

Accreditation Process

Accreditation Process:

ASSOCIATION OF NATIONAL PLUS SCHOOLS INDONESIA

Application for ANPS Accreditation

Association of National Plus Schools

Jakarta , Indonesia

August 2004

Section 1: Introduction / General Understandings / Procedures

The Association of National Plus Schools (ANPS) is a non-profit Association of Indonesian schools that was founded with the aims of;

- Promoting and developing education in Indonesian schools,
- Providing professional development opportunities for teachers and staff,
- Providing a forum in which practitioners in National Plus schools could discuss common issues,
- Providing a means by which educational quality standards of National Plus schools could be established and monitored.

A full description of the aims and functions of the ANPS can be seen in the Articles of the Association of National Plus Schools.

All schools that apply for membership to ANPS are admitted as full and equal members of the Association upon completion of an "Application for ANPS Membership" , payment of appropriate fees as determined by the ANPS Executive Committee, and upon agreement to apply for ANPS Accreditation within twelve (12) months of admittance to membership.

The ANPS Executive Committee will treat all schools applying for accreditation equally, and all schools will be

allocated a Category designation based only on the completion of "Application for ANPS Accreditation" and the submission of supporting documentary evidence.

The process of Category determination by the Executive Committee is intended to be a transparent process, and any school has the right to appeal any decision by the Executive Committee within thirty (30) days of receipt of written confirmation of that decision.

The ANPS also has a responsibility to all member schools to treat all documentation submitted by a school for the purpose of accreditation with utmost confidentiality. At no time will any school documents be shared or copied without the written permission of the nominated Head of that school.

Internal and External Audits

Upon written advice to the ANPS of the intention to seek accreditation, a school will receive an Application for ANPS Accreditation and will undertake an internal audit of its policies, procedures and practices, in keeping with the Characteristics and Indicators of National Plus Schools. This should be completed within a period of twelve (12) months from the date of receipt of the letter of intent to seek accreditation by the ANPS. The completed Application for ANPS Accreditation and appropriate documentary evidence is then to be forwarded to the ANPS for confirmation of accreditation and determination of Category.

Should it be considered necessary by the ANPS Executive Committee, a request might be made to the school from the Committee to permit an external audit by members of the Committee or by their representative(s). In this situation, ANPS Accreditation will not be granted to the school until the external audit is completed and the finding brought to the next available meeting of the Executive Committee. All costs incurred by the Executive Committee resulting from an external audit shall be borne by the school involved in the audit.

General Understandings and Accreditation Procedures

General Understandings :

All schools that apply for membership of ANPS are admitted as members upon completion of "Application for ANPS Membership" and payment of appropriate fees.

a) All schools applying for membership of ANPS are admitted as full and equal members of ANPS and no accreditation status is conferred upon any school on application and admittance to membership of ANPS.

b) All schools admitted to the membership of ANPS agree to undertake an internal policy and procedural self-audit in line with the published "Characteristics and Indicators of National Plus Schools", and apply in writing for accreditation by the ANPS within twelve (12) months of admittance to the ANPS.

c) Schools unable to complete an internal policy and procedural self-audit, and an application in writing for accreditation, will be required to re-apply for membership to the ANPS within twelve (12) months of their initial application for membership.

d) All schools, upon applying for ANPS accreditation, agree to submit to ANPS a completed "Application for ANPS Accreditation" and required supporting evidential documentation within twelve (12) months of written application for accreditation.

e) Schools, upon submission of "Application for ANPS Accreditation" and provision of documentary evidence, will be accredited by ANPS according to the criteria as designated by "Characteristics and Indicators of National Plus Schools";

Category A: meets all of the "Mandatory" and all of the "Developing" indicators,

Category B: meets all of the "Mandatory" and 50% (*) of the "Developing" indicators,

Category C meets all of the "Mandatory" indicators, and

Category P: "Provisional" member and provides clear documentary evidence that the school is working towards meeting all of the "Mandatory" indicators.

(*) Schools may decide which "Developing" indicators are to be included in the required 50%

f) Any school may appeal its accreditation categorization to the ANPS within thirty (30) days of accreditation by the ANPS

g) The Executive Committee of the ANPS will consider and make judgment on any appeal by any school with regard to its accreditation status within thirty (30) days of the appeal being lodged with the ANPS.

h) Any school, upon receiving accreditation by the ANPS, may ask for its accreditation status to be reviewed and amended by the Executive Committee of the ANPS. This will be done upon receipt by the Executive Committee of a written request for review and further documentary evidence as required, and according to characteristics and

indicators of National Plus schools.

i) The period of accreditation will be for four (4) years unless a request for an accreditation review is received by the ANPS Executive Committee within that period.

j) No Accreditation Fee is to be payable by any school, and accreditation is included in the annual Membership Fee.

Accreditation Procedures :

a) School completes "Membership Application" available from ANPS, transfers appropriate membership fee and nominates school liaison/contact person.

b) School automatically is included as a member of ANPS and undertakes to apply for accreditation within twelve (12) months from date of application.

c) Appropriate documentation, including "Accreditation Procedures", "Articles of the Association of National Plus Schools", "Characteristics and Indicators of National Plus Schools" and a description of the Accreditation Categories (ie. Category A, B, C and P) sent to the school by ANPS.

d) School advises ANPS in writing within twelve (12) months of applying for membership that it is seeking ANPS Accreditation.

e) "Application for ANPS Accreditation" document(s) forwarded to the school. Included in this documentation would be;

i. A preamble that details the ANPS's position on issues such as equality among accredited member schools, transparency of the accreditation process, confidentiality with regard to school documentation forwarded to the ANPS as part of the accreditation process, and the appeals process.

ii. A statement that any school seeking ANPS accreditation may be subjected to an external audit by representatives of the ANPS Executive Committee.

iii. The timeframe for completion of the "Application for ANPS Accreditation", which is twelve (12) months from the date

of receipt by the ANPS of the school's letter of intent to seek accreditation.

iv. Instructions

for completion of the "Application for ANPS Accreditation", including required documentation as evidence of the school meeting the "Mandatory" indicators.

1. School completes the "Application for ANPS Accreditation", providing statements and supporting documentary evidence for all "Mandatory" indicators, and statements and supporting evidence where possible/practical for all "Developing" indicators. Schools seeking Category B accreditation must indicate which of the "Developing" indicators they wish to include in the required 50%. The ANPS is to provide examples of what schools may use as "supporting documentary evidence"; and schools may use any other evidence in support of their application.
2. School submits the completed "Application for ANPS Accreditation" and all supporting documentary evidence to the ANPS.
3. ANPS Executive Committee, or their representative(s), inspects the application and documentary evidence and by consensus places the school in Category A, B, C or P. The school is advised in writing immediately that judgment is made.
4. Schools have thirty (30) days to appeal in writing against any decision by the ANPS Executive Committee, or their representative(s), and must state clearly the grounds for their appeal. Evidence supporting the appeal should also be provided, and representatives of the ANPS Executive Committee may request a visit to the school.
5. In the case of an appeal, the application, supporting documentation and grounds for appeal supplied by the school are re-examined, judgment made and the school advised immediately.
6. In the case of no appeal, an ANPS Accreditation Certificate is issued to the school within thirty (30) days of the expiration of the appeals period, and documents returned to the school.
7. Accreditation period is to be for four (4) years, and schools may seek to have their categorization re-evaluated during that time by completing the application process.