Australian Sonographer Accreditation Registry (ASAR)
Policy & Procedure 2 - Determining Eligibility for Accreditation of Courses

1. Preamble

This policy details ASAR's practices for determining if courses are eligible to be considered for accreditation with ASAR in accordance with the Standards for the Accreditation of Sonographer Courses (SASC).

2. Policy Principles

A sonographer is a health professional who has undertaken accredited post graduate studies in ultrasound and has been assessed as competent against the Australian Sonographers Association (ASA) Competency Standards. Courses eligible to be accredited by ASAR must be reflective of these Competency Standards and be at a minimum Australian Qualification Framework AQF Level 8

3. Scope

This policy applies to:

1. Applicants wishing to apply for ASAR course accreditation, and
2. ASAR Secretariat.

4. 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).

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 (ASAR)
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 Constitution
The ASAR Constitution sets out the rules governing the conduct of the organisation.

ASAR Secretariat
The ASAR Secretariat is the ASAR office management.

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 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.

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.

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.

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.

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 a 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.

5. Accreditation Applications

ASAR will only consider accreditation applications for courses that are:

1. Nationally recognised, that is, the course meets one of the following requirements:
   - The course is a Training Package Qualification; or
   - The course is accredited in the VET Sector; or
   - The course is accredited in the Higher Education Sector;
2. Have content which is at AQF level 8 or above; and
3. Address the required competencies for general sonography and/or specialty sonography.

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6. Procedure Summary

Trigger	ASAR Action	Responsibility
Applicant informs ASAR in writing of intent to submit application for course accreditation.	Send acknowledgement in writing highlighting eligibility criteria and directing them to the Application Procedures and Website.	ASAR Secretariat
Application received	Determine eligibility	ASAR Secretariat
	Acknowledge receipt of application and acknowledge the course is eligible for accreditation.	ASAR Secretariat

7. Tools & Templates

The following tools and templates are to be used when determining and confirming the course submitted is eligible for accreditation.

- 2.1 - Letter Acknowledging intention to submit application for course accreditation
- 3.2 - Letter Confirming receipt of application and acknowledge the course is eligible for accreditation

8. Supporting Documentation

Those determining and confirming the course submitted is eligible for accreditation must be familiar with:

- The Standards for the Accreditation of Sonographer Courses available from the ASAR website;
- The ASA Competency Standards for the Entry Level Sonographer available from the ASA website; and
- ASAR Course Accreditation Application Pack.

9. Related Policies & Procedures

The other ASAR Policies & Procedures which relate to this document are:

- ASAR P&P 3 - Applying for Accreditation of Courses

10. Complaints and Questions

Any complaints regarding this policy should go through the ASAR complaints procedures.

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