

ACCREDITATION MATERIAL CHANGE POLICY

1. Purpose

The education provider must notify the Council as soon as it becomes aware of actual or planned changes to an accredited program that are outside the usual evolution of quality improvement initiatives, so that the impact on the ongoing compliance of the program with the Accreditation Standard can be assessed.

In this notification, the provider must explain the impact of the changes and the strategies, including risk mitigation, that will be applied to manage the change. Detailed plans covering the relevant strategies should be submitted with the notification.

An assessment of the reported change(s) will be undertaken based on the evidence presented and the Council will determine the likely impact on compliance with the Accreditation Standard.

Determination of a material change **may** require a full application for accreditation with associated fees.

2. Definition

A material change is a change that will or may significantly affect the way the education provider meets the requirements of the Accreditation Standard. Material changes include but are not limited to:

2.1 An increase in student head count compared to the last accredited projections.

Increasing student numbers may significantly impact the resources available to deliver the program in academic and clinical education settings and affect the student experience. Education providers must explain how their program continues to meet the accreditation standard across a range of areas, including the availability of appropriate, experienced staff to support teaching and learning; the provision of sufficient infrastructure and resources to support learners and their progression; and the availability of suitable clinical placements and supervisors to support the development of professional practice.

An increase in student head count by 25% or 30 students or more, whichever is lesser, must be reported to the Council.

For example:

- A program with accredited projected enrolments of 80 students enrolls 95 students. The increased enrolment of 15 students is less than a 25% increase on the original accredited projections and less than 30 so this is not considered a material change.
- A program with accredited projected enrolments of 140 students enrolls 174 students. The increased enrolment of 34 students is less than 25% increase on the original accredited projections, but more than 30 so this is considered a material change.
- A program with accredited projected enrolments of 30 students enrolls 40 students. The increased enrolment of 10 students is more than a 25% increase on the original accredited projections and whilst less than 30 it is considered a material change.

2.2 Changes to resources and infrastructure including:

- Changes to academic staff that may adversely affect the provider's capacity to deliver the program(s).
- Changes to education provider funding models or financial position that may adversely affect the provider's capacity to deliver a quality physiotherapy program.
- Organisational changes that may have a detrimental impact on governance, quality improvement, and staffing.
- Changes to educational facilities that may adversely affect the provider's capacity to deliver the program(s).
- Changes to program delivery such as, but not limited to: change of site or addition of new sites (including offshore) (includes additions and withdrawals); contracting with another organisation to deliver a significant proportion of a program or services (i.e. third party provider).
- Changes to the legal status of the corporate entity of the education provider.
- Any incident or circumstance, which could affect the education provider's integrity or capacity to conduct its business or deliver the program.

2.3 Changes to program attributes including:

- Addition of, or change to, the Australian Qualifications Framework award level.
- Change to the program duration.

2.4 Changes to curriculum including:

- Significant variation to the currently accredited curriculum with respect to course structure, units, learning outcomes, content, or delivery methods.
- Significant changes to the clinical education program model or level of support from clinical education partners.

3. Related Documents

Accreditation Standard for Entry-Level Physiotherapy Practitioner Programs December 2016

Policy approved: June 30, 2023

Document owner: Accreditation Committee Chair

© Australian Physiotherapy Council 2023