



GUIDANCE: PROVIDER ANNUAL REPORTING...

The Provider Annual Reporting activity represents an important monitoring and quality assurance activity within the accreditation procedure. Provider Annual Reports should be prepared for the preceding calendar year (January to December) and be supported by student enrolment data as at the relevant Semester 1 Census Date for the year that the report is submitted.

Reports are to be submitted to the Secretariat electronically using the specified template by no later than 15th April annually.

The Provider Annual Report requires information be provided on these three areas:

- Part 1: Provider general data such as staff and student numbers, and mechanisms for engagement with the profession and industry. Data drawn from institutional reports about scope and general quality of the program (using University governance processes and data). Student enrolment is to be as at the relevant Semester 1 Census Date for the year that the report is submitted. It is preferable to submit standard information about the program that has been produced for internal reporting to avoid duplication. A listing of the mechanisms by which the profession and industry is engaged will also be required.
- Part 2: Description of progress to address Action Items detailed in the last Accreditation Review Panel Report (or equivalent) and supporting evidence, including evidence that demonstrates the effectiveness of any actions taken.
- Part 3: Description of substantive changes to the program, including both changes implemented during the reporting period and changes proposed for implementation over the proceeding two years.

Substantive changes are considered to be any changes to the program inclusive of but not limited to changes to program content, organisation, delivery mechanisms and support arrangements, whether actual or proposed, that may impact on the program

meeting relevant performance criteria in student outcomes.

Substantive changes may include any of the following:

- reorganisation of program content
- reorganisation of unit / subject content
- change to the number of semesters of study (or equivalent volume of learning)
- change to the mode of delivery of units
- introduction of new specialisation or stream (or similar)
- changes to staffing or student enrolment numbers that may have a substantive impact on staff/student ratios
- any other change that may impact on the student outcomes as assessed via this accreditation procedure.

For any substantive change the Provider must:

- submit rationale for the change
- detail the scope and nature
- detail the anticipated or actual impact of changes on meeting relevant performance criteria (where relevant)
- detail plans to evaluate the success or otherwise of the change (where relevant)

Further changes that must be reported include:

- change of qualification title
- change of awarding body

Provider Annual Reports will be reviewed as per below:

1. The Secretariat will review the details of Parts 1 and 3, using the collated de-identified data to inform an Annual Report on Accreditation of Architecture Programs in Australia and New Zealand.
2. The Accreditation Management Committee will review the details of Parts 2 and 3 to make an assessment of progress against Action Items (including potential closure of Action Items) and review reported changes. When necessary, the Provider Annual Report may be referred to a

member of the Accreditation Standing Panel (such as the Chair or other member of the previous review panel) for additional review.

3. The Secretariat is to send completed Provider Annual Report Review Proformas to the relevant Architect Registration Board for noting, with a copy of the Provider Annual Report.
4. A copy of the completed Provider Annual Report Review Proforma is to be sent to the Provider.
5. Should a report be found to be lacking information, the Secretariat may return the Provider Annual Report to the Provider in order to seek the required information / evidence.

Key statistics and trends from Annual Reports (aggregated) will be included in the Annual Report on Accreditation of Architecture Programs in Australia and New Zealand, to be published by the Architects Accreditation Council of Australia.