

## The Programme Accreditation Process

1. All existing programmes will be invited to apply for NZAC accreditation prior to the end of 2018 in order for graduating students to be eligible for provisional membership of NZAC from January 2019 onwards.
2. Accreditation will be for 5 years. Following initial accreditation, re-accreditation with NZAC would ideally be aligned with institutions' 5 yearly review process where applicable.
3. NZAC accreditation or subsequent re-accreditation review would be triggered by:
  - A Significant Academic Development requiring CUAP approval by Universities
  - A Rule 2 level change of programme by PTE's or Polytechnics
  - A 5-yearly institutional programme review
  - Consistent and significant complaints about a programme to NZAC
  - The development of a new counsellor education programme.
4. Where professional representation is required in CUAP/NZQA process, the NZAC Counsellor Education Committee is the body that represents NZAC.
5. NZAC does not intend to duplicate NZQA and CUAP processes. Therefore, CUAP and NZQA will be consulted and informed of the NZAC Counsellor Education Standards and also of the provision of professional or sector representation for future counselling degree panel processes via the NZAC Counsellor Education Committee.
6. The NZAC Counsellor Education Committee provides a template for accreditation application purposes. This template sets out the Standards and programmes are asked to make links with existing programme documentation and to show how their programme meets the NZAC Counsellor Education Standards.
7. The NZAC Counsellor Education Committee offers the following submission dates: 1<sup>st</sup> August 2017, 1 November 2017, 1 March, 2018 and 1 June, 2018. Programmes will nominate when they want to submit their application to fit with these dates and the available slots in the accreditation timetable.
8. Programme accreditation will involve two accreditation facilitators, one from the NZAC Counsellor Education Committee and one nominated by the committee from the wider NZAC membership and approved by NZAC National Executive. Once accreditation facilitators have been identified, programmes will be consulted to minimise conflicts of interest as far as possible.
9. The role of the accreditation facilitator is to assess the alignment of the programme with the NZAC Counsellor Education Standards as evidenced on the application template. The intention is to review at a governance level as shown on the template.
10. Application will be made electronically. Completed applications will be sent to NZAC National Office from where each will be forwarded to the accreditation facilitators.

11. The accreditation process will respect the intellectual property of the programme under review.
12. The cost to programmes is \$1000. This amount is a cost-recovery only.
13. If further information is required to complete the accreditation process, programmes will be billed at a fair and reasonable cost of \$300 per day, plus airfares and accommodation on a cost recovery basis.
14. Facilitators will submit recommendations to the NZAC Counsellor Education Committee. It will be the Committee's decision whether:
  - A programme is accredited, or
  - Further information is required and the process continued, or
  - A site visit is required.
15. The NZAC Counsellor Education Committee's decision regarding the outcome of the accreditation will be sent to NZAC Exec for ratification. This information may then be passed to NZQA or CUAP, as appropriate.

## Frequently Asked Questions (FAQ's):

**Q: What about students who are half way through a diploma programme at the end of 2018?**

A: If they apply for provisional membership prior to January 2019 they will be eligible to apply for membership. However, from January 2019, only degree graduates will be eligible to apply for membership.

**Q: What if a programme has not received accreditation by January 2019 but is still in the process of applying?**

A: The student's provisional membership will be withheld until that programme gains NZAC accreditation.

**Q: What if a student completed a programme in the past that was not accredited and they apply for provisional membership after January 2019?**

A: Programmes should advise their previous graduates to apply for provisional membership before the end of December 2018.

**Q: What about existing members of NZAC who hold diploma qualifications?**

A: They are not affected. Only new applicants for membership from January 2019 are affected. Current membership criteria apply to anyone seeking provisional membership between now and January 2019.

**Q: Can 5.c.2 in the Standards regarding cultural supervision happen within the programme and in a group setting?**

A: Yes.

**Q: What difference will it make to the membership application process if a programme is accredited?**

A: Only those graduating from an NZAC accredited programme will be eligible for provisional membership. The provisional member application process will after January 2019 involve only proof of having graduated from an accredited programme.

NZAC Counsellor Education Committee

March, 2017