



GUIDANCE: NEW PROGRAMS . . .

Providers wishing to establish an accredited architecture program should establish relevant internal development mechanisms and seek external industry advice in any manner they see fit to ensure that any programs established have the potential to meet the accreditation requirements.

Providers may also seek advice from the Secretariat on a fee for service basis. Program Advice for new programs is a desk-based review of a program's overall suitability to be assessed by a Program Advice Panel and does not include a site visit. The Provider will receive a Program Advice Report at the completion of the activity. It is not mandatory to go through the Program Advice process prior to requesting a visit by an Accreditation Review Panel, nor is it mandatory to follow the advice.

The key components of the Program Advice process are:

1. The Provider contacts the Secretariat and confirms their intent to seek Program Advice, pays the associated fee (see the Accreditation Fee Schedule), and commits to a date for submission of their Program Advice Submission. The Provider may seek advice at any stage in the development of the program.
2. The Provider prepares a comprehensive submission (the Program Advice Submission) as outlined in the later table and submits to the Secretariat.
3. Concurrent to Activity 2, the Accreditation Management Committee will select experienced members of the Accreditation Standing Panel to form a Program Advice Panel to complete a desktop review of the Submission and prepare the Program Advice Report. No site visits will occur.
4. Following receipt of the Program Advice Submission, the Secretariat arranges for a desk-top review of the Submission, conducted by the appointed Program Advice Panel.
5. The Program Advice Panel will review the Provider's Program Advice Submission against the Architecture Program Accreditation Procedural requirements in order to form an opinion of the readiness of the program to be assessed by an Accreditation Review Panel. The Program Advice Panel may contact the Head of Program to seek clarification of any matters in the Submission as needed.
6. The Program Advice Panel will prepare a Program Advice Report that:
 - Details strengths and weaknesses of the program based on material provided in the submission.
 - Makes a recommendation to the Accreditation Management Committee and the Provider as to whether the Provider is ready to undertake an Accreditation Review Panel.
 - Details advice (framed as recommendations to the Provider) for the Provider's consideration.
7. The Accreditation Management Committee will review the Program Advice Report prior to the report being finalised. This review will be completed within two weeks.
8. Once finalised, the Program Advice Report will be sent back to the Provider, and a copy sent to the relevant architect registration board.

The Program Advice process may take up to four months from the initial contact with the Secretariat and payment of the required fee.

PROGRAM ADVICE SUBMISSION

Providers that opt to seek Program Advice through the Architecture Program Accreditation Procedure are required to submit a comprehensive package referred to as the Program Advice Submission. The Program Advice Submission must include materials as outlined in the table below.

Key Area	Examples of Relevant Documentation
<p>Part 1. Institution Overview</p> <p>An overview of the institution's history, governance and TEQSA institutional accreditation</p>	<ul style="list-style-type: none"> • Institutional documentation as provided to Tertiary Education Quality and Standards Agency (TEQSA) • Institutional quality assurance documents • A description of the school or unit in which the architecture program is located
<p>Part 2. Program Overview</p> <p>Overview and details of the Master's program</p>	<ul style="list-style-type: none"> • Program specifications • Current student numbers and key demographic data, for the Master's program and main pathway programs at undergraduate level • Provide evidence that the program has met all (internal to the provider) quality assurance requirements placed upon new programs • Policy for assessing students' eligibility to enter Masters' program • Summary of main pathway programs at undergraduate level • Arrangements with other local or International institutions for student intake and exchanges • Summary of compulsory and elective units/subjects • Unit/subject descriptors • Mapping of units/subjects against the 37 required National Standard of Competency Performance Criteria to the same level of detail described in the Provider Accreditation Submission and associated guidance • Mapping of content against Australian Qualifications Framework Level 9 Criteria • Strategies and mechanisms for internal and external assessment moderation
<p>Part 3. Professional input and review</p> <p>Methods undertaken by the provider to seek appropriate relevant advice from the profession on the development and continual improvement of the program</p>	<ul style="list-style-type: none"> • Details of Advisory Groups established to guide program development and ongoing review • Details of sources of external advice involving professional associations such as the Australian Institute of Architects or the relevant Architects Registration Board, including use of any published and/or on-line resources • Any relevant External Professional Advisors' Reports • Proposed strategy for involving external lecturers/examiners • Strategy for benching the program with other providers and industry expectations

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<p>Part 4. Resources</p> <p>A description of the resources (in terms of staffing, physical resources inclusive of educational materials) available to architecture students</p>	<ul style="list-style-type: none"> • Details of staffing including staff areas of expertise • Strategies and mechanisms in place regarding appointment of staff: Staffing profile, and the CVs of the Head of School and the architecture program leader • Proposed plan for involving external speakers, tutors, guest critics etc • Program resource allocation plan