

PACE ACTIVITY MANAGEMENT PROCEDURE FLOWCHART

PACE ACTIVITY ROLES & RESPONSIBILITIES	RESOURCES	ACTIONS	RESPONSIBILITY
<p>PACE ACTIVITY ROLES & RESPONSIBILITIES</p>	<p>Criteria for PACE units and activities (PDF)</p> <p>PACE Governance and Guidelines/ PACE Activity Roles and Responsibilities</p> <p>PACE Systems & Applications</p>	<p>PACE unit approved*</p> <p>All parties made aware of PACE Governance and Guidelines / PACE Activity Roles and Responsibilities / PACE Systems & Applications</p>	<p>Academic Senate</p> <p>PACE Unit Convenor / PACE Frontline Teams**</p>
<p>PARTNER IDENTIFICATION, SELECTION & ENGAGEMENT</p>	<p>PACE Partnership Principles and Criteria</p> <p>PACE International Community Development Appraisal Criteria</p> <p>PACE International Partner Appraisal</p>	<p>PACE Partner identified, assessed against appraisal criteria and engaged if appropriate</p>	<p>PACE Unit Convenor / PACE Frontline Teams</p>
<p>PACE ACTIVITY DESIGN & APPROVAL</p>	<p>Criteria for PACE units and activities (PDF)</p> <p>PACE Risk Assessment Criteria</p> <p>PACE International Risk Assessment Criteria</p> <p>PACE Student Sourced Activity Proposal Form</p>	<p>PACE Activity designed</p> <p>Is PACE activity approved? <i>(note requirements concerning risk assessment, paid placements & conflict of interest)</i></p>	<p>PACE Unit Convenor / Student / PACE Frontline Teams / PACE Partners</p> <p>PACE Unit Convenor / Head of Department / PACE International / Associate Dean, L&T / Academic & Program Director, PACE <i>(as prescribed)</i></p>
<p>STUDENT ENGAGEMENT</p>	<p>Student Undertaking and Emergency Contact Form</p> <p>PACE International Activity Acceptance Form</p> <p>PACE Early Commencement Form</p>	<p>Student engaged to participate, signs Student Undertaking and Emergency Contact Form, and for International Activities PACE International Activity Acceptance Form</p> <p>As necessary</p> <p>Student seeks to commence PACE Activity prior to official commencement date – refer to PACE Early Commencement Form</p>	<p>Student / PACE Unit Convenor</p>
<p>MONITORING & SUPPORT</p>	<p>Student Disability Support Policy</p> <p>Special Consideration Policy</p>	<p>Support and monitoring of PACE Activity</p>	<p>PACE Unit Convenor / PACE Supervisors / PACE Frontline Teams / Campus Wellbeing <i>(as appropriate)</i></p>
<p>FEEDBACK / EVALUATION</p>	<p>Feedback Survey</p> <p>PACE International Debriefing Session</p>	<p>PACE Activity reviewed</p>	<p>PACE Unit Convenor / PACE Frontline Teams</p>

*Note – establishment of any new PACE unit requires consideration/endorsement by the Academic Standards and Quality Committee (ASQC) and Academic Senate approval.
 **PACE Frontline Teams includes Faculty PACE Teams / PACE International.