Master List – ASAR Accreditation Definitions

Accreditation
For the purpose of this policy accreditation means that an ultrasound course has been assessed by ASAR as complying with all the ASAR Standards for the Accreditation of Sonographer Courses (SASC).

Accreditation Framework
The Accreditation Framework establishes the policies, procedures and standards within which sonography courses are granted accreditation for a specified time, having met transparent and defined requirements. The accreditation framework includes:

the Course Accreditation Application Pack,
supporting policies, procedures, and
Standards for the Accreditation of Sonography Courses.

Appeal Panel
A group of three appropriately qualified individuals, that considers appeals against an ASAR Board of Directors accreditation decision (resolution).

Appeal Panel Member
An individual, selected by ASAR who has knowledge of Sonography and/or of the relevant specialist discipline, is familiar with accreditation procedures, has a working knowledge of the SASC as well as the type of course applying for accreditation, and has no relationship past or present with the course or the accreditation procedure leading to the decision being appealed.

Australian Qualifications Framework
The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Australian Sonographers Association
The Australian Sonographers Association (ASA) is the peak body and leading voice for sonographers in Australia. The ASA guides the advancement of the sonography profession to ensure the community has access to quality sonographic services.

Australian Sonographer Accreditation Registry
Australian Sonographer Accreditation Registry (ASAR) accredits ultrasound courses offered by various providers, and establishes the criteria against which all courses are to be assessed. ASAR also maintains a register of accredited medical and student sonographers,

with the continuing professional development (CPD) activities of accredited medical sonographers recorded and monitored.

ASAR Accredited Programs
ASAR Accredited Programs are Sonography programs that have met all the Standards for the Accreditation of Sonographer Courses.

ASAR Accredited Qualifications
ASAR Accredited Qualifications are Sonography Qualifications that are awarded following successful completion of courses that have met all the Standards for the Accreditation of Sonographer Courses.

ASAR Board of Directors
The ASAR Board of Directors is the body appointed by the members of the company to take responsibility for achieving ASAR's objects

The number and nature of Directors is defined in section V of the ASAR Constitution.

ASAR Constitution
The ASAR Constitution sets out the rules governing the conduct of the organisation

ASAR Course Assessment Committee
ASAR Course Assessment Committee members will be selected from a pool of people who have skills and expert knowledge of sonography, specialist disciplines, and/or expertise in education. Committees will be established in response to changing demands, expectations and needs of the course seeking accreditation.

ASAR Course Assessor Pool
The ASAR Course Assessor Pool (the Pool) is a cohort of people approved by the Board who have skills and expert knowledge of sonography, specialist disciplines, and/or expertise in education.

ASAR Secretariat
The ASAR Secretariat is the ASAR office management

Basis of Appeal
In order to have a basis for appeal the course accreditation applicant must demonstrate that the accreditation procedure did not follow proper procedure or that the decision of the Board regarding the accreditation outcome was manifestly wrong.

Conditional Accreditation
The ASAR Board of Directors may place a condition on the accreditation of a course, such as the requirement for further monitoring of the course.

Course
A Course is the full program of study and experiences required to be undertaken before a qualification recognised under the AQF, and approved by a regulatory authority, can be conferred. Some organisations will also use the term 'program' to refer to a course.

Course Assessors
Course Assessors are members of the ASAR Course Assessor Pool who have been selected to participate on a Course Assessment Committee.

Course Owner
The Course Owner is the legal entity that is the proponent or applicant for the course for the purpose of establishing a nationally recognised course in the Higher Education Sector.

Course Provider
The Course Provider is the organisation that issues the testamur for a nationally recognised course and is responsible for learning and assessment including those situations where the course provider enters into contracting or auspicing agreements for the course delivery and assessment.

The course owner and provider may be one organisation.

Evidence
ASAR seeks evidence of an applicant's compliance with the eight SASC. This evidence must be provided in two parts.

a. Part One - an overview of the course.
b. Part Two - evidence against each of the SASC

The applicant must address all standards and criteria in their application.

Higher Education Provider
A Higher Education Provider is a body that is established or recognised by or under the law of the Australian Government, a State, the Australian Capital Territory or the Northern Territory to issue qualifications in the higher education sector.

Lead Course Assessor
The Lead Course Assessor is selected from the ASAR Course Assessor Pool and will normally have acted as a Course Assessor on other Course Assessment Committees.

Moderation
Moderation is a quality review and assurance process by which ASAR seeks to ensure that its accreditation procedures and practices are valid and reliable and are aligned with its stated standards and principles. Moderation may involve pre-assessment and post-assessment procedures.

Notice of Appeal
A written notice from the course accreditation applicant requesting an appeal against an accreditation outcome (resolution) decision of the ASAR Board of Directors.

Proper Notice
All correspondence, notices, and other materials exchanged between the participants of an appeal shall be by Certified Mail-Return Receipt Requested or by next day delivery, or in the case of electronic correspondence the time and date stamp on the email will be the evidence of when the correspondence was sent and received.

Presentation Date
The presentation date is the date the contents of the formal application are presented to the ASAR Course Assessment Committee.

Reaccreditation
For the purpose of this policy reaccreditation is the procedures of renewing accreditation of a course in light of any changes that may have taken place within the industry sector or in available Training Packages. For this reason, an application for re-accreditation requires the same rigor as an application for accreditation.

Continuing Accreditation is granted to a course when it is re-evaluated at specified intervals.

Registered Training Organisation
A Registered Training Organisation (RTO) is a provider that is established or recognised by or under the law of the Australian Government or a State or Territory, to issue qualifications in the vocational education and training sector.

Resolution
The accreditation outcome decision made by the ASAR Board of Directors in relation to a Course accreditation application.

Sonographer
A Sonographer is a highly skilled medical imaging professional who utilises ultrasound imaging systems to undertake diagnostic medical sonographic examinations across a range of contexts.

Statement of Appeal
The substance of the appeal. A statement by the course accreditation applicant that supports their position that the accreditation procedures were not followed or the ASAR Board of Directors erred in the accreditation outcome decision (resolution).

Standards for the Accreditation of Sonography Courses
The Standards for the Accreditation of Sonography Courses provide specific criteria for measuring whether a course fulfils the defined requirements. The standards are used to

assess every application for accreditation. To be successful an application is required to satisfactorily address all criteria for all eight standards.

Training Package
A Training Package is a set of nationally endorsed standards and qualifications used to recognise and assess the skills and knowledge required to perform effectively in the workplace. Training Packages are a key resource for RTOs in the delivery of structured, accredited training.

A Training Package states what competencies need to be achieved but does not prescribe how an individual should be trained.

Training Organisation
In the context of this policy and procedure a Training Organisation is either an RTO or Higher Education Provider delivering or wishing to deliver accredited Sonography courses.

Vocational Education & Training
Vocational Education and Training (VET) is an education that prepares trainees for jobs at various levels usually based on manual or practical activities, traditionally non-academic, related to a specific trade, occupation, or vocation.

Withhold Accreditation
Withhold Accreditation is an action taken when a course seeking initial accreditation is not in compliance with the SASC.

Withdrawal of Accreditation
Withdrawal of Accreditation is an action taken when a course is no longer in compliance with the SASC.