



The Architecture Program Accreditation Procedure in Australia and New Zealand

Nomination Form to join the Australian Accreditation Standing Panel

Thank you for your interest in supporting the Architecture Program Accreditation Procedure in Australia and New Zealand by seeking to join the Australian Accreditation Standing Panel.

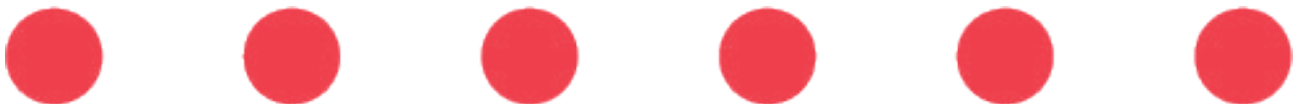
Please read the following documents before you complete this Nomination form:

[Architecture Program Accreditation Procedure 2018](#)

[Guidance: Accreditation Standing Panel](#)

[Guidance: Operation of the Accreditation Review Panel](#)

[Code of Conduct and Member Declaration](#)



Section 01

Personal Details

Preferred Title Dr Mr Mrs Ms

Professor Associate Professor Other

Family name

Given name/s

Postal address

Postcode

State/Territory/New Zealand

Mobile telephone number

Preferred day time contact telephone (if different from Mobile contact)

Email address

Australian or New Zealand Architect Registration Number and State/Territory/Country of Registration (if applicable)

Section 02

Previous experience on the Accreditation Standing Panel

Tick whichever option applies to your circumstances:

1. I was previously on the Accreditation Standing Panel and am seeking to continue on the Standing Panel. Note you are still required to complete this form in order to update your details.
2. I am seeking to join the Accreditation Standing Panel for the first time

Section 03

Addressing the Selection Criteria

Tick whichever option applies to your circumstances:

Are you nominating as an: Architect Practitioner
Architecture Academic
Both

Provide a **Supporting Statement** of no more than 2 pages in total that addresses the Selection Criteria as described in the [Guidance: Accreditation Standing Panel](#).

Attach your current Resume (maximum 2 pages).

Section 04

Conflict of Interest Declarations

The Accreditation Procedure Code of Conduct currently states that all Members:

Will declare any actual or potential conflict of interest, including but not limited to where they or an immediate family member are employed, have recently been employed, have a likelihood of being employed in the near future, or otherwise serve on a voluntary basis, in a program.

Do you have any actual or potential conflict/s of interest to declare:

YES NO

If YES, list all actual or potential conflicts of interest:

You may change or update your nominated conflict of interest details at any time by communicating in writing to the Secretariat.

Section 05

Code of Conduct

Complete the Architecture Program Accreditation Procedure [Code of Conduct Member Declaration](#) and submit with your completed Nomination Form. The Member Declaration may be signed electronically.

Section 06

Availability to participate in Accreditation Review Panels

To assist in the formation of the Accreditation Review Panels, please indicate your current availability to the best of your knowledge to participate in panels during the following timeframes:

Approx Timeframe	Available	Interested but unsure as to availability	Not available
Apr-May 2020			
Sep-Oct 2020			
Apr-May 2021			
Sep-Oct 2021			

The time frames noted indicate the likely scheduling of the 3 day Accreditation Site Visit. If assigned to a Panel, additional tasks – including review of the Provider Accreditation Submission and participation in Panel Teleconferences – will be completed in the 10-week lead-up to the Site Visit. These tasks are detailed in the Supporting Document: [Guidance: Operation of the Accreditation Review Panel](#)

If you indicate availability, this is not a guarantee of being requested to join a Panel during the time specified.

You may change your nominated availability at any time by communicating in writing to the Secretariat.

Section 07

Declaration

By completing this Nomination Form to join the Accreditation Standing Panel, you are making the following declaration:

- a. I acknowledge that I have read and understood the information supplied in the Guidance documents related to the Accreditation Standing Panel and the Accreditation Review Panel.
- b. I confirm that all information and documents that I have provided are complete, correct and up-to-date.
- c. I consent to the recording of my personal information in a database to manage the Accreditation Standing Panel and to be managed by the Architects Accreditation Council of Australia for the purpose of participation in the Procedure.
- d. I consent to the release of any information provided to a state, territory or New Zealand architect registration board or to a Provider of an architectural program when forming Accreditation Review Panels.
- e. I agree to complete the training for members of the Accreditation Standing Panel, when invited to do so.
- f. I agree that whilst I remain on the Accreditation Standing Panel I will inform the Secretariat of any changes to my circumstances (address, contact information, employment status and any other matters that may impact on potential or actual conflicts of interest and panel allocations).
- g. I agree that whilst I remain on the Accreditation Standing Panel, my details can be published in the Accreditation Standing Panel list.

Section 08

Endorsement of your Nomination

Indicate which organisation you elect to endorse your Nomination:

The Architects Accreditation Council of Australia

The state or territory Architect Registration Board where you reside

The Australian Institute of Architects

The Association of Architecture Schools of Australasia

The Australian Deans of the Built Environment and Design

The New Zealand Registered Architects Board (only for NZ based nominees)

Nominees do not need to contact the endorsing organisation before submitting this Nomination Form directly to the Secretariat.

Only one endorsing organisation is required.

The Secretariat will contact each organisation in April / May annually to confirm the endorsement of nominations.

Section 9

Submission Checklist

Completed Nomination Form: Accreditation Standing Panel (this document)

Supporting Statement (max 2 pages) addressing the Selection Criteria as listed in the Guidance: Accreditation Standing Panel

Current Resume (max 2 pages)

Signed Code of Conduct: Member Declaration

All documents should be submitted as pdfs. Where required, signatures may be completed electronically.

Section 10

Instructions for Submission

Email your completed Nomination Form and Supporting documents to Accreditation@aca.org.au by no later than 30th March annually.

Nominations may be submitted to the Secretariat at any time of the year.

Nominations received in the preceding 12 month period up until 30th March annually will be sent to Stakeholder organisations for endorsement every April / May, with an updated Accreditation Standing Panel list published on the AACA website annually every July.