



ASAR

Australian Sonographer
Accreditation Registry

Annual Self-Study Report Form





Course and Organisation Details

Course Name [Click here to enter text.](#)
Name of Institution (Legal Entity) [Click here to enter text.](#)
Trading Name/s (If applicable) [Click here to enter text.](#)
Business Address [Click here to enter text.](#)
Postal Address [Click here to enter text.](#)
Email [Click here to enter text.](#)
Phone [Click here to enter text.](#) Website [Click here to enter text.](#)

Type of Organisation

You may select more than one option to describe the organisation that delivers the course (at least one must be ticked).

- University
- Higher Education Provider
- Registered Training Organisation
- Other (Please specify) [Click here to enter text.](#)

Course Type

Please indicate which category of nationally recognised course this course relates to (at least one box must be ticked):

- The Course is accredited in the Higher Education Sector
- The Course is accredited in the VET Sector
- The Course is a Training Package Qualification

Details of the Authorised Officer (Dean, CEO or equivalent)

The Authorised Officer must complete the declaration at the end of the form.

Name [Click here to enter text.](#)
Position [Click here to enter text.](#)
Postal Address [Click here to enter text.](#)
Phone [Click here to enter text.](#) Mobile [Click here to enter text.](#)
Email [Click here to enter text.](#)

Details of the Contact Officer for the course

Name [Click here to enter text.](#)
Position [Click here to enter text.](#)
Postal Address [Click here to enter text.](#)
Phone [Click here to enter text.](#) Mobile [Click here to enter text.](#)
Email [Click here to enter text.](#)



Annual Self-Study Report

Course providers are required to submit an Annual Self-Study Report (ASSR) at 12-month intervals throughout any period of accreditation, to provide ASAR with relevant statistics relating to the course and notify ASAR of any significant changes made to the course structure, content, or delivery. One ASSR is required per accredited course per year.

Accreditation History

Dates of the current ASAR accreditation period:

Start date Click here to enter a date.

End date Click here to enter a date.

Has ASAR placed any conditions on the course's accreditation? Choose an item.

If ASAR placed any condition on the course's accreditation, provide details of any actions taken to address the requirements of the condition(s).

To add additional rows, click any editable cell and select the "+" at the end of the row.

ASAR accreditation conditions	Deadline for action	Actions taken in response
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Click here to enter text.	Click here to enter a date.	Click here to enter text.
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12-month period to which this ASSR relates:

Start date Click here to enter a date.

End date Click here to enter a date.

List all other non-ASAR accreditations related to the course in the accreditation period:

To insert additional rows, click any editable cell and select the "+" at the end of the row.

Accreditation	Last renewed/ expiration date	Next renewal due	Conditions relevant to the accreditation and actions taken to address their requirements
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Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.
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Course statistics and other data:

Unless otherwise indicated, statistics and other data are requested for the 12-month period to which this ASSR relates.

Student Information:

Number of new enrolments in the course	Click here to enter text.
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Number of course completions	Click here to enter text.
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Number of successful credit transfers	Click here to enter text.
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Number of unsuccessful credit transfers	Click here to enter text.
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Number of successful RPLs	Click here to enter text.
Number of unsuccessful RPLs	Click here to enter text.
Number of course withdrawals	Click here to enter text.
Number of total ongoing enrolments as at the end date of the period to which this ASSR relates	Click here to enter text.
Where applicable, number of total ongoing international student enrolments as at the end date of the period to which this ASSR relates	Click here to enter text.

Satisfaction Data:

Student satisfaction data – explain how you are meeting the needs / expectations of the students	Click here to enter text.
Employer satisfaction data – explain how you are meeting the needs / expectations of the employers	Click here to enter text.
What feedback have you received from faculty such as lecturers / trainers / assessors / supervisors, and what have you done to address this feedback?	Click here to enter text.
What feedback have you received from other stakeholders, and what have you done to address this feedback?	Click here to enter text.
What patterns/trends have been identified in the data and what actions are to be taken in light of these?	Click here to enter text.

Course changes in the period relating to this ASSR:

ASAR appreciates that course changes may need to occur during the accreditation period. When determining what represents a “significant change”, course providers should reflect on how the change relates to elements detailed in the Standards for the Accreditation of Sonographer Courses, the Professional Competency Framework for Sonographers, ASAR’s Course Accreditation Handbook, and to any ASAR recommendations or conditions specific to a course’s accreditation.

Significant Changes:

Describe significant changes only that have been made in the reporting period in the following areas, and how the course provider is ensuring the course continues to meet the Standards for the Accreditation of Sonographer Courses. Where changes to Course Structure, Course Content or Course Delivery have been made, please include appropriate attachments with your submission):

Staffing (where staffing changes have occurred, provide the details of these changes and add to the Qualifications Matrix)	Click here to enter text.
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Facilities (specify how they will be used for the course) [Click here to enter text.](#)

Equipment (specify how it will be used for the course) [Click here to enter text.](#)

Course Structure (specify what, if any, changes have been made to the course structure and, where changes have been made, please include a copy of the new course structure) [Click here to enter text.](#)

Course Content (specify what, if any, changes have been made to the course content and where changes have been made, please include relevant new Subject Outlines that cover changes that have been made) [Click here to enter text.](#)

Course Delivery (specify what, if any, changes have been made to the mode of course delivery and where changes have been made, please address how these ensure delivery of comparable learning outcomes) [Click here to enter text.](#)

Planning for the future:

Describe how the course provider has been continually monitoring, reviewing and evaluating the course implementation.

What are the strengths of the course? [Click here to enter text.](#)

What are the challenges for the course? [Click here to enter text.](#)

What was the date of the last advisory/external body review meeting? Please provide minutes and action plan covering this ASSR period [Click here to enter text.](#)

Attachments to the ASSR:

Attachments to the ASSR are optional except where the course provider is required to provide an updated Staff Qualifications Matrix, an updated Course Structure and/or Subject Outline(s).

To add additional rows, click any editable cell and select the "+" at the end of the row.



Related change

Attachment number and document name

Click here to enter text.

Click here to enter text.



Declaration

I hereby attest that to the best of my knowledge, this Annual Self-Study Report and any associated information attached is complete and accurate at the date specified below.

Authorised Officer:

Name of Authorised Officer Click here to enter text.

Signature of Authorised Officer Click here to enter text.
NB. Submission of this form via Dropbox will count as a digital signature.

Date (DD.MM.YY) Click here to enter a date.

How to submit your Annual Self-Study Report

Once you have downloaded and completed the Annual Self-Study Report form and have prepared your attachments for submission:

1. Contact ASAR at courseaccreditation@asar.com.au or 1300 151 522 to request your dedicated Dropbox submission link.
2. Once you have received your Dropbox link from the ASAR office, submit all documentation associated with your Annual Self-Study Report.
3. Send an email to courseaccreditation@asar.com.au notifying ASAR that your Annual Self-Study Report submission is complete.