

Validation of Music Therapy Courses
Australian Music Therapy Association Inc.
1996 (revised 2002/2004)

Preamble:

Validation is a procedure by which music therapy courses accredited with the Australian Music Therapy Association Inc. indicate how they meet each of the requirements outlined in the accreditation agreement through:

- A. a review by the National Education Committee of a written submission from the course
- B. site visit by a validation committee

Both the written submission and the site visit must receive the approval of the National Education Committee and the Validation Committee in order for validation to be approved.

The purpose of this process is to endorse and protect the highest possible standards in music therapy education and training that lead to Registration as a music therapist. Courses which do not meet the Accreditation standard required on Validation will have Accreditation withdrawn.

Courses in music therapy that are accredited with the Australian Music Therapy Association Inc. will undergo a process of validation of accreditation once every five years. New courses will be validated at the end of the first two years of provisional accreditation and then a further five years from that time.

In the case of significant changes being made to courses in the years between Validation of Accreditation, each course is required to receive endorsement from the National Education Committee. This procedure is outlined in the Accreditation document.

National Education Committee

The National Education Committee comprises the Chair; a music therapy educator from each University that offers a music therapy course, and a Registered Music Therapist from each state hosting a music therapy course.

The Chair is appointed by the National Council of AMTA Inc., for a 2-year term, with provision for three consecutive terms (six years). The members of the Committee are recommended by the Chair to the Council for ratification.

Validation Committee

The validation committee will consist of the following membership:

- Chair of the National Education Committee
- 1 music therapy educator not associated with the course being Validated. Where potential conflict of interest may arise (e.g. two courses in one State), the educator should come from a course of another State.
- 1 health professional (preferably an educator)
- 1 Registered music therapy practitioner from the state in which the course is conducted (this person will have been Registered as a music therapist for at least four years at the time of invitation).

No person can be a member of a Validation Committee where they teach in any capacity in the course being evaluated (clinical supervision of students from the course will not be included in this criteria). Where any member of the committee is not able to participate by reason of involvement in the course, a suitable replacement will be found. Where the Chair of Education is involved in any capacity in the course being Validated, the role of Chair of the Validation committee will be undertaken by another member of the National Education Committee.

The Validation Committee will be selected by the National Education Committee and be approved in writing by the President of the Australian Music Therapy Association Inc. All costs of travel, accommodation and lost wages for members of the Validation Committee will be met by funds from the National Council.

Fee

A fee of \$2,000 is payable by the University to offset the costs of Validation. AMTA will invoice the University at the time the Validation documentation is received.

A. Written submission:

The University to be Validated will be notified by letter in the first week of December of the forthcoming Validation. One hard copy and an electronic submission of Information 2-10 should be forwarded to the Chair of the Education Committee by March 30th of the year of Validation. Four copies of the University/Faculty/Department Handbook should be sent by mail.

1. Institution information – e.g. the University/Faculty/Department Handbook
2. Level of course/s offered
3. Qualification/s to be achieved at graduation
4. Course philosophy including mission statement
5. Course outline (including title, duration of subject, contact hours per week, weighting; description of content, assessment and prescribed and recommended texts and readings).

6. How the course meets each of the accreditation requirements
7. How the course provides training in each of the competency standards
8. Teaching staff (involved in the music therapy course including qualifications, experience and expertise in music therapy)
9. A report of current research and development activities in the department.
10. Selection procedure for prospective students
11. Resources for the course including:
 - library resources
 - musical resources

The Chair of the Validation Committee will forward the submission to Committee members for review. A report from each member will be submitted by May 30th for consideration by the Chair of the National Education Committee. The report from members should include the following:

- identification of any areas where the submission does not meet requirements
- any areas where more information is required or requested –
- any other concerns of the committee regarding the proposal
- whether the committee member supports approval of the application (as per Validation Procedure outlined below)

B. Site visit:

A visit to the University where the course is conducted will be undertaken by the Validation Committee. The course will receive at least three months notice of the intended date of the site visit. It is expected that the University will host the visit of the Validation Committee. The expected time required for a site visit is 2 days.

The Validation Committee will:

- a) interview each member of the teaching staff requested by the chair of the Validation Committee as having a key responsibility. This interview will consist of asking the staff member for an overview of what they teach, and their perspective on the value of their teaching component to the students.
- b) an interview with at least two students from different years, put forward by the student body. This interview will consist of asking students what they have learnt from the course and in particular to identify strengths and weaknesses of the course.
- c) an interview with one clinical supervisor chosen by the course
This interview will consist of asking the clinical supervisor about the relevance of the clinical training program to students' development, and support from the University.
- d) attendance at one lecture given by a music therapy educator. This lecture will be observed by two members of the committee and will provide an impression of the relevance of the lecture content to an area of competency.
- e) a visit by a sub-group of the committee, to a clinical site designated by the Course Director. The committee will evaluate the clinical site's contribution to the development of students' skill, and the support provided to students on placement.
- g) report of clinical training hours and requirements being met.

The Course Director will be asked to present two examples from the recent student group to demonstrate that clinical training requirements are met. Access to the following documentation regarding clinical training should be available: records of clinical hours, supervisor reports and assessment procedures.

Responses of the Validation Committee:

The course should expect to receive a validation report from the committee chair within 2 months of the site visit. The chair will provide a report to the Course Director outlining areas that are satisfactory and those that are unsatisfactory.

In the case of unsatisfactory standards a detailed list of concerns will be sent to the Course Director and a response will be expected within 3 months of receipt of the letter. If the Course Director does not respond, or the response is unsatisfactory, accreditation will be withdrawn.

A document outlining reasons for the removal of accreditation will be sent to the National Council and to the Course Director.

A course of action for currently enrolled students of the course to achieve Registration will be decided by the National Education Committee.

Appeal process -

An appeal can be made against the decision of the National Education Committee to remove accreditation. The appeal should be made to the National Council of the AMTA Inc. The role of the National Council will be to determine whether due process was followed in arriving at the decision of the National Education Committee. If accreditation of a course has been removed, the appeal will not render the removal of Accreditation invalid but should the National Council determine that any procedures were not followed satisfactorily, Accreditation to a course will be reinstated in the first instance pending resolution of either procedures of the committee or satisfactory changes to the course in question.