



Accreditation of Architecture Programs

Administrative Guidance for Preparing Provider Annual Reports

(due for submission by 15 April 2019)

Overview

The Provider Annual Reporting activity represents an important monitoring and quality assurance activity within the Accreditation Procedure. Compliance with the Provider Annual Reporting requirements and schedule is required to ensure ongoing accreditation. The purpose of the Provider Annual Report is described in the Procedural Guidance that you can read [here](#), and is designed with three key objectives:

1. Collect general Provider data that is not available through other sources (for review, de-identification and then publishing in an Annual Report)
2. Track Provider progress against Action Items related to the Provider's most recent accreditation assessment
3. Mechanism for Providers to Report substantive changes in accredited programs.

Timeframes for Submission

Completed Provider Annual Reports must be received by the Secretariat on or before 15 April 2019. Following the submission deadline of 15 April 2019, there are a number of review activities scheduled for both the Secretariat and the Accreditation Management Committee. Submission extensions past 15 April 2019 will not generally be possible.

The Provider Annual Report template

The Provider Annual Report template is available from the [AACAA Publications page](#) or can be downloaded directly [from this link](#). Further, the Secretariat has emailed an individualised version of the Template to each Provider that contains the Action Items that the Provider is required to report against in Part 3 of the Report.

Guidance notes and instructions for completion of the Report

There are detailed notes and instructions for completion included in the Provider Annual Report Template. Additional guidance notes related to the completion of *Part 3 – Progress to address Action Items from last Accreditation Review* are:

1. If an Action Item was noted as 'closed' or 'complete' by an earlier Interim Review Panel (IRP) and noted as such in the corresponding IRP Report, the Provider should note this and indicate that the Action Item is closed. The details from previous IRP Reports do not need to be added to the Provider Annual Report template.
2. Some Action Items may no longer be applicable under the current Accreditation Procedure. If this is the case, the Provider should note their assessment of 'Not Applicable under current Procedure'. Whilst an Action Item may no longer be applicable, a Provider may still take the opportunity to provide an update on the matter if they wish. If a Provider is unsure as to the appropriate approach, they should seek guidance from the Secretariat.
3. Some Action Items may reference specific elements from the 2008 NCSA. To see how these Elements map to the Performance Criteria of the current 2015 National Standard of Competency for Architects (NSCA), Providers should view this [mapping document](#).

Any queries should be directed to the Secretariat via Accreditation@aacaa.org.au well in advance of the submission date.

Prepared by the Accreditation Secretariat, 4 December 2018