracy and an appropriate tone. Survey team members are then asked to electronically endorse the report with records of endorsement retained by the accrediting authority.

7. Final Report Approval

The final draft report is endorsed by all survey team members.

8. Factual Review by the Training Provider (*Initial and Reaccreditation Surveys Only*)

The report is provided to the prevocational training provider for review of factual accuracy before any accreditation decision is made.

9. Training Provider Response

The training provider submits a written response confirming either:

- a. The report is factually accurate; or
- b. Clarification is requested on specific findings or statements believed to be incorrect.

10. Finalisation of the Report

The Survey Team Leader reviews any comments received and where appropriate provides clarification through the Accreditation Director before the report is submitted to the Prevocational Accreditation Committee (PAC) for consideration and accreditation decision.



REPORT WRITING PROCESS

Key Principle

The factual review process provides the training provider with an opportunity to verify the accuracy of the report. It is not an opportunity to challenge accreditation findings or recommendations prior to consideration by the PAC.

SUPPORTING DOCUMENTATION

1. *Accreditation Policy 1.1*
2. *NT Surveyor Guidelines 5.6*
3. *Survey Team Leader Selection Process 5.3*
4. *Surveyor Position Description 5.1*
5. *Surveyor Report Writing Guide 5.8*

PERFORMANCE MEASURES/KPI

1. 100% of survey event reports are written according to this process

Process contact officer: Quality Assurance Officer