

Guidance note

Stage two accreditation applications

Effective date: 6/09/2024

Background

Stage two accreditation is the continuation of an existing initial teacher education (ITE) program. Only new programs are to be submitted for stage one accreditation unless significant changes are proposed. ITE providers are required to consult with VIT on what is considered a significant change.

Stage two accreditation supports a continuous improvement cycle in ITE. Programs are reviewed, evaluated and improved based on the data that ITE providers collect and report on throughout the previous accreditation period.

Stage two accreditation is designed to be light touch and is less onerous than a stage one application. ITE providers are expected to present details only where changes have been made against program standards and graduate teacher standards.



Requirements for stage two applications

ITE providers are required to

- analyse and evaluate data related to the impact statements that were outlined in the previous plan for demonstrating impact (Template 4)
- provide evidence against program standards where mandatory updates are required
- identify areas of strength, program changes, innovations and planned improvements based on this evidence in the stage two report (Template 5)
- provide VIT with a summary of changes to program standards and graduate teacher standards (a template will be provided for this purpose)
- provide evidence against program standards and graduate teacher standards where the evidence has changed over the previous accreditation period
- include a Graduate Teachers Standards Map aligned to the program structure.

Once the stage two accreditation process has commenced, applications for changes to the program(s) will not be accepted. Any requested program changes will be assessed after stage two accreditation has been formally approved by the VIT Accreditation Committee.

Templates

Template 1: Application cover sheet

ITE providers will complete the application cover sheet including details of the program(s) being accredited.

Template: 2 Program standards matrix and Template 3: Graduate teacher standards matrix

Program standards 2.2, 2.3, 5.5, and 6.2 require updated evidence in a stage two application in line with Australian Institute of Teaching and School Leadership (AITSL) [Guidelines for the accreditation of initial teacher education programs in Australia](#).

In addition to these mandated updates, program standards 1.4, 6.3 and 6.4 will also require updated evidence.

There are three options for evidencing other changes in Templates 2 and 3

1. no change since stage one – no further evidence is required
2. change during the previous accreditation period (i.e. annual reporting or approved program changes) – ITE providers should provide details of the approved change within the stage two report (Template 5)
3. new change proposed at stage two – ITE providers should present evidence against the affected standards.

Template 4: Plan for demonstrating impact

ITE providers must include two versions of Template 4

1. the plan for demonstrating impact from the previous accreditation period which the accreditation panel will refer to in their assessment of the stage two report
2. a future plan for demonstrating impact which is a new or modified plan that outlines evidence that will be collected over the next accreditation period. Panellists will review the future plan against Program Standard 6.2.

Template 5: Stage two report

The stage two report is required to meet program standard 6.3. It should be a coherent narrative that is evaluative in nature and examines the previous accreditation period and impact statements. In the report, ITE providers will

- identify strengths, program changes and planned improvements to the program based on data
- explain how changes and improvements in the program are evidence-based
- highlight areas for improvement and any gaps in achieving the required program outcomes, as identified in the previous plan for demonstrating impact (Template 4)
- analyse the impact statements and associated data sources as identified in their previous plan for demonstrating impact (Template 4)
- include a brief summary of the VIT approved program change(s) and attach the VIT approval letter as evidence.

Panellists assess the stage two report using the elements requiring verification and professional judgement for Program Standard 6.3.

Utilising annual reporting data

The data provided to VIT through annual reporting should form the evidence upon which the stage two report is written. The VIT encourages ITE providers to keep a record of the data to help inform the stage two report.

ITE providers are required to report annually to VIT including

- data as identified in the plan for demonstrating impact (Template 4)
- data to contribute to national and / or jurisdictional collections and for compliance and accountability purposes
- additional data and information requested by VIT
- changes to the program.

As more programs progress to stage two, annual reporting requirements should reduce as fewer programs go into teach out.

Stage two accreditation panels

Accreditation panels do not reassess previous accreditation decisions or changes approved through annual reporting or other approval processes.

The VIT recommends the panel begins with the assessment of Template 5.

The Panel Executive Officers (VIT case managers) will provide panel members with guidance in relation to the requirements for assessing a stage two application.

Tips for ITE providers preparing stage two applications

- maintain a clean copy of the accredited stage one submission that includes all program changes that have occurred from the commencement of accreditation and throughout the entire accreditation cycle
- while accreditation panels are specialists in ITE, they are not data experts. It is essential that the data analysis and interpretation within the stage two report is easily understood by using plain English and non-technical terms
- ensure the application clearly explains **why and on what evidence** changes and improvements have been made to the program
- only provide evidence where changes have been indicated
- one or two examples of quality evidence is sufficient
- include a [Graduate Teacher Standards Map](#) which clearly illustrates where all standards are taught, practiced and assessed within the program(s)
- ensure hyperlinks open
- ensure appendices are relevant
- prepare and collate the submission documentation so that it is easily navigated by the panel.

Further information or support

Under s 2.6.6F(3) of the *Education and Training Reform Act 2006*, a program's accreditation will remain current while the stage two application is being considered, provided the stage two application is submitted prior to the expiry date. This only applies to programs continuing to stage two.

Once the stage two accreditation process has commenced, applications for changes to the program(s) will not be accepted. Any requested program changes will be assessed after stage two accreditation has been formally approved by the VIT Accreditation Committee.

Please contact your VIT co-case managers to discuss any upcoming stage two applications and refer to the following resources for more information

- [AITSL Accreditation Standards and Procedures](#)
- [AITSL Guidelines for the accreditation of initial teacher education programs in Australia](#).