



## Accreditation Standing Panel

## Nomination Form

Thank you for your interest in supporting the Architecture Program Accreditation Procedure in Australia and New Zealand.

Please read the following documents before you complete this 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

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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

Architect Registration Number and State/Territory/Country of Registration (if applicable)

Accreditation Standing Panel Nomination Form - February 2018

## Section 02

## Previous experience on the Accreditation Standing Panel

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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

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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](#).

Please attach your current Resume (maximum 2 pages).

## Section 04

## Conflict of Interest Declarations

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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

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

## Section 06

### Availability to participate in Accreditation Review Panels 2018 to 2020

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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:

<b>Timeframe</b>	<b>Available</b>	<b>Interested but unsure as to availability</b>	<b>Not available</b>
Sep-Oct 2018			
Apr-May 2019			
Sep-Oct 2019			
Apr-May 2020			
Sep-Oct 2020			

Note:

- The time frames noted indicate the likely scheduling of the 3 day Accreditation Site Visit. If assigned to a Panel over this time, some tasks – including Panel Teleconferences – will be completed in the 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

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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.
- 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).

## Section 08

### Endorsement of your Nomination

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Indicate which organisation you elect to endorse your Nomination:

The Architects Accreditation Council of Australia

The Australian state or territory Architect Registration Board in the state 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

The New Zealand Institute of Architects

The Secretariat will confirm the endorsement of nominations with the relevant stakeholder organisation.

## Section 9

### Submission Checklist

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Completed Nomination Form: Accreditation Standing Panel

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

Current Resume

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

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Email your completed Nomination Form and Supporting documents to [Accreditation@aca.org.au](mailto:Accreditation@aca.org.au) by no later than 30th March 2018.