

GUIDANCE: OPERATION OF THE ACCREDITATION STANDING PANEL ...

PURPOSE AND COMPOSITION

The Accreditation Standing Panel comprises independent experts who have the necessary expertise and capacity to serve on Accreditation Review Panels, and to undertake other tasks, such as the provision of Program Advice.

The composition of the Accreditation Standing Panel provides a representative balance of experience in architectural practice and education; Accreditation Review Panel experience; and ethnicity, gender, and geography.

FORMATION AND REVIEW

The criteria for inclusion on the Accreditation Standing Panel are skills-based and subject to a nomination, selection and review process.

Individuals will generally be nominated by one of the following organisations: the Architects Accreditation Council of Australia, an Australian state or territory architect registration board, 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 and the New Zealand Institute of Architects. Nominations may be submitted to the Secretariat at any time and will be considered by the Accreditation Management Committee on an annual basis between April and June.

Relevantly experienced individuals may also self-nominate, but will need their application endorsed by one of the stakeholders groups listed above. Nominations must be submitted on the Accreditation Standing Panel Nomination Form and must address the relevant attributes and competency selection criteria.



[Nomination Form for the Accreditation Standing Panel](#)

The Secretariat will administer the nomination process, and maintain an Accreditation Standing Panel database. The database will include relevant contact and eligibility details, a record of Accreditation Review Panels undertaken, and a record of conflicts of interest declared. The Accreditation Management Committee will assess nominations against the Accreditation Standing Panel selection criteria, and will formally approve all new appointments and re-appointments.

SELECTION CRITERIA

a) Architecture practitioners

- current registration as an architect in Australia
- a minimum of five years post-registration experience as an architect
- an understanding of the role of accreditation and accreditation bodies
- knowledge of the National Standard of Competency for Architects
- an understanding of the contemporary higher education environment
- an understanding of contemporary adult teaching and learning principles and practices
- experience with the supervision and mentoring of students and graduates of architecture, and early-career architects
- ability to synthesise complex information and formulate decisions in an inter-disciplinary team environment.

b) Architecture academics

- a minimum of five years experience as a university architecture academic
- an understanding of the role of accreditation and accreditation bodies
- knowledge of the National Standard of Competency for Architects
- experience with and knowledge of the Australian Qualifications Framework
- an understanding of the contemporary architectural practice environment
- experience with and knowledge of university curriculum design and implementation

- experience with and knowledge of assessment methodology and moderation
- experience serving on one or more university decision-making committee/s
- ability to synthesise complex information and formulate decisions in an inter-disciplinary team environment.

APPOINTMENT TERMS AND OBLIGATIONS

Accreditation Standing Panel members will be generally appointed for a maximum of three consecutive terms and the duration of each term will be a maximum of three years commencing on 1 July each year. At the end of each three year term members will need to confirm that they wish to re-nominate. The Secretariat will facilitate contact over renominations.

During their term of appointment Panel members may be called upon during this time to serve on any Accreditation Review Panel, and to undertake other tasks, such as the provision of Program Advice.

For each panel in which they take part, Accreditation Standing Panel members will receive a sitting fee. The Sitting Fee is a benchmarked figure reviewed annually, and can be found on the Accreditation Fee Schedule. Travel and accommodation for interstate panel members will be organised and funded by the Secretariat. Accommodation for local members may be provided should the travel between a local member's home location and the site visit be estimated to take greater than 60 minutes of travel time on a normal working day.

Accreditation Standing Panel members are expected to:

- undertake their responsibilities in accordance with the Accreditation Code of Conduct, inclusive of Conflict of Interest and confidentiality obligations
- undertake Accreditation Standing Panel member training and briefings as required
- review and carefully consider any information provided to them so as to make informed decisions
- keep themselves informed of issues and developments within the architectural profession and higher education sectors
- participate in Accreditation Review Panel evaluations
- advise the Secretariat of any changes to their circumstances, inclusive of revised contact or employment details, or any Code of Conduct or conflict of interest matters.



Code of Conduct

TRAINING

Before formal appointment to an Accreditation Review Panel, all Accreditation Standing Panel members must complete Accreditation Review Panel training. Training is provided through a self-guided online module covering:

- the higher education environment, including governance and funding models, regulatory and quality assurance frameworks, and the Australian Qualifications Framework
- the regulation of architects in Australia and the role of the architect registration boards
- the architectural practice environment
- competency-based assessment and the National Standard of Competency for Architects as they apply to the accreditation of architectural qualifications
- the legal and administrative framework for accreditation, including the role of the Accreditation Management Committee and the Secretariat
- the formation, obligations and review of the Accreditation Standing Panel and Accreditation Review Panels
- the accreditation process and procedures, including
 - o the scheduling of Accreditation Review Panels
 - o nomination and selection of Accreditation Review Panel members
 - o expectations and obligations of higher education institutions
 - o preparation for an Accreditation Review Panel
 - o assessment of an academic program
 - o form of the Accreditation Review Panel Report inclusive of the formulation of appropriate action items
- the formulation of Program Advice
- consensus building and working in teams.

EVALUATION

All Accreditation Standing Panel members who serve on Accreditation Review Panels and in Program Advice processes will be required to participate in an evaluation of their activities. Evaluation processes are overseen by the Accreditation Management Committee. The objective of evaluation is to promote continuous improvement of the Accreditation Procedure and professional development of panel members.