

### Glossary of Terms for annual program monitoring reports

The list of terms was developed and approved at the August 2019 HPAC Forum meeting. The terms are provided as a guide for use by Forum members for annual program monitoring reports, recognizing that some authorities have the right to opt out of certain definitions if they so wish. Many of the terms that had definitions under National law were used to compile this listing. Where there was no National law definition, definitions were discussed and agreed upon by the Accreditation Managers Sub-Committee.

	<b>Definition</b>
Accreditation authority	An external accreditation entity; or an accreditation committee
Accredited	Is a status applied when the program of study, and the education provider that provides the program of study, meet an approved accreditation standard for the profession
Accredited with conditions	Is a status applied when the program of study, and the education provider that provides the program of study, substantially meet an approved accreditation standard for the profession and the imposition of conditions on the accreditation will ensure the program meets the standard within a reasonable time
Accredited Program of Study	A program of study accredited under section 48 by an accreditation authority
Accreditation Refused	The program of study, and the education provider that provides the program of study, has not met an approved accreditation standard for the profession
Accreditation Revoked	The program of study, and the education provider that provides the program of study, no longer meets an approved accreditation standard for the profession and it is no longer accredited
Accreditation Standard	A standard used to assess whether a program of study, and the education provider that provides the program of study, provide persons who complete the program with the knowledge, skills and professional attributes necessary to practise the profession in Australia.
Accreditation Submission	Evidence provided to the accreditation authority by the education provider to show how the program of study, and the education provider that provides the program of study, meets the Standards.

Approved Program of Study	An accredited program of study- approved under section 49 (1) by the National Board established for the health profession; and included in the list published by the National agency under section 49 (5)
Benchmarking	A structured, collaborative, learning process for comparing practices, processes or performance outcomes. Its purpose is to identify comparative strengths and weaknesses, as a basis for developing improvements in academic quality. Benchmarking can also be defined as a quality process used to evaluate performance by comparing institutional practices to sector good practice
Delivery mode	The means by which programs are made available to students, for example: on-campus or in mixed-mode, by distance or by e-learning methods
Explanatory Notes	Guidance for education providers that clarify and/or provide additional information about statements made within the accreditation standards. Also known as guidance notes
Education Provider	A university; or a tertiary education institution, or another institution or organisation, that provides vocational training; or a specialist medical college or other health profession college.
Full Time Equivalent (FTE)	Full-time equivalence, as defined on the Department of Education and Training's HEIMS-HELP glossary ( <a href="http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Full-Time%20Equivalence%20FTE%20for%20a%20Full%20Year">http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Full-Time%20Equivalence%20FTE%20for%20a%20Full%20Year</a> )
Material Change	Changes that will or may significantly affect the way the education provider meets the requirements of the Accreditation Standard
Monitoring	Activities by an accreditation authority so it continues to be satisfied a program and its provider meet the approved accreditation standards for the profession
(Annual) Program Monitoring Report  NB Not all councils require reports annually	Report completed by education providers to the accreditation authorities (often on a yearly basis) to allow authorities to track whether education providers are continuing to meet Accreditation Standards.  Also known as Annual Report/Annual Monitoring Report/Progress Report/Monitoring Report/Annual Declaration
Program of Study	A program of study provided by an education provider
Statement of Intent	Notification to the accreditation authority that an education provider plans to start a new program of study

Student Attrition Rates	The proportion of students commencing a course of study in a given year who neither complete nor return in the following year. It does not identify those students who defer their study or transfer to another institution.
Student Contact Hours	Time spent by students in timetabled teaching and learning activities, such as: face-to-face lectures, tutorials, supervised study, field trips, work-integrated learning activities, clinical and other placements.
Student Progress Rates	The student progress rate measures successful student subject load.
Subject (Unit/Course)	A separate unit of study. A combination of subjects makes up a program of study. Note the terms 'unit', 'course', or 'topic' may also be used by education providers.
Withdrawals	The number of students not completing the academic year or withdrawing for any reason not covered by the “student attrition rate” definition.