

ACCREDITATION PROCESS FLOW

Time frame	Activity
6 months to accreditation status	Six months from registration of application to accreditation decision
2-3 months before site visit	Preliminary site preparation and compiling of Self-evaluation report information
2-3 months before site visit	Selection of Panel members and all logistical arrangements
6 weeks before site visit	Self-evaluation report completed six weeks before site visit
4 weeks before site visit	Peer-evaluation panel to receive Self-evaluation report four weeks before the site visit, together with other documentation
Site visit	Site visit between one and three days, depending on complexity
4 weeks after site visit	Peer-evaluation Panel final Report completed no later than four weeks after site visit
6 months after application	Accreditation decision communicated within six months from application registration

Accreditation Office	Accrediting Body	Applicant Science Centre	Peer-evaluation Panel	Accreditation Committee	DST
Phase 1					
<ul style="list-style-type: none"> Receive application plus Section A of the Self-evaluation Report from Applicant Centre via website/per documentation Register Centre and send receipt of application with project number Accreditation process to 	<ul style="list-style-type: none"> Approve preliminary eligibility of Science Centre 	<ul style="list-style-type: none"> Apply for Accreditation accompanied by Section A of the Self-evaluation report via website/per documentation Receive receipt of application with project number Nominate a Science Centre staff member to liaise with Accreditation Office for the duration 	<ul style="list-style-type: none"> Register on website as volunteer for Peer-evaluation Panel member for site visit/accreditation evaluations at Science Centres , or may be approached by the Accreditation Office 	<ul style="list-style-type: none"> Place Candidate Centre application on agenda of next meeting 	

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<p>be completed within six months from date of registration</p> <ul style="list-style-type: none"> List Science Centre on database as candidate centre Determine preliminary eligibility of Science Centre Place Science Centre application on agenda of Accreditation Committee Engage with representative of Science Centre 		<p>of the project</p>			
Phase 2					
<ul style="list-style-type: none"> Select SAASTA project coordinator Liaise with Science Centre and plan first meeting Determine Scope and Terms of Reference for evaluation Determine date of site visit with Candidate Centre Nominate members for 	<ul style="list-style-type: none"> Approve Scope and Terms of Reference Approve date of site visit Nominate and/or approve suggested panel members Approve first invite to Peer-evaluation panel members 	<ul style="list-style-type: none"> Determine Scope and Terms of Reference with Project Coordinator Determine date of site visit with Project coordinator Nominate members for the Peer-evaluation Panel with input from the Project Coordinator 		<ul style="list-style-type: none"> Approve Peer-evaluation Panel members 	

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the Peer-evaluation Panel with input from the Candidate Centre					
Phase 3					
<ul style="list-style-type: none"> • Forward template and criteria for Self-evaluation to Candidate Centre, explaining that Section A was completed earlier and needs to form part of the Self-evaluation Report • Supply additional help with preparation of Self-evaluation Report • Assist Candidate Centre to comply with Criteria where necessary • Start planning for site visit with Candidate Centre • Contract a scribe for the preparation and the site visit and finalise logistics for scribe • Send first invite to approved Panel members • Start logistical 	<ul style="list-style-type: none"> • Draft final invite to approved Panel members 	<ul style="list-style-type: none"> • Use criteria to effect self-evaluation and compile Self-evaluation Report • Send completed Self-evaluation Report and supporting documentation to Accreditation Office at least 6 weeks prior to site visit • Start planning for site visit with Accreditation Office Project Coordinator 	<ul style="list-style-type: none"> • Receive first invite as Peer-evaluation Panel member and accept or decline • Receive final invite as Peer-evaluation Panel member and acknowledge • Receive Scope and Terms of Reference, as well as the Framework document and the Annexures 		

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<p>arrangements for Panel members after acceptance</p> <ul style="list-style-type: none"> • Send final invite to Panel members • Receive Self-evaluation Report from Candidate Centre at least 6 weeks prior to site visit 					
Phase 4					
<ul style="list-style-type: none"> • Finalise arrangements for site visit and logistics for Panel members • Forward travel documentation and other logistical information to Panel members • Forward the following documentation to panel members at least 4 weeks prior to site visit: <ul style="list-style-type: none"> ○ Scope and Terms of Reference ○ Complete Framework document ○ Self-evaluation 	<ul style="list-style-type: none"> • Select Chair for site visit from Panel members 	<ul style="list-style-type: none"> • Supply additional information to Peer-evaluation Panel members where requested • Organise and provide supporting documents to the Self-evaluation Report for the site visit • Prepare facility for site visit 	<ul style="list-style-type: none"> • Finalise travel arrangements with the Accreditation Office • Receive travel documentation and other logistical information • Receive the following documentation concerning Candidate Centre evaluation at least 4 weeks prior to site visit: <ul style="list-style-type: none"> ○ Scope and Terms of Reference ○ Complete Framework document ○ Self-evaluation Report ○ Programme for site visit 		

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<p>Report</p> <ul style="list-style-type: none"> ○ Programme for site visit ○ Other supporting documentation ○ Templates for Executive Summary and Peer-evaluation Panel final Report 			<ul style="list-style-type: none"> ○ Other supporting documentation ○ Templates for Executive Summary and Peer-evaluation Panel final Report ● Templates of all abovementioned documents are available on the Network website - scn.saasta.ac.za/resources ● Request additional information from Candidate Centre where applicable 		
Phase 5					
<ul style="list-style-type: none"> ● Initial meeting with Panel members after arrival at quest house to discuss and finalise Scope and Terms of Reference and Programme ● Participate in Programme and assist all with problems and requests 		<ul style="list-style-type: none"> ● Participate in site visit Programme 	<ul style="list-style-type: none"> ● After arrival at quest house - Initial meeting between Project coordinator and Panel members to discuss and finalise Scope and Terms of Reference and Programme ● Agree to DST/SAASTA “Code of conduct” and sign ● Chair is selected by the Accrediting Body for the duration of the visit and for finalising of the Peer-evaluation Panel final 		

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			<p>Report</p> <ul style="list-style-type: none"> ● Discuss roles of other panel members where applicable, e.g. financial expert, educational programme expert, etc ● Site visit ● Follow programme or adjust to meet goals ● The scribe is not part of the panel but attends and transcribes all panel sessions and discussions ● The scribe can prepopulate parts of the reports with available material ● Meet with scribe during and after each day to summarise notes and to start compiling reports ● Special work sessions for panel members only are included in Programme ● Provide Verbal Report and Executive summary on last day of visit ● Complete Peer-evaluation Panel final Report within 4 weeks and forward to 		

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			Accreditation Office with commendations and recommendations and suggested status: <ul style="list-style-type: none"> ○ Full membership ○ Interim/Provisional membership ○ Conditional membership ● Serious non-compliance and immediate risks should be identified by the panel and brought to the attention of the Accreditation Body 		
Phase 6					
<ul style="list-style-type: none"> ● Receive Peer-evaluation Panel final Report with commendations and recommendations and suggested status and forward to Accreditation Committee 	<ul style="list-style-type: none"> ● Discuss Peer-evaluation Panel final Report with commendations and recommendations and suggested status and forward with cover letter with recommendation to Accreditation Committee 			<ul style="list-style-type: none"> ● Consider accreditation decision and confirm membership status: <ul style="list-style-type: none"> ○ Full membership ○ Interim/Provisional membership ○ Conditional membership 	<ul style="list-style-type: none"> ● Endorse accreditation decision, either positive or negative. If negative, a letter containing reasons for decision must be supplied
Phase 7					
<ul style="list-style-type: none"> ● Communicate 		<ul style="list-style-type: none"> ● Has 4 weeks for initial 			

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<p>accreditation status as received from Accrediting Committee to Applicant centre</p> <ul style="list-style-type: none"> • Adjust Science Centre status on website • Engage with candidate centre that did not receive full membership on path forward • Summarise findings of evaluation according to requirements of SAASTA/DST • Summarised findings feed into trends analysis of particular year for SAASTA yearly planning 		<p>response on factual correctness of Peer-evaluation panel final Report</p> <ul style="list-style-type: none"> • Draft Improvement Plan when required • Supply regular Progress Reports where applicable 			