

## Resource for members of the Accreditation Standing Panel

### FAQs regarding Accreditation Review Panel formation and commitment

**What is the main Procedural reference?** This document describes the composition and primary responsibilities of panels: [Guidance: Operation of the Accreditation Review Panel](#).

**What is the basis for panel composition?** When considering the composition of each 6 person Accreditation Review Panel, the following factors are taken into consideration:

- Balance of academic and architect practice experience, and familiarity with the accreditation procedure
- Representation from the local jurisdiction (generally 2 architect practitioners)
- Diversity considerations
- Conflict of interest avoidance.

**When and how do panels get selected?** The Secretariat works closely with the Accreditation Management Committee to organise the panels, selecting proposed membership from the Accreditation Standing Panel (see published list [here](#)) and taking into consideration the various factors outlined above. This work normally commences 12 months in advance of the anticipated Site Visit dates, and often takes a few months to complete.

**Who needs to agree to the panel composition?** Once the 6 individual members selected to form an Accreditation Review Panel have confirmed their availability for the agreed dates, the Secretariat will seek final endorsement of the panel membership from both the Provider and the relevant architect registration board. As noted on Page 2 of the main Guidance document, both the Provider and the relevant architect registration board *'may object to one or more members based upon a defined potential or actual conflict of interest. Any conflict of interest raised will be reviewed by the Accreditation Management Committee'*.

**What are the key panel commitments?** The key panel activities are displayed graphically in this 1 page resource: [Diagram: Key Provider and Panel Activities for an Accreditation Review Panel](#).

**When are the panels scheduled during the year?** Most accreditation review panels are scheduled to occur in the broad Semester/Trimester 2 period. Occasionally visits are scheduled in the Semester/Trimester 1 period. Panels are scheduled to take into account the Providers period of accreditation, thus allowing referral of the Panel's recommendation to the respective accrediting authority before the period of accreditation has expired. Key timeframes are indicated below:

Panel Member commitments	Approximate timeframes for the Accreditation Review Panel	
	Semester / Trimester 1	Semester / Trimester 2
1 day Panel Member Training Workshop held in the AACA Office, Sydney	<u>Late January or February</u>	<u>June</u>
Key period of panel activity <ul style="list-style-type: none"> <li>- Panel review of Provider Accreditation Submission;</li> <li>- Panel communications by email</li> <li>- Participation in 1-2 1xhour panel teleconferences</li> </ul>	10 week period from receiving the Provider Submission to the conduct of the Site Visit	
3 Day Site Visit	<u>April to June</u>	<u>September to November</u>

**How is most information communicated with the Panel?** Most communication from the Secretariat will be via email to the panel. Prior to the key period of panel activity, the Secretariat will confirm key details and provide all panel members with access to a secure AACA web page where all key information and links to important documents can be found.

**When does a person's 'commitment' to a panel end?** Following the completion of the Site Visit, this concludes the formal commitment for all panel members. The exception is that the Panel Chair must work with the Secretariat to finalise the Accreditation Review Panel Report. Key tasks and timeframes regarding finalisation of the Accreditation Review Panel Report are indicated in this 1 page resource: [The Accreditation Review Panel Report and decision on Accreditation](#).

**What remuneration do I receive?** Panel members receive 1 day Sitting Fee for participation in the Panel Member training workshop and 3 days Sitting Fee for conduct of the Site Visit. No remuneration is paid for travel time, time required to review the Provider Accreditation Submission and time to participate in Panel discussion (either via email or via teleconference). The applicable Sitting Fee rate is as noted in the [Accreditation Fee Schedule](#).

**How is travel and accommodation organised?** All travel and accommodation is organised by and paid for by AACA. (The only exception is travel arrangements for locally based panel members that may drive themselves to each day of the site visit). Further, all reasonable direct costs are reimbursed by AACA. See here: [Administrative and Travel Policy and Procedures for Accreditation Activities](#).

For queries about any of this information, contact AACA via [Accreditation@aca.org.au](mailto:Accreditation@aca.org.au) or call 02 8042 8930