

Information guide

January 2021

Call for expressions of interest for appointment to the list of approved accreditation assessors for the Podiatry Accreditation Committee

This guide includes information for individuals seeking appointment to the Podiatry Accreditation Committee's (Accreditation Committee) list of accreditation assessors, including:

- information about the role
- selection criteria
- selection process, and
- payment and remuneration information.

The Accreditation Committee strongly encourages Aboriginal and Torres Strait Islanders with the relevant expertise to apply.

Introduction

The Accreditation Committee is seeking expressions of interest from suitably qualified and/or experienced individuals across Australia, to be included on a list of approved accreditation assessors who may be appointed to accreditation assessment teams. The Accreditation Committee establishes accreditation assessment teams to assess education providers and their delivery of Podiatry programs of study. The assessment is made against approved accreditation standards currently being revised and due for approval mid-2021), and according to the processes outlined in the [Guidelines for accreditation of education and training](#).

The Accreditation Committee has agreed that each Assessment Team:

- a) will generally comprise three assessors, including one assessor who is a member of the Committee
- b) will have a team leader selected on the basis of their knowledge, skills and attributes relating to the program being assessed
- c) is composed so that the combination of assessors provides coverage of the following areas:
 - current registration with the Podiatry Board of Australia
 - sound knowledge of education system and experience in teaching and learning, and
 - sound knowledge of podiatry.

The purpose of the assessment teams

The assessment team evaluates information submitted by an education provider to the Accreditation Committee and prepares a report for the Accreditation Committee about whether the information demonstrates that the provider and the program of study meet the standards and criteria in the Podiatry accreditation standards (the revised standards are due for approval in mid-2021). The Accreditation Committee makes the decision about whether to accredit the program

What is involved?

If the Accreditation Committee identifies you are suitable, you will be required to complete assessor training before being added to the list of approved assessors.

If you are added to the list of approved assessors, the staff from Ahpra's Program Accreditation Team will contact you to ascertain your availability for appointment to particular assessment teams and check whether you have a real, perceived or potential conflict of interest in relation to any education provider. The Program Accreditation Team will also provide advice about the locations and timeframes of the scheduled assessments.

If you are appointed to an assessment team, you may be required to travel interstate to participate in one or more site visits as well as evaluating written information submitted by the education provider. If you are required to participate in any site visits, you will receive a daily sitting fee and the cost of associated travel and accommodation will be paid.

Ahpra

Ahpra's Program Accreditation Team supports the accreditation committees established under the National Law for the Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice, paramedicine and podiatry professions.

The Program Accreditation Team is based in the National Office in Melbourne.

Selection criteria

Applicants will be required to provide a response to each of the following attributes via the online application form:

Displays integrity: is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence.

Thinks critically: is objective and impartial, uses logical and analytical processes, and distils the core of complex issues.

Learns about new policies and frameworks: is willing to acquire and apply knowledge of new accreditation standards and processes and changes to them.

Applies expertise: actively applies:

- knowledge of Podiatry; and experience in clinical education either related to Podiatry or related to another health discipline
- knowledge of education and experience in teaching and learning in a health-related discipline, and/or
- knowledge and experience in delivery and/or assessment of education and training, especially related to Podiatry

Communicates constructively: is articulate and diplomatic, is self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others and writes clearly and succinctly.

Collaborates in the interests of the scheme: is a team player, flexible and cooperative, creates partnerships within and between the assessment team, the Accreditation Committee and the Program Accreditation Team.

Selection process

All applications are submitted via PageUp, an online application platform.

The Accreditation Committee will convene a Selection Advisory Panel to assess all applications for appointment to the Podiatry list of accreditation assessors.

Applicants may be interviewed or otherwise assessed to ensure that they have the necessary skills, knowledge and attributes for the position.

Applicants are required to provide information on whether they are current members of other government or statutory bodies.

Applicants will be required to provide **certified copies** of proof of identity as the following probity checks may be undertaken to establish the suitability and character of an applicant:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- in the case of a health practitioner, a check of the National register to ensure that the practitioner is of good standing in the profession.

Referee reports

Referee reports are an important part of the selection process and at least one report will be obtained for all shortlisted candidates. Applicants are asked to nominate two to three referees who can support your application relevant to the selection criteria and duties of the position.

Roles and responsibilities of accreditation assessors

Accreditation assessors are required to act within the powers and functions set out in the National Law.

Conflict of interest

Accreditation assessors are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

Confidentiality

Accreditation assessors are required to comply with the confidentiality requirements of section 216 of the National Law. Any information that comes to an assessor's knowledge, in the course of, or because of their role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Statutory protections

Under section 236 of the National Law, accreditation assessors acting on behalf of the Accreditation Committee are provided with appropriate statutory immunities for exercising their functions in good faith.

Remuneration

Accreditation assessors will be paid for the work they undertake on behalf of the Accreditation Committee. The daily fee paid to accreditation assessors (as of 1 July 2020) will be \$585.

For activities that are less than 4 hours, half the daily fee is payable.

Expenses

Travel, accommodation and incidentals such as meals during site visits are paid. More information on expenses and the process of payments and claims will be provided by the Program Accreditation Team upon appointment.

Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid.

We recommend applicants consult with their employer prior to applying to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as an accreditation assessor, and/or receive remuneration, should they be successful.