



Accreditation Policy and Procedure

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**Australian
Nursing & Midwifery
Accreditation Council**

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Accreditation Policy and Procedures

The purpose of the Accreditation Policy and Procedures is to:

- communicate to stakeholders how the Australian Nursing and Midwifery Accreditation Council (Anmac) meets its accreditation obligations under the National Law as implemented in each state and territory, and
- outline the policies and procedures associated with the accreditation of education providers and nursing and midwifery education programs of study that lead to eligibility to apply for registration or endorsement with the [Nursing and Midwifery Board of Australia](#) (NMBA).

The principles of these policies and procedures have been informed by national and international best practice accreditation models for health practitioner education.

Glossary terms in the Accreditation Policy and Procedures Manual are available on Anmac's website glossary ([Glossary](#))

1 About Australian Nursing and Midwifery Accreditation Council

Anmac is the national accreditation authority for the nursing and midwifery professions, appointed by the NMBA. Anmac's purpose is to protect the health and safety of the Australian community by establishing high-quality education standards and accrediting and monitoring education providers and programs leading to eligibility for registration as a registered nurse, enrolled nurse or midwife and endorsement as a nurse practitioner, a registered nurse prescriber or endorsed midwife in Australia.

Operating independently from the NMBA, the [Australian Health Practitioner Regulation Agency](#) (Ahpra), and government departments, Anmac is committed to maintaining the quality and integrity of Australia's nursing and midwifery workforce. Through ongoing collaboration with the nursing and midwifery professions, education providers, regulatory agencies, government, and industry stakeholders, Anmac ensures that its work aligns with evolving community needs and standards.

Anmac's work is guided by the values of Integrity, Excellence, Equity, Courage and Impact.

Anmac collaborates with the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives to promote reconciliation by ensuring that nursing and midwifery programs incorporate content reflecting the health, history, and cultures of Aboriginal and Torres Strait Islander Peoples.

1.1 The purpose of accreditation

Accreditation is the process of formal evaluation of an educational program, institution, or system against defined standards by an external body for the purposes of quality assurance and continuous enhancement [The role of accreditation in 21st century health professions education](#): Accreditation is an essential component of an effective system of health professions education.

The purpose of accreditation of education providers and nursing and midwifery programs of study is:

1. To protect the public
2. To facilitate high quality education and training; and
3. To enable and shape the continuous development of nursing and midwifery as a core element of a flexible and sustainable health workforce.

The aim of the accreditation process is to ensure every nurse, midwife and nurse practitioner entering the workforce in Australia will be a safe, culturally aware and competent practitioner. Accreditation supports

the essential continuous improvement of professional education and training to respond to evolving community needs.

1.2 How Anmac approaches its accreditation functions

Anmac and education providers hold a shared interest in the quality of an education program and its effectiveness in preparing graduates for practice. Anmac understands the regulatory context in which all education providers function and the requirements and capacities that must be demonstrated as part of the education provider's license to operate. Anmac does not seek to re-evaluate or reinterpret these requirements and is focused on the unique context of accreditation for nursing and midwifery programs of education.

To ensure that Anmac has a consistent and fair approach to its accreditation, it is guided by core principles.

1. Public safety – By working together Anmac and education providers help protect the health and safety of the Australian public.
2. Mutuality – Anmac's accreditation work focuses on outcomes and processes that will assist education providers and enable the optimal use of education providers and Anmac resources.
3. Respect – Interactions and decision making between Anmac and education providers are underpinned by respect.
4. Continuous improvement – Anmac's approach to an accreditation process includes seeking and implementing feedback for continuous improvement.
5. Qualified and experienced – Anmac assessment teams are appropriately trained, qualified and experienced academics and clinicians. Team members have valid expertise in their area of practice and have been selected in a comprehensive and transparent process.

2 Legislative framework

The [Health Practitioner Regulation National Law Act](#) (the National Law) is the legislative instrument used to implement the National Registration and Accreditation Scheme for the regulation of health practitioners.

The National Law sets out details of the Accreditation functions to be exercised by accrediting authorities. For Anmac this includes:

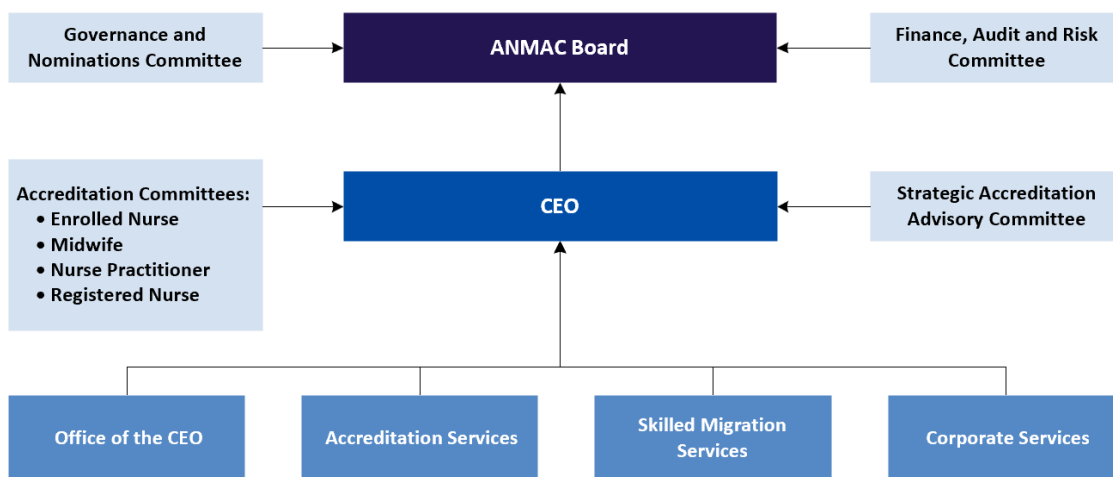
- developing accreditation standards for approval by the NMBA
- assessing education programs of study, along with the providers that deliver them, to determine whether the programs meet accreditation requirements
- making recommendations and providing advice to the NMBA on accreditation matters.

3 Governance and delegations

3.1 Anmac Governance

The Anmac Board is established in accordance with and governed by the provisions of the [Anmac Constitution](#). The Anmac Board is responsible for the management and good governance of the organisation. Figure 1 shows the Anmac governance and organisational structure.

Figure 1 Anmac Governance Structure



3.2 Delegations

The Anmac Board has approved and implemented a Delegations of Authority Policy to ensure the Anmac Chief Executive Officer (CEO) and other employees have the appropriate legal authority to exercise powers and carry out identified actions for which they are personally accountable (Table 1).

In accordance with the Anmac Constitution and Delegations of Authority Policy, accreditation decisions are authorised by the Anmac Board, CEO or Director Accreditation Services depending on the decision required (Table 1). Accreditation decisions are based on the information and recommendations provided by the accreditation assessment teams, Associate Directors and Accreditation Committees to the Director Accreditation Services and the CEO.

Table 1 Accreditation decisions and authority holder

ACCREDITATION	AUTHORITY
Accreditation of education program or major change to education program	CEO
Accreditation of education program or major change to education program with conditions	CEO
Refusal of accreditation or revocation of accreditation	Anmac Board
Accept minor changes to education program	Director Accreditation Services
Approve prolongation of accreditation of education program expiry date in accordance with prolongations policy	Director Accreditation Services

3.3 Roles and responsibilities

Chief Executive Officer

The Anmac CEO has overall responsibilities for ensuring that Anmac accredits and monitors approved education programs of study and continues to be satisfied that the education program and education provider meet an approved accreditation standard.

The Anmac Board has delegated certain powers and authorities for accreditation decisions to the CEO. The CEO receives the accreditation recommendation from the relevant accreditation committee. The CEO makes the accreditation determination and reports the final accreditation decision in Anmac's report to the NMBA.

Education Provider

The education provider is required to:

- Provide all evidence to support the submission or monitoring requirements
- Communicate with Anmac during the assessment process
- Provide additional evidence as required for clarification

Post accreditation, education providers are required to:

- Submit evidence as required, addressing any accreditation monitoring requirements (conditions and/or targeted monitoring) identified in a program's Outcome of Accreditation Assessment report.
- Submit all changes under the Prospective Reporting list prior to changes being made
- Retrospectively report other program changes through the Annual Report.

Director Accreditation Services

The DAS oversees all aspects of accreditation and standards review and delegates the following functions, where appropriate to other Accreditation Services' staff:

- allocating accreditation and education program changes and monitoring projects to Associate Directors to coordinate the accreditation assessment
- reviewing and maintaining policies and processes for accrediting and monitoring education providers and education programs of study, to ensure fair and consistent outcomes
- supporting the Associate Directors and Accreditation Committees throughout the process of accreditation or monitoring an education provider or assessing an education program.

Associate Director

Associate Directors are responsible for:

- accreditation standards review as members of the Expert Advisory Group
- management of assigned assessment teams
- undertaking all aspects of education program accreditation assessment
- presentation of accreditation and program change recommendations to accreditation committees
- routine, targeted and ad-hoc monitoring, including education program changes
- quality improvement accreditation projects and activities
- investigation of complaints against education providers or education programs.

Anmac Accreditation Operations staff

Anmac Accreditation Operations staff, overseen by the Operations Manager, Accreditation Services, implement the accreditation process. Their roles include managing the accreditation work program, implementing Anmac policy and procedures, supporting Accreditation Committees and Assessment Teams, advising stakeholders on accreditation policy and procedures and the assessment of individual programs.

Anmac staff will provide as much assistance and advice as possible on the assessment process, but education providers are solely responsible for their preparation for accreditation.

Assessment teams

Anmac maintains a register of approved individuals as assessors based on current knowledge, skills, expertise and experience. Assessment teams are appointed by the Director Accreditation Services, led by an Associate Director and formed for the purposes of assessing:

- education program accreditation
- complex or significant education program changes
- complex or significant monitoring functions
- complex or significant investigations of complaints
- internal review processes

Assessment team members are required to:

- assess evidence submitted by the education provider
- contribute to accreditation assessment reports (team review, site visit, outcome of assessment).

Assessment teams are formed with a skill mix aligned to the nature and character of the education program to be assessed. The number of team members is determined by the Director Accreditation Services in conjunction with the allocated Associate Director. An assessment team generally comprises four members:

- an Associate Director
- two academics
- a clinician, clinical educator or clinical manager.

One member of the assessment team is appointed as Chair. The Chair assists the Associate Director in managing site visit meetings and presentation of accreditation recommendations to the accreditation committee.

Right of Education Provider to accept the assessment team

Anmac staff will notify the education provider of the names and current places of employment of proposed assessment team members. The education provider has three working days to advise Anmac of acceptance of the proposed team. If notification of acceptance is not received within this timeframe, the proposed team is deemed to be accepted. The education provider has the right to object to the selection of any team members on grounds of potential or perceived conflict of interest of a personal or professional nature.

Examples:

- personal conflicts could include private, professional, or business interests of a person, or between an assessor and a staff member of the education provider.

- professional conflicts could include affiliations with the education provider or associations with an institution competing with or aligned with the education provider or education program being accredited.

Accreditation Committees

Four accreditation committees review accreditation assessment reports and recommendations to determine whether an education program and its provider meet the relevant approved Accreditation Standards. These committees are the Enrolled Nurse, Midwife, Nurse Practitioner and Registered Nurse Accreditation Committees. Each committee includes members with academic, education and clinical expertise and at least one member who identifies as Aboriginal and/or Torres Strait Islander. The committees make recommendations to Anmac’s CEO. Committee terms of reference are available here [Accreditation Committees](#).

Figure 2 shows the flow chart for accreditation recommendations and decisions.



4 Accreditation Standards

An important part of Anmac’s role is the development of [Accreditation Standards](#) for the nursing and midwifery professions. The standards are used to accredit and assess education providers and programs of study leading to eligibility to apply to the NMBA for registration as a registered nurse, enrolled nurse or midwife and endorsement as a nurse practitioner, a registered nurse prescriber or endorsed midwife in Australia.

Accreditation standards undergo a cyclical review to ensure they are contemporary and aligned with Australian and international best practice for health professional education. In developing an accreditation standard for a health profession, Anmac must undertake wide-ranging consultation about the content of the standard. Once developed by Anmac, accreditation standards are submitted to the NMBA for their approval. Accreditation standards approved by the NMBA are published on the Anmac website.

4.1 Review of accreditation standards

A formal review of the accreditation standards for nursing and midwifery programs in Australia is conducted approximately every five years. The review focuses on the quality of education, and the capabilities graduates need to practise safely and effectively, from a public-interest and community-safety perspective. This process helps assure the community that graduates of accredited programs have achieved the required professional outcomes and can enter practice with the necessary foundational knowledge, professional attitudes and essential skills.

Anmac’s review of the accreditation standards is guided by two core principles:

1. **Education providers are authorised to issue the relevant qualification** and are evaluated by [Tertiary Education Quality and Standards Agency \(TEQSA\)](#), [Australian Skills Quality Authority](#)

(ASQA) and the Australian Qualifications Framework to ensure ongoing quality learning outcomes.

2. **Agreed, contemporary Standards for practice exist for each profession**, which provide the benchmark against which the capability of graduates from entry-to-practice programs can be assessed.

4.2 Transition to new Accreditation Standards

In preparation for the release of new accreditation standards, Anmac must notify education providers that the current accreditation standards are under review and will be superseded with the release of the new accreditation standards.

Anmac will produce a transition guide in conjunction with the review of the accreditation standards to support education providers in implementing the new standards. Anmac must determine the evidence required to support transition of accredited and NMBA approved programs of study to meet the changes to criteria in the new standards. Anmac will manage the transition in accordance with established procedures and timeframes. Anmac will provide education providers with a timeline to transition their currently approved programs to the selected criteria.

During the review process Anmac accepts submissions against the current accreditation standards until the date of approval of the new accreditation standards by the NMBA. If a preliminary review of a submission made against expiring standards indicates that the submission is not of sufficiently high quality, the submission will not progress. The education provider will be required to re-submit against the new accreditation standards. Anmac will consider a short prolongation of accreditation expiry date in these circumstances. Submissions against the current accreditation standards must be finalised within 12 months of the release of the new accreditation standards. If this timeframe is not met, education providers will be required to resubmit against the new accreditation standards.

5 Accreditation Process

This section provides an overview of the accreditation process including phases, monitoring, fees and complaints management.

5.1 Registration as an education provider

Education providers must provide evidence of their current higher education (HE) or vocational education and training (VET) education provider status. For the higher education sector, this is with TEQSA. For the VET sector, this is with the ASQA or state VET sector regulatory authority. The education provider must notify Anmac immediately if their accreditation status changes, has conditions applied or is under investigation from the TEQSA, ASQA or state VET regulator.

VET organisations who do not have the current Diploma of Nursing qualification on scope should apply to Anmac for accreditation of the education program prior to applying to ASQA. When accreditation is granted by Anmac, it will be conditional on the qualification being added to the VET organisation's scope of delivery. Registration with either TEQSA or ASQA forms part of the Anmac accreditation requirements; however, it does not provide a guarantee of accreditation by Anmac.

5.2 Accreditation process phases

Anmac has two processes for initiating the accreditation assessment process.

For education providers applying for Anmac accreditation for the first time, or existing providers introducing a new program, the education provider is required to send Anmac a notification of their intention to apply for accreditation of an education program of study.

For education providers with existing Anmac accredited programs seeking reaccreditation twenty-four months prior to expiration of the current program Anmac will send a request to confirm the education providers intent to submit the program for reaccreditation. This request will provide the education provider with a submission date or request to change the date.

On confirmation of an agreed scheduled submission date the education provider is provided with an application pack containing forms and templates designed to facilitate the submission process.

There are three accreditation phases:

Pre-submission phase

No assessment of content is undertaken in this phase. The education provider is required to declare that they will be ready in six weeks to submit all completed documents that address selected criteria, including associated supporting evidence to Accreditation Services. In this phase the education provider is invoiced for the application assessment fee in preparation for the assessment phase and will also be provided with a link to upload the submission and supporting documentation.

Assessment phase

The Anmac assessment timeline begins when the education provider submits the completed application pack, all required templates, supporting evidence, and fee payment. The provider must also confirm via email that the submission is ready for assessment.

During this phase, the education provider is required to address all criteria and supply all accompanying evidence, including Anmac templates. The assessment phase includes a site visit and several rounds of evidence review undertaken by the Associate Director and assessment team to determine whether each criterion is met. All invoiced fees must be paid prior to commencement of the assessment phase.

5.3 Evidence Assessment

The education provider is required to provide evidence to support their submission on the following occasions:

1. At the initial submission with the Application pack
2. Prior to the site visit and based on the assessment team's independent reviews of the submission.
3. During site visit – this may take the form of presentations, discussions, viewing hardcopies of documents, viewing resources.
4. Post visit, the education provider may be required to submit a final cycle of evidence to meet the standards.

In addition, Anmac may make requests for information for a range of purposes including to:

- clarify something that is present in the submission or should be present in the submission
- confirm a claim made in the submission; and
- provide evidence against an omission from the submission (against the standards).

A rationale for the request for additional evidence will be provided with explicit links to the accreditation standards. If the education provider considers that there are other, or better, ways to address the request for evidence than that which is explicitly requested, this can be discussed with Anmac, through clearly evidencing the standards being met as the core requirement.

Depending on the nature of evidence required, evidence may be collected through:

- lodgement of the submission,
- provision of additional documentation,
- confirmation at site visit, and
- conversation.

If the evidence provided after any of these four cycles of information is still insufficient, Anmac may believe the most likely recommendation from the team will be “Refusal of Accreditation”. In this case, Anmac will engage with the education provider and determine how to proceed, including progressing the submission, potentially agreeing withdrawal without prejudice to the education provider or re-scheduling of the submission.

Costs incurred up to withdrawal are not refunded as the work of assessment has been completed. Rescheduling is to a mutually agreed date that does not disadvantage any other education provider that has a commitment from Anmac. Rescheduling will likely incur additional costs in line with the Risk-based Accreditation Framework. The cycles of evidence and information provided also inform the overall risk rating, and therefore the accreditation period and monitoring requirements (including conditions and targeted monitoring).

The assessment team provides three reports to the education provider:

- **Team Report** – an initial review identifying criteria where further evidence is required.
- **Site Visit Report** – a summary of the site visit discussions and details of any remaining evidence gaps.
- **Outcome Report** – confirmation of criteria met, substantially met, or not met. This report includes the rationale for any monitoring and assigns the program a risk rating.

At each reporting point, the assessment team will make a recommendation for the education provider either to continue with the assessment or to withdraw the program. The provider may choose to continue even if withdrawal is recommended, noting this may result in the team recommending refusal of accreditation to the committee.

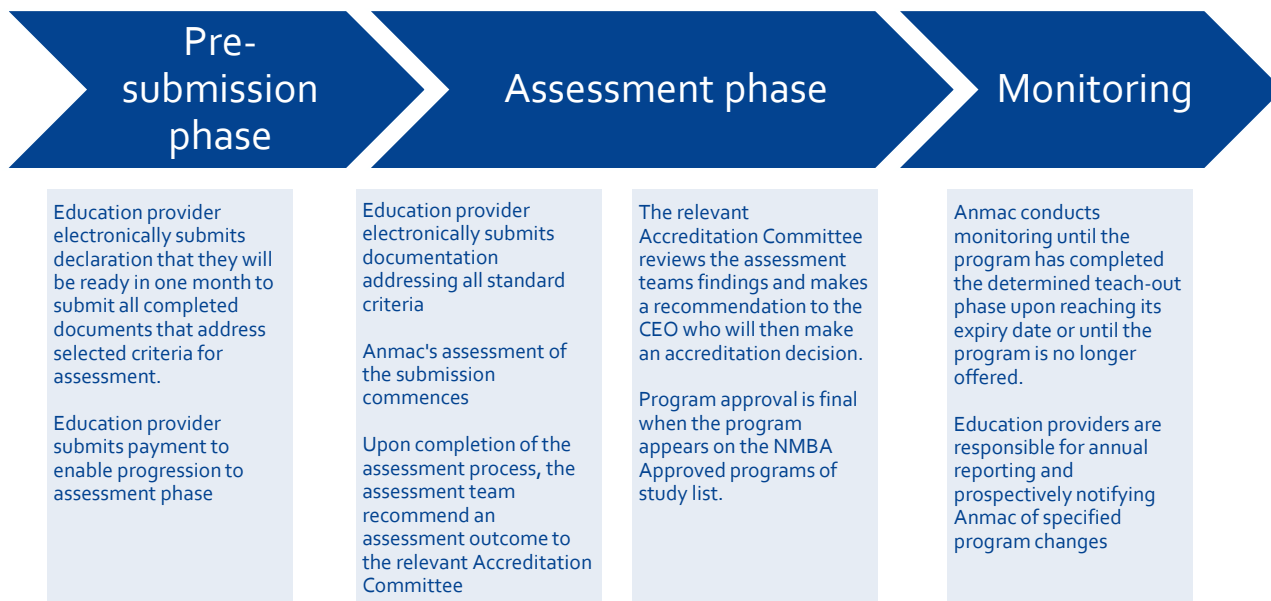
Following completion of all assessments, the assessment team provides a recommendation on the accreditation outcome to the relevant Accreditation Committee. After their review, the Committee submits a recommendation to the CEO, who makes the final accreditation decision.

The assessment phase concludes when the program is approved by the NMBA and listed on the *Approved Programs of Study (APoS)* list.

Monitoring

Monitoring of the education program continues until the education program has completed the determined teach-out or transition arrangements upon reaching its expiry date or until the education program is no longer offered. Routine monitoring is applied to all education programs annually. Targeted and ad-hoc monitoring may be applied to any education program at any stage during the program’s life cycle. Prospective and retrospective notification of education program changes are included in education program monitoring. Risk is also reviewed with each monitoring event.

Figure 3: Anmac accreditation phases



Note: Retrospective accreditation of an education program or changes to education programs are not permitted.

5.4 Accreditation timeframe

The process of accreditation, which commences with the stage 2 Assessment phase, usually takes 6 to 12 months depending on the complexity and quality of the submission and responsiveness of the education provider. Timeframes are managed by negotiating key dates with the education provider who is responsible for providing requested evidence within the negotiated timelines.

Anmac makes decisions to accredit education programs of study and accept changes to approved education programs. These decisions are then progressed to the NMBA for an approval decision. The process for NMBA approval is in addition to the 6-to-12-month Anmac timeline.

5.5 Accreditation outcomes

In assessing an education program Anmac may decide that specific accreditation standards are:

- **Met** – the program of study and education provider meet all the standards.
- **Substantially met** – the program of study and the education provider do not yet meet all the standards, but imposing accreditation conditions will lead to the program meeting the standards within a reasonable time.
- **Not met** – the program of study and education provider do not meet the standards, and the imposition of conditions will be insufficient to achieve that outcome.

The Anmac decision includes distinct parameters. Anmac will decide to:

- accredit the program without conditions
- accredit the program with conditions or other monitoring
- grant accreditation for the full period of five years

- grant accreditation for a lesser period to enable conditions to be met
- refuse accreditation.

The reasons for the decision must be made known and conveyed to the education provider. Once Anmac decides to accredit an education program of study, with or without conditions, it must give the NMBA a report about its accreditation of the education program.

If an Accreditation Committee is proposing to

- refuse accreditation
- accredit a program with conditions

Anmac will notify the education provider and provide them with an opportunity to clarify any errors of fact or to provide additional information relevant to the accreditation decision before a final decision is made.

If Anmac decides to refuse to accredit an education program of study, it must give written notice of the decision to the education provider that provides the education program of study. The notice must state:

- the reasons for the decision; and
- that, within 30 days after receiving the notice, the education provider may apply to the accreditation authority for an internal review of the decision; and
- how the education provider may apply for internal review.

An education provider may apply for an internal review if the education provider considers that the following circumstances apply:

- the accreditation decision was not made in accordance with the relevant Accreditation Standards.
- the accreditation decision was not made in accordance with Anmac policy and procedure documents.
- there was an error of fact when assessing the accreditation submission.
- the accreditation decision and reasons for decision do not reflect the evidence provided by the education provider.

Refer to Anmac's [Accreditation Internal Review Policy](#) for more information.

6 Monitoring

Program monitoring begins with the approval of a program by the NMBA. Monitoring concludes when the program ends and transition or teach-out arrangements are completed, or when the program is discontinued.

6.1 Legislative framework

Under the National Law Anmac is required to monitor all approved education programs of study to ensure the education program and education provider continue to meet the relevant approved accreditation standard for nursing and midwifery. Anmac manages monitoring activities and education program changes in a transparent, fair and timely way, in accordance with the [Monitoring Policy](#).

If Anmac reasonably believes the education program of study and education provider no longer meet an approved accreditation standard, Anmac must

- a. decide to
 - i. impose the conditions on the accreditation that it considers necessary to ensure the education program of study will meet the standard within a reasonable time; or

- ii. revoke the accreditation of the education program of study; and
- b. give the NMBA notice of its decision.

6.2 Monitoring of accredited programs

Routine monitoring is undertaken through the Annual Report and updating of the program's Risk Assessment.

The Annual Report is a formal declaration by the Program Head of adherence to the standards and is a condition of accreditation. The Annual Report is compulsory and must be submitted on the date set by Anmac. The content of the Annual Report is based on the standards for each program. It enables high quality and efficient monitoring of all accredited programs as well as providing information for Anmac about all programs across all standards. Each year, separate to the declaration, Anmac may choose to ask some questions of the sector through the Annual Report for general information and advocacy purposes. If it does, these questions will be clearly separate from the declaration of adherence to Standards.

Phases of the Annual Report process

There are five phases to the Annual Report process.

- a. **Preparation:** this is the phase where both Anmac and education providers ensure the accuracy of the information available to Anmac and undertake other essential preparations to enable an effective and efficient Annual Report process.
- b. **Reporting:** this is the phase where education providers receive the Annual Report form, complete it and lodge it with Anmac.
- c. **Acceptance:** this is the phase where Anmac ensures the Annual Report is complete and accurate subject to validation. A designated Associate Director reviews the received Annual Report form for completion and confirms immediate requirement for a Program Change or other action by the education provider. Wherever possible the assigned Associate Director will be the Associate Director who completed the program acceptance for that program.
- d. **Validation:** Validation is the detailed checking of accuracy of the information provided. This will usually be undertaken in line with other accreditation activities and not as a discrete activity.
- e. **Process evaluation:** this is the work done to gain information to improve the process.

When an education provider does not submit an Annual Report, accreditation conditions may be imposed, or accreditation of the program may be revoked.

6.3 Monitoring and accreditation conditions

The appropriate level of education program monitoring is determined in relation to the assessment against the standards and an assessment of risk.

Anmac will apply accreditation conditions:

- when assessment of evidence indicates criterion requirements are only substantially met
- to ensure outstanding criterion requirements are met within a reasonable timeframe
- to mitigate specific risks.

Anmac will apply monitoring:

- when assessment of evidence indicates a potential risk of criterion requirements not being met over time
- to ensure criterion requirements are implemented within a designated timeframe

- to mitigate potential risks.

Monitoring and accreditation conditions can be applied at any point in the accreditation cycle or when managing a complaint. Monitoring can also be applied ad-hoc to address immediate concerns.

6.4 Evidence requirements

Monitoring and accreditation conditions require the education provider to submit supporting evidence, information and/or written reports to demonstrate specific criterion requirements are met.

Anmac can apply monitoring or place conditions on an education provider or education program at any time to address immediate concerns relating to an education program or an education provider. Additional site visits may also be required to support evidence gathering.

Anmac will formally notify education providers about intended monitoring processes, including application of or change to monitoring requirements or accreditation conditions.

6.5 Risk Assessment

The accurate risk assessment of each education program informs ongoing monitoring to ensure that the education program continues to meet the accreditation standards and improves the ability to detect education programs that are no longer meeting the relevant accreditation standards.

The [Risk-Based Accreditation Decision Making Policy](#) aims to promote safety of the public through a transparent, fair and equitable measurement of risk that is aligned to the Ahpra's [Guidelines for risk-based accreditation decision-making](#).

An assessment of risk is undertaken for each accreditation event using Anmac's Risk Assessment Tool. The risk rating is determined using an education program's circumstances according to the following indicators:

- provider profile and history
- Anmac Accreditation Standards
- provider and education program data and feedback
- Institutional culture.

Each risk rating has corresponding accreditation outcomes and monitoring approaches. Monitoring approaches are specific to each education program of study and are designed to ensure regulatory actions are proportionate and sensitive to the identified risks of an education program. Changes to an education program's circumstances may change the risk rating.

6.6 Changes to approved programs of study

Anmac understands that education providers may need to make changes to approved programs of study from time to time. Education providers seeking to make changes to a program of study must make an application to Anmac for approval of the program change.

6.7 Prospective notification of program changes

Anmac supports innovation and continuous quality improvement and works with education providers to ensure education program changes continue to meet accreditation standards.

Selected education program changes, as listed in Figure 4, require education providers to prospectively (i.e. in advance) notify Anmac and seek approval *prior to* implementing the change. Other changes are to be reported retrospectively in the education Annual Report. When prospectively notifying Anmac of education program changes, the education provider needs to take into consideration the time required by Anmac to assess and approve the desired changes, which may take up to 6 months.

Anmac may require an education provider to report *all* education program changes prospectively. The education provider will be formally notified when this is required.

Anmac is to be *immediately* notified by the education provider if TEQSA, ASQA or other state Registered Training Organisation (RTO) regulator *proposes or commences* an investigation, implementation of conditions or change to the accreditation status.

All education providers must prospectively notify Anmac of select education program changes as listed in Figure 4.

Figure 4: Education program changes

<ul style="list-style-type: none"> • Change to the registration status by TEQSA, ASQA or other state RTO regulator 	<ul style="list-style-type: none"> • Change to RTO's nationally approved training scope relevant to the Diploma of Nursing program
<ul style="list-style-type: none"> • Change to university or TEQSA (for non-self-accrediting higher education provider) program accreditation 	<ul style="list-style-type: none"> • Change to education provider ownership
<ul style="list-style-type: none"> • Change to education provider name 	<ul style="list-style-type: none"> • Change to program title
<ul style="list-style-type: none"> • Change to the governance structure 	<ul style="list-style-type: none"> • The introduction or removal of a subject or unit of competency
<ul style="list-style-type: none"> • Change to program Australian Quality Framework level 	<ul style="list-style-type: none"> • Change to program delivery mode, including use of third-party providers
<ul style="list-style-type: none"> • Change to entry pathways (where there is block credit awarded) 	<ul style="list-style-type: none"> • Change to the clinical laboratory infrastructure or the number/location of campuses where the program is delivered
<ul style="list-style-type: none"> • Change to accredited minimum professional experience placement hours or sufficiency of midwifery practice experience placement 	<ul style="list-style-type: none"> • Change to head of discipline
<ul style="list-style-type: none"> • An increase to the approved student population 	<ul style="list-style-type: none"> • The introduction of international student enrolments
<ul style="list-style-type: none"> • The introduction of an offshore component into the program 	

To report a prospective change, the education provider needs to electronically submit an Intention to Submit form or contact Accreditation Services administration staff, via accreditation@anmac.org.au, for information about required documentation. Assessment of education program changes may incur a fee.

6.8 Advertising an education program of study

Education providers must ensure that all advertising material used to inform potential students contains accurate information on the accreditation status of the education provider and education program being advertised.

Advertising before the accreditation process is complete must include a notation that states:

'This education program of study is not yet accredited by Anmac or approved by the NMBA and will not lead to registration as a nurse or midwife in Australia under the approved qualification pathway, National Law Section 53a.'

Students cannot commence study in a non-accredited education program; this includes an education program that Anmac is currently assessing for accreditation.

Education providers can choose to plan, develop and acquire the necessary resources to offer an education program of study before receiving accreditation from Anmac. This is done at their own risk.

6.9 Prolongation of accreditation

Anmac's responsibility extends to ensuring programs and education providers continue to meet relevant accreditation standards across the accreditation period. To fulfil this function Anmac has in place a process of prolongation of the accreditation period, if this is required. A prolongation of the accreditation period may be granted if Anmac continues to be satisfied that the program of study and provider continues to meet an approved accreditation standard and delivery of the program is within the accreditation expiry date.

1. The request to prolong an accredited education program of study may be initiated by Anmac or the education provider.
2. Programs on superseded accreditation standards are not eligible for prolongation of the accreditation expiry date.
3. Initiation of the prolongation of an accreditation expiry date must occur before a program reaches the accreditation expiry date.
4. The Director of Accreditation Services will undertake a risk assessment of the program and provider and provide advice to the Chief Executive Officer regarding prolongation of the accreditation expiry date.
5. The circumstances under which a prolongation of accreditation period will be considered are:

- i. **Anmac initiated prolongation request**

Anmac must advise education providers of the need to prolong their program's accreditation expiry date to:

- align accreditation submissions with the introduction of new accreditation standards
- facilitate Anmac workload
- other reasons that will be detailed in the communication.

- ii. **Education Provider initiated prolongation request**

Anmac may consider requests from education providers to prolong their accreditation expiry date if the following reasons can be substantiated,

- align accreditation of multiple programs to reduce costs and impost on staff
- facilitate enrolment of students during the accreditation assessment process

- facilitate enrolment of students awarded block credit into a program when the program has entered teach-out or transition e.g. enrolment of registered enrolled nurses into year 2 of a Bachelor of Nursing program
 - facilitate the development of a program due to the introduction of a new National Health Training Package
 - manage a significant organisational restructure, which disrupts expected timeframe for preparing accreditation submission.
6. The CEO makes the final determination regarding the prolongation of a program of study's accreditation expiry date and advises the NMBA.

6.10 Transition and teach-out arrangements for expiry of accredited programs.

If the changes to a newly accredited program mean it is impossible or impractical to transition students, a teach-out arrangement is needed. Under these arrangements' students complete the program they commenced and maintain the opportunity to register with the NMBA, as a graduate from an accredited nursing or midwifery program of study.

When an expiring accredited program is replaced by a newly accredited program the education provider will ensure current students:

- Transition to the newly accredited program when the education provider commences delivery of the program.
- Or
- Complete the expiring program within the time-limits of the teach-out period.
1. New students cannot be enrolled into a program once the accreditation expiry date has been reached.
 2. Programs that have expired and entered a teach-out period must continue to meet the Anmac accreditation standards the program was accredited against.
 3. The length of the teach-out period is related to the length of the program and is time limited. The teach-out period is designed to be a reasonable length to enable students to have adequate time to complete the program they commenced. If a student is unable to complete a program within the teach-out period they should be transitioned to the new program to ensure they do not lose their opportunity to register with the NMBA, as a graduate from an accredited program of study.
 4. The length of the teach-out period for each program is calculated based on the full-time program length:
 - Length of program + ½ the length of the program

7 Accreditation fees

Anmac charges education providers to accredit education programs of study. Anmac is committed to ensuring that its fee structure is fair, transparent, and sufficient to effectively and efficiently conduct Anmac accreditation operations. The fees are based on Time Driven – Activity Based Costing (TD-ABC). The Accreditation Fee Policy establishes the fee structure for accreditation services provided by Anmac.

The education provider is invoiced at the time of submitting documents in the Stage One Assessment phase. Accreditation assessment will not commence until the invoice has been paid in full.

The current Accreditation [fee schedule](#) is on the Anmac website.

7.1 Fees for monitoring and complaint management

When review of monitoring or complaints relating to an education provider or an approved education program leads to a decision to undertake a site visit, Anmac may invoice the education provider to recover associated costs.

7.2 Refunds

An education provider may be eligible for a refund if they withdraw an education program after the assessment process has started. Any refund is determined by how much work has been completed. An education provider is not eligible for a refund after Anmac has conducted a site visit. All refunds are at the CEO's discretion.

8 Complaints management

Anmac is committed to reaching a prompt and fair resolution of any disputes, conflicts, or disagreements that may arise from time to time, and that may otherwise delay or impact the conduct or outcomes of the accreditation process. Disputes will be handled respectfully, confidentially, and in accordance with natural justice. Anmac works cooperatively with stakeholders to manage and resolve complaints in an impartial and confidential way.

8.1 Complaints about education providers

Anmac does not investigate the complaints of individual students or staff that are not aligned with the delivery of the education program against the accreditation standards. It will not intervene on behalf of an individual to address grievances relating to matters such as selection, recognition of prior learning or assessment outcomes. The accreditation standards require education providers to have processes for addressing grievances, complaints and appeals and Anmac reviews these processes when conducting an accreditation assessment.

Anmac only accepts complaints that facilitate Anmac to meet its functions under the National Law, that is, in assessing whether programs of study and education providers continue to meet relevant accreditation standards

8.2 Complaints about Anmac

Anmac will also accept external complaints about the level of service provided by an Anmac employee and the conduct or behaviour of an Anmac employee, committee member, assessment team member or Board member. Complaints should be emailed to complaints@anmac.org.au.

Where Anmac assesses a complaint as not being within its remit, Anmac will notify the complainant of this outcome, and they will be given information about other agencies to which the complaint may be referred. The [National Health Practitioner Ombudsman](#) can also assist with concerns about accreditation authorities.

9 Conflicts of interest and duty of disclosure

Anmac seeks to proactively avoid or manage any conflicts of interest and duty in the public interest. Wherever possible, Anmac staff will avoid any real, potential or perceived conflicts.

If the education provider determines that a potential conflict is occurring, it should raise the matter as soon as possible with the leader of the Assessment Team, who will keep the education provider updated until the matter is resolved.

Depending on the nature of the conflict, the Director, Accreditation Services, may recommend that Assessment Team members restrict their involvement in an Assessment, step down from Assessment on a permanent basis or relinquish their private interest / conflict.

If the matter is not resolved to the satisfaction of the education provider, the dispute must be set out in writing and sent to the CEO who will meet with the education provider to seek a resolution.

10 Proper use of information by Anmac

Anmac requires education providers to provide considerable information in accreditation and subsequent monitoring submissions. This may include sensitive information such as staff details, budgets and commercial in confidence material.

Anmac Committees and Assessment Teams use the information they gain during their Anmac duties only for its intended purpose. They do not use the information, including privileged information or commercially sensitive information, to obtain an advantage for themselves or another person or to cause detriment to the education provider or Anmac.

Assessment Teams are well informed about freedom of information, privacy and protected disclosure legislation. They respect confidentiality and use their discretion, prudence and good judgement when deciding how to treat information.

Assessment Teams only disclose information or documents when required to do so by law, in the legitimate course of duty, when called to give evidence in court or when proper authority has been given. They confine their comments to facts and do not express individual personal opinions in public on Anmac matters, policy or practices. Refer to Anmac's [Privacy Policy](#) for more information

11 Review of policies and processes

A formal review of Anmac’s policies and processes, including those relating to accreditation, takes place every 3-5 years. This review is undertaken through formal planning and with relevant accreditation staff. Information is gathered through research and wide-ranging stakeholder consultation.

Related documents	Anmac Constitution Fee Schedule Accreditation Internal Review Policy Accreditation Standards Accreditation Committees Complaints Policy- for complaints about approved programs or providers Glossary Monitoring Policy Privacy Policy Risk-Based Accreditation Decision Making Policy
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Document Number	
Category	Accreditation
Audience	Internal and external stakeholders
Status	Current
Last Revised	May 2026
Next Review	May 2029
Responsible Officer	Director, Accreditation Services
Author	Accreditation Services
Approved by	Chief Executive Officer
Signed	<div style="display: flex; justify-content: space-between; align-items: center;"> Camille Rowland. Date: 25 May 2026 </div>