

EDUCATION ACCREDITATION AND COURSE ENDORSEMENT PROGRAMS:

GUIDELINES AND INFORMATION FOR UNIVERSITIES AND EDUCATION ORGANISATIONS

This document was approved and adopted by the Board of ACHSM
at its meeting held 18 September 2024.

These Guidelines shall take effect as of 1 January 2025.

Subject to alternate decisions by the Board, these Guidelines shall remain current until 31 December 2028.

Recommending reading:

ACHSM Education Accreditation and Course Endorsement Programs: Policy and Procedures.

For further information please contact:
Australasian College of Health Service Management
PO Box 341
NORTH RYDE NSW 1670
T: 02 9878 5088
F: 02 9878 2272
E: achsm@achsm.org.au
W: www.achsm.org.au

This document is copyrighted. Apart from any fair dealing for the purpose of private study, research, criticism or review, as permitted under the Copyright Act, no part may be reproduced by any process without prior written permission.

©Australasian College of Health Service Management

TABLE OF CONTENTS

DEFINITIONS.....	4
1 INTRODUCTION.....	6
2 ACHSM EDUCATION ACCREDITATION AND COURSE ENDORSEMENT PROGRAMS.....	7
3 THE ACHSM EDUCATION ACCREDITATION PROGRAM	8
4 ORGANISATIONAL AND PROGRAM GOVERNANCE	9
5 PROGRAM AND COURSE DELIVERY	9
6 COURSE CONTENT.....	9
7 COURSE EVALUATION	10
8 GOVERNANCE AND ADMINISTRATION OF THE ACCREDITATION PROGRAM.....	10
8.1 Applications for accreditation or endorsement	11
8.2 Communication Protocols.....	12
8.3 Preparation of the Accreditation or Endorsement Report	12
8.4 Review of Accreditation or Endorsement Report by Education Committee	12
8.5 Notification of Accreditation or Endorsement Outcome to the Education Provider.....	12
8.6 Follow-up of Review Recommendations from the Accreditation Program (only)	13
8.7 Dispute Resolution	13
9 FEES AND BENEFITS OF ACHSM EDUCATION ACCREDITATION AND COURSE ENDORSEMENT PROGRAM	14
10 ACHSM COURSE ENDORSEMENT PROGRAM (ONLY).....	14
11 APPENDICES.....	16
Appendix A: Accreditation Application form.....	16
Appendix B. Endorsement Application form	17
Appendix C. ACHSM Accreditation and Endorsement Fees.....	18
Appendix D. Surveyor Confidentiality Agreement	19

Definitions

For the purposes of these guidelines the following definitions will be used:

Accredited programs: refers to a university/tertiary level program that has been formally recognised and approved by ACHSM as a result of demonstrated compliance to Standards within the ACHSM Accreditation Program.

Accreditation standards: needed to assure safety of educational offerings, to ensure that are fit for their purpose, promote the interoperability, and quality and safety so that a desired, proportionate and achievable level of performance is measured against which courses are accredited or approved. They include the expectations related to the way in which the courses are designed, their governance, and the content of the offerings, their modes of delivery and how evaluation is achieved and acted upon. Standards set out the specifications to ensure that the accreditation process assesses educational products and services consistently and reliably.

ACHSM: refers to The Australasian College of Health Management.

ACHSM Competency Framework/Competencies: refers to the [ACHSM Master Health Service Management Competency Framework \(2022\)](#).

Course: a term used to describe a cohesive educational program that may or may not entitle participants to a qualification. Some education providers may use the term **program** in this regard.

Course Endorsement Program: a program of review and recognition by ACHSM for short courses in health management. This program does not apply to accredited programs.

Course Endorsement Criteria: specific steps, actions and activities that need to be demonstrated to achieve ACHSM Endorsement.

Education Accreditation Program: the program developed by ACHSM that assesses compliance to the promulgated Standards for tertiary level learning programs offered by universities/tertiary education organisations and usually align to the Australian Qualifications Framework (AQF Levels 7 to 10) degrees programs.

Education Accreditation Program Standards: the desired and achievable level of performance required in educational offerings. The Standards for the Accreditation Program are for the use in the accredited programs.

Educational offerings: a collective term that refers to courses or programs that are included in the ACHSM Education Program.

Evidence required: refers to the minimum set of evidence or information required to demonstrate compliance to Standards. Universities/organisations may be asked for additional information or may elect to provide other data and information to demonstrate approach and compliance.

Health and social care systems: describes the complex array of individuals and organisations, private and publicly owned and operated, that together act to enhance the health and wellbeing of the community.

Health and social care policy: describes the formal and informal, broad and specific directions that together seek to set the agenda for health and social care sectors.

Health economics: describes applying economic principles and practices to the health industry and understanding how economic considerations influence health behaviours and healthcare utilisation.

Health management: describes the broad spectrum of management strategies directed at improving the health and wellbeing of the community. The practice of health management is an enabling profession. Health management includes domains such as health and social care systems, health and social care policy, health economics, health and social care leadership, health and social care workforce.

Surveyors: individuals who have been appointed to that role by ACHSM and who are appropriately trained and briefed to review course proposals and delivery against the Standards developed and approved by the ACHSM.

Unit: a term used to describe a unit of study normally undertaken over one semester/trimester for which an overall mark or grade is given. Some educational providers may use the terms **subject** or **course**.

1 Introduction

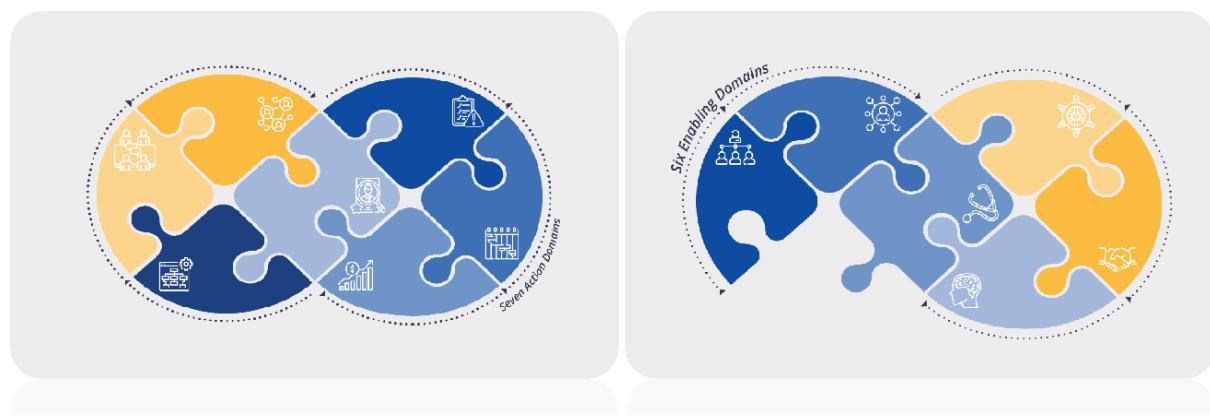
The health sector is very complex, comprising broad domains of policy, economics, health service delivery, workforce, quality and risk and health information management. The sector involves delivery of care, services and development across the acute health, aged and social care services environments. The modern health manager must have the core knowledge and skills of all managers including financial, human resource management, health economics, health and social care policy, strategic thinking and planning, sound organisational management/behaviour organisational change and digital health literacy. They must also have the health industry specific knowledge and understanding of the design and workings of the health system, clinical governance, quality and safety, health policy and reform, the roles of institutional players, laws and regulations. They also need technical competencies in service planning and evaluation, finance and resource management and infrastructure management.

Accreditation is a well-established process in the health and aged care industry. Accreditation of quality processes is used to encourage continuous quality improvement of health services, health professionals are registered to ensure the establishment and maintenance of professional competence, and educational programs are accredited to enable entry into registered professions.

ACHSM has had a long-established university [Education Accreditation Program](#). This has been expanded to include short courses, conferences and micro credentials with the [ACHSM Course Endorsement Program](#). Both programs have a similar process and the same goal – to achieve excellence in the education of our future health service management.

To lead change and maintain relevance, health managers need leadership abilities including communication skills, relationship management, business literacy and talent management, project management, risk management and clinical governance, and digital management. Health managers also need core personal attributes such as leadership skills and ethical behaviour, the ability to impact and influence (people and health systems), self-awareness and self-confidence, professionalism and change leadership skills.

These skills and attributes and their relationships are best summarised by the [ACHSM Competency Framework](#). The **Action** and **Enabling** Domains are displayed below.



2 ACHSM Education Accreditation and Course Endorsement Programs

There are two separate programs offered by ACHSM that provides accreditation or endorsement of courses. These programs ensure compliance to the Standards (Education Accreditation Program) or Criteria (Course Endorsement Program).

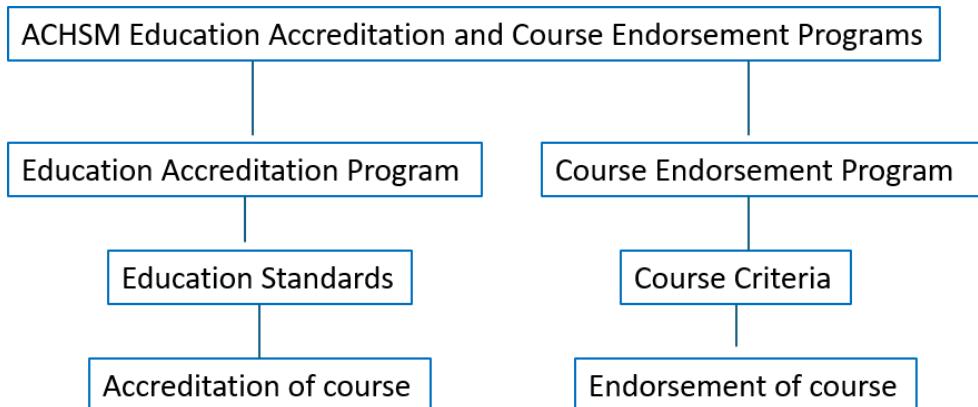
Education Accreditation Program and **Course Endorsement Program** will accredit or endorse programs that meet the community, professional and industry standards identified by ACHSM.

Accredited programs are designed to ensure the graduate has achieved the ACHSM professional competencies:

- Graduates at this level will have broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of HSM practice (AQF level 7 bachelor's degree)
- To an advanced level (AQF level 8 Graduate Certificates and Diplomas) Graduates at this level will have advanced theoretical and technical knowledge in one or more disciplines or areas of HSM practice
- At the specialist levels (AQF levels 9). Graduates at this level will have advanced and integrated understanding of a complex body of knowledge in one or more disciplines or areas of practice.

Endorsed programs are educational offerings that contribute to the breadth of knowledge and understanding in the industry such as short courses and conferences for CPE purposes.

- Short courses can be endorsed by ACHSM for CPE purposes or as a step on the road to formalised credentials.



The ACHSM believes that the process of accreditation and endorsement is a form of partnership between ACHSM and the education provider. This partnership gives the education provider a Certificate of industry endorsement, the use of the ACHSM Logo, and associated wording for marketing and promotional purposes. It also provides an invitation for the accredited universities to work more closely with ACHSM on potentially suitable professional development programs organised by the applicable local branch in which the education provider is located.

That partnership entitles students within the **accredited programs** to free student membership to the ACHSM, entitles two staff members from the accredited organisation to participate at no registration cost in the ACHSM's Annual Congress next held after accreditation and encourages active collaboration between ACHSM and the university that offers the accredited program. It also offers students in the accredited program access to health leaders to help facilitate industry-based projects or assessments. In return, ACHSM seeks to engage the staff from the accredited program to participate in peer review of other proposals for accreditation. ACHSM will provide, where practicable, access to individuals to participate in the university's advisory structures and course delivery, and access to industry-based experiences for learning or assessment purposes.

This document is provided to assist universities and educational organisations with their participation in the ACHSM **Education Accreditation and/or Endorsement Programs**. This document:

- Describes the education accreditation and endorsement program.
- Describes the standards used to determine the ACHSM's view.
- Outlines the processes for accreditation and/or approval/recognition.
- Documents the governance arrangements for the program.
- Outlines the fees and benefits of the program.

3 The ACHSM Education Accreditation Program

The purpose of the ACHSM Education Accreditation Program is to provide assurance to the public, students, and the health industry that identified programs of education in health management meet community, professional and industry standards and needs.

The ACHSM Education Accreditation Program has the following objectives:

- To encourage excellence in the education of health services managers and leaders.
- To establish standards for the delivery of formal university programs in health and aged care services management.
- To encourage a process of continuous quality improvement within these academic programs through participation in an ongoing accreditation program.
- To recognise academic programs that meet these standards through a transparent and objective process.
- To recognise graduates from these accredited universities as meeting the educational requirements for admission to or advancement within ACHSM.
- To build the relationship between the health sector and universities to ensure that graduates meet the needs of the health and aged care industries.
- To facilitate and influence the development of a sound foundation for ongoing professional development and learning in the health management field and the pathways that support this.

The following principles guide the policy and process of accreditation:

- Accreditation is assessed through a set of ACHSM endorsed standards, which uses evidence-based criteria underpinned by the ACHSM competency framework for health service managers and leaders. education providers report the evidence required to demonstrate compliance to the standards.
- The process is sufficiently flexible to recognise the range of academic programs across universities while ensuring that the standards are consistent with the ACHSM competency framework.
- Surveyors will demonstrate that they meet the standards established by the ACHSM and will be committed to continuing professional development. The ACHSM process will ensure the transparency of the Accreditation Program, including no conflicts of interest exist between the surveyors and the universities, and a dispute resolution process is established.
- Accreditation is a process of continuous improvement rather than a singular, critical review.
- Accreditation is intended to be of benefit to universities, their students, the health sector, and health services leaders and managers, through a facilitated process from which both parties' benefit.

These guidelines should be read in conjunction with the [ACHSM Education Accreditation Standards and Policy and Procedures](#), which details the standards or criteria that underpin the ACHSM's process of accreditation or endorsement.

The Accreditation Standards or Endorsement Criteria are built around a determination that the education provider offering the course or unit has appropriate governance arrangements in place to ensure the course is well designed and consistent with industry needs, and that the educational provider has the capacity to achieve appropriate educational outcomes. They also seek evidence that the content and delivery of the course is consistent with industry, community and professional standards.

4 Organisational and Program Governance

Universities and organisations (education providers) offering programs of education in health management should have in place policies, systems and structures to ensure the course meets industry, professional and community needs and achieves high quality educational outcomes. This applies at the organisational level as well as in the design, delivery and evaluation of the health management programs on offer. ACHSM is particularly interested in the way in which the industry voice is captured and represented in the design, development and delivery of the courses.

The assessment will also examine how the university contributes the advancement of the industry through active participation in industry leadership activities and roles and through advancement of understanding through research and evidence-based practice.

5 Program and Course Delivery

The course that is subject to accreditation or endorsement should be designed, developed and implemented in a manner most likely to achieve the stated objectives of the course, and to meet community, academic, professional and industry standards. If appropriate, the program offered leads to an appropriate award within the conditions of the Australian Qualifications Framework or equivalent, and thus the learning outcomes are consistent with the AQF level descriptors.

The survey will explore the teaching and learning strategies used in the program. It will also seek to identify that the organisation has in place resources sufficient to deliver the program and to ensure quality educational outcomes. These focus on:

- Those delivering the program are appropriately qualified and experienced.
- Sufficient resources are available to ensure quality educational outcomes.
- Engagement of industry in the delivery and assessment of programs.

6 Course Content

Courses seeking **accreditation** will be assessed against their ability to address the ACHSM Accreditation Standards and how they align to the ACHSM's Master Health Service Management Competency Framework. Courses seeking **endorsement** will be assessed on identified elements of the ACHSM competency framework, or against other identified criteria or industry needs, as identified by the course facilitators surveyors.

The [ACHSM's Master Health Service Management Competency Framework \(2022\)](#) is structured around identified competencies which is consistent with the educational industry's focus on graduate outcomes and the link between course objectives, learning outcomes and graduate outcomes. Evaluation of the course content will include the course structure, curriculum and how the delivery approaches are designed to achieve those outcomes, as well as the organisation's generic graduate outcomes.

The course evaluation will also explore the teaching and learning strategies used in the course design and delivery. It will examine how the content was distilled from theory, research and practice to produce concepts, ideas, frameworks; it will examine the processes of student engagement using action learning, and research and problem-based learning. It will explore the assessments used, both formative and summative, to identify their alignment with evidence-based practice, and industry relevance.

It is acknowledged that the relationship between course structure with inputs structured around learning domains and learning outcomes, is indistinct, and requires a complex representation of how the course structure achieves the identified outcomes.

7 Course Evaluation

The survey will focus on whether the education provider has in place mechanisms to evaluate the program and to ensure the specified learning outcomes are achieved, and that graduates of the program have achieved the competencies desired.

The ACHSM Education Accreditation Program based on a quality improvement model, has a rolling four-year cycle for existing courses and two-year cycle for new courses. The accreditation cycle involves a process of accreditation, mid-way review of recommendations, and then re-accreditation.

Existing courses are accredited (or re-accredited) for a period of up to four years. For new courses which are submitted for accreditation prior to the enrolment of students, the courses should be accredited for two years, with a further two years if they complete a successful review process.

8 Governance and Administration of the Accreditation Program

The governance and administration of the ACHSM Accreditation Program is described in the figure below:



The ACHSM Secretariat will establish and maintain a register of the accreditation status of education providers. The ACHSM will also maintain a repository of all documentation used in the accreditation process, for transparency and review purposes. The ACHSM Secretariat will also create an online repository for the submission of all relevant documentation and to facilitate access by ACHSM surveyors.

8.1 Applications for accreditation or endorsement

Universities or other education providers need to complete the ACHSM Application Form when applying for Accreditation (Appendix A) or Endorsement (Appendix B). Please refer to the relevant form for your needs.

Applications for accreditation or endorsement should be accompanied by documentation which provides evidence of:

1. **Organisational governance** including an outline of the policies regarding student entry and management, organisational structures, industry advisory structures, etc. (Note: when the university is TEQSA approved then evidence of this approval should be sufficient for these purposes).
2. **Industry engagement** with the health sector and health management. A statement outlining the organisation's engagement with the health sector through courses delivered, involvement in industry and professional activities, and in thought leadership through health system and health services research.
3. **Course documentation** which outlines the aims and objectives of the course, learning and graduate outcomes, entry requirements, its structure, the relationship between elements of the course and the qualifications achieved on completion. This should include evidence of any industry input into the design of the program, including the composition and relevant minutes of a Course Advisory Committee. **Note:** For courses seeking accreditation, evidence of how the course structure and assessment items align with the identified competency standards is an expected component.
4. **Teaching team** including leadership, the number qualifications and experience of educators and their availability. (Note: for new programs, the approved teaching structures and desired qualifications and experience may be all that is available).
5. **Other resources** including access to library resources, specialist expertise (including library, statistics, technical support, etc.), teaching and learning infrastructure (e.g., online learning management system). (Note when the university is TEQSA approved, evidence of this approval will be sufficient).
6. **Course evaluation** policies and strategies along with any reports on course evaluation for ongoing programs.

On receipt of the application, the ACHSM Secretariat will compile relevant internal documentation including previous accreditation reports and reviews (as relevant). Then undertake a preliminary evaluation of the information required and liaise with the education provider to assemble a complete dossier for survey purposes. To facilitate applications, documentation will be submitted and located on an appropriate electronic platform where the education provider submits all documentation.

The ACHSM Secretariat will assemble the survey team, including a designated team leader, and confirm acceptance from the university or educational provider of the composition of the survey team, so as to avoid any conflicts of interest. The ACHSM Secretariat will liaise with the education provider to agree a time for the survey.

The process of review will occur in five stages:

1. The survey team will review the provided documentation and seek clarification if required.
2. The survey team will meet with the organisation's representatives to discuss the process, expectations, timelines and agree on responsibilities.
3. The survey team may undertake or request additional information such as student/staff perspectives. Any data would be collaboratively agreed and collected by electronically.

4. The survey team will compile a draft report and provide to the organisation for comment/ fact checking prior to its final submission.
5. The final report will be prepared for consideration of the Education Committee and the ACHSM Board.

8.2 Communication Protocols

A nominated contact person from the education provider will be identified for communication with the ACHSM Secretariat. The Secretariat will advise the education provider six months prior to accreditation lapsing for any of its courses.

As standard practice, surveys will be conducted virtually. However, it is recognised that occasionally (and particularly for new courses), it will be beneficial for education providers and surveyors to have face to face meeting. If requested by the education provider for an onsite survey or meetings be undertaken, then **all associated travel costs are borne by education provider** in addition to ACHSM's fees for accreditation or endorsement programs.

8.3 Preparation of the Accreditation or Endorsement Report

The survey team will prepare a report within four weeks of the survey occurring and may make recommendations based on their findings. The survey team can recommend that:

1. A course is accredited or endorsed for a defined period without limitations or recommendations.
2. A course is accredited or endorsed with advice about recommended improvements.
3. A course is accredited or endorsed with conditions that may include:
 - The period of accreditation or endorsement is restricted until such time as identified issues are addressed.
 - Limitations are imposed on the mode or scope of delivery.
4. A course is not accredited or endorsed.

Time limits will apply to any recommendations made by the surveyor team. A time limit may apply to a limitation. It is important to note that **the fees applied are for the process to be completed**. Should the course not be accredited, or accredited for a two-year period, the full fee will apply on a second attempt at accreditation or a re-accreditation after two years.

The draft report will be submitted to the education provider for any provider comments on matters of fact and emphasis before it is submitted to the ACHSM Education Committee.

If appropriate, the survey team may confer with the education provider to highlight the report's recommendations before submitting it to the ACHSM Secretariat, and then the ACHSM Education Committee. The education provider has the right to respond with additional comments, within 10 working days of receiving the draft report.

8.4 Review of Accreditation or Endorsement Report by Education Committee

The ACHSM Education Committee will submit their recommendation for accreditation or endorsement, along with the rationale, for the ACHSM Board to consideration and approve. The ACHSM Board can confer full accreditation, which is for four years, or interim accreditation which is for up to two years.

8.5 Notification of Accreditation or Endorsement Outcome to the Education Provider

Following the decision by the ACHSM Board, the ACHSM Secretariat will inform the education provider of the outcomes of their survey with recommendations. The education provider will be provided with a copy of the draft report and invited to indicate its concurrence with the report or indicate any areas of disagreement. Feedback will also be sought regarding the program and the survey process.

The education provider will be provided with their Accreditation or Endorsement Certificate.

8.6 Follow-up of Review Recommendations from the Accreditation Program (only)

As the ACHSM Accreditation Program has a continuous improvement focus, the education provider will be asked to provide an update of performance against the standards, and specifically any recommendations, at the midway point between the surveys.

The mid-term report will be considered by the ACHSM Accreditation Committee. If it considers that any recommendations are not being addressed satisfactorily, the committee may recommend further steps to the ACHSM Board.

If there is no significant variation to the program content and the recommendations have been largely upheld, then the program will be renewed for the final two years.

It is recommended that the university provide details of the makeup of their Advisory Committees and copies of their meeting minutes as part of the midpoint review along with information on course evaluation and student outcomes.

8.7 Dispute Resolution

All grievances and complaints by universities or education providers should be addressed to the ACHSM Secretariat in writing in the first instance. The Secretariat will determine if the matter:

- can be dealt with administratively by the ACHSM corporate office with a remedial action plan
- should be dealt with by the ACHSM Accreditation Committee and is referred to the Chair for attention
- should be dealt with by the ACHSM Board and is referred for action.

The ACHSM Board and Education Committee are informed of all grievances and complaints including those that are resolved by administrative action by the ACHSM corporate office.

All grievances and complaints are recorded by the ACHSM Secretariat, and a report is provided annually to the ACHSM Board on the performance of the accreditation process.

An education provider has the right to appeal the accreditation outcome on one or more of the following grounds:

- an error of fact occurred in the making of the accreditation decision or the process leading to that decision
- relevant and significant evidence (such as from evidence provided prior to or as part of the survey):
 - was not properly considered
 - was incorrectly interpreted.
- an error occurred in the making of the original accreditation decision or the process leading to that decision
 - inappropriate weighting was given to evidence used in the making of the original accreditation decision or in the process leading to that decision
 - the reasons provided for the accreditation decision are inconsistent with the evidence upon which that decision was made.

Any costs of the appeal process shall be borne by the education provider unless otherwise determined by the ACHSM Board. The original accreditation status awarded to the education provider will remain in force until the appeal is finalised.

If the education provider is seeking to appeal the accreditation outcome the process is:

- The education provider to provide the grounds for appeal, in writing, to the ACHSM secretariat within 28 days of

receiving accreditation decision.

- The ACHSM Secretariat will formally acknowledge the application for appeal in writing.
- The ACHSM CEO, and Chair ACHSM Education Committee review the application and agree options for action which may include:
 - Follow-up with the Lead Surveyor for clarification on issues raised.
 - Discussion with whole survey team to ascertain collective knowledge of the accreditation process and survey.
 - Seek the view of independent surveyor/s to review the report and recommendations.
 - Convene an Appeals Committee, established by the ACHSM Board.
 - Seek an ACHSM Board final decision.
 - Outcome of the appeal is communicated in writing to the education provider.

Throughout the review process, the ACHSM Board commits to natural justice, due process and will manage conflicts of interest. The ACHSM Board shall have sole discretion to determine the method of hearing any appeal. The appeal decisions of the ACHSM Board are final.

9 Fees and Benefits of ACHSM Education Accreditation and Course Endorsement Program

The fee for Accreditation or Endorsement are set by the ACHSM Board. These costs are calculated by identifying the costs of maintaining the accreditation program (staff and resourcing) and ensuring the ongoing review and improvement of the programs. There is clear commitment on the part of ACHSM and the ACHSM Board that all monies collected are for the purpose of managing and improving the programs.

Surveyors demonstrate their commitment to the industry sector by not charging their time. Direct expenses will be passed on where these occur; particularly in relation to a face-to-face survey if requested by the education provider. In the event of a face-to-face survey, the costs will be reimbursed by the university on presentation of an invoice with detailed expenses.

Fees for both the Education Accreditation and Course Endorsement Programs are set out in Appendix C.

10 ACHSM Course Endorsement Program (only)

The Course Endorsement Program is offered by ACHSM for education providers who may seek ACHSM's endorsement of short programs and courses that may be offered in health management.

This program is a way in which ACHSM might provide its recognition for such short programs and courses in relation to alignment with an established set of criteria and in particular, how the program or course supports professional growth and development in relation to specific, contemporary and comprehensive competencies required of healthcare leaders and managers.

Short programs and courses that may be considered as part of this endorsement program can include learning opportunities that are knowledge and experiential based learning and also may be micro credentialled by the education provider or third-party organisation.

The criteria and requirements set out within this Course Endorsement Program are not used within the ACHSM Education Accreditation Program which is separately offered for tertiary level education providers offering graduate and postgraduate degree programmes (as generally found on the Australian Qualifications Framework (AQF) levels 7 to 10).

The application for seeking course endorsement should be made to the ACHSM secretariate using the form at Appendix B.

Fees for submission and review of courses in the Course Endorsement Program are found in Appendix C.

When ACHSM endorses a course within this program, education providers will receive a certificate of endorsement for the nominated course and ACHSM's approval to use the ACHSM logo against that

course endorsement. The ACHSM logo and any affiliation cannot be used for any other aspect of the education provider's operations other than for an endorsed course and only for the period of that endorsement.

11 Appendices

Appendix A: Accreditation Application form

Date of application		
Name of university		
Managing school or faculty		
Key contact person for all accreditation application enquiries	Name:	
	Email:	
	Phone:	
Number of university staff available for consultation		
Name and email of staff available for consultation <ul style="list-style-type: none"> These email addresses will be used if an online meeting is needed Attach a separate page if insufficient space provided 	Name	
	Email	
	Name	
	Email	
	Name	
	Email	
Date the university will have all information ready to be reviewed		

Courses to be reviewed (attach a separate page if insufficient space provided)		
Course code*	Course Name	End date (if applicable**)

* Please ensure correct as the ACHSM Accreditation website will have a direct link to your university's course page.

** Applicable if a course seeking re-accreditation has a planned end date. If course is continuing, please leave blank.

Appendix B. Endorsement Application form

Date of application			
Name of education provider			
Name of education offering • Please include type of education (course, workshop, conference)			
Date of education offering delivered			
Contact person for all education offerings seeking endorsement	Name		
	Email		
	Phone		
Number of staff available for consultation			
Name and email of staff available for consultation • Email addresses will be used if an online meeting is needed • Attach a separate page if insufficient space provided	Name		
	Email		
	Name		
	Email		
	Name		
	Email		
Expected date of completion by education provider • Date the education provider will have information ready for surveyors to assess			
Date outcome is required • Minimum six weeks' notice required from delivery date			

Appendix C. ACHSM Accreditation and Endorsement Fees

Accreditation	
Education Offering	Fees (\$AUD + GST)
Bachelor – Master Level Degrees: 1-4 qualifications	\$10,000
For each qualification over initial 4, and up to an additional 4 qualifications (max.8)	\$2,000 for each qualification
Any additional qualifications over initial 8 qualifications	\$1,000 for each qualification
Endorsement	
Education Offering	Fees (\$AUD + GST)
Micro-credential	\$3,000
Single Workshop session (1 day or less)	\$1,500
Multi-day Professional Development Program	\$3,000
Conference/ Congress	\$2,000

Appendix D. Surveyor Confidentiality Agreement

ACHSM Confidentiality Statement for Accreditation Surveyors and Observers

Schedule A Confidentiality Undertaking

This Deed is made on the day of 20.....

I, am an employee, volunteer, agent or contractor of Australasian College of Health Service Management (ACHSM).

I have been engaged by the ACHSM to perform services ("Services") in relation to the ACHSM Accreditation Program, and the sessions with universities that I will be attending either online or face to face for accreditation or re-accreditation.

I agree that I will not communicate, publish or release any confidential information, as part of the ACHSM Accreditation Program, except as directed by the ACHSM, as required by law, or for the purpose of the contractor's performance of the project.

I irrevocably authorise the ACHSM to enforce this undertaking and I acknowledge that the ACHSM is entitled (in addition to any entitlement to damages) to seek an injunction or other equitable relief for any actual or threatened breach by me of this Deed:

- a) without the need for the ACHSM to prove any special damage; and
- b) the ACHSM need not provide any security in respect of any damages that I or anyone else might incur as a result of an injunction being granted.

Executed as a deed on the date set out at the commencement of this Deed.

SIGNED SEALED AND DELIVERED

.....
Sign here

in the presence of:

..... Date
Signature of witness

..... Date
Name of witness (block letters)