

Architecture Program Accreditation Procedure Summary of Amendments (December 2020)

A. Summary of documents updated and re-published as at December 2020
<ul style="list-style-type: none"> ▪ The main Accreditation Procedure document (Architecture Program Accreditation Procedure in Australia and New Zealand) ▪ Accreditation Management Committee Terms of Reference ▪ Guidance: Provider Accreditation Submission ▪ Guidance: Administrative support required of the Provider during the Accreditation Site Visit ▪ Guidance: Provider Annual Reporting
B. Changes incorporated into the Architecture Program Accreditation Procedure
<ul style="list-style-type: none"> ▪ Missing sub-section headings added to the Contents listing (page 4) ▪ Explanation of the term 'Accreditation Authority' corrected to the original published text from the January 2018 version of the Procedure (page 24)
C. Changes incorporated into the Accreditation Management Committee Terms of Reference
<ul style="list-style-type: none"> ▪ Clarification that the architect registration boards will select their own nominee for appointment to the Committee (page 2) ▪ Clarification that where a stakeholder is unable to provide a nomination to join the Committee, the AACAA Board will be responsible for determining appropriate alternative representation (page 2) ▪ Clarification that all Committee Members acknowledge <u>and sign</u> the Code of Conduct (page 4)
D. Changes incorporated into the Guidance: Provider Accreditation Submission
<ul style="list-style-type: none"> ▪ The information in the section titled 'Currency of the Evidence to be included' (Page 2) has been updated so that it is consistent with the information with the same title on Page 13 of the main procedural document. ▪ The explanation for what is required within the Part IV Digital Evidence Portfolio was updated to note that subject / unit outlines are required for all subjects/units included in the Level 1 <u>and Level 2</u> Program Mapping (Page 6)
E. Changes incorporated into the Guidance: Administrative support required of the Provider during the Accreditation Site Visit
<p>In addition to a number of minor edits, the following additional requirements have been incorporated:</p> <ul style="list-style-type: none"> ▪ Where remote dial-in of external panellists is required, dedicated speaker and microphone hardware must be provided in the dedicated private room (rather than relying on speaker/microphone from within a computer or laptop). (Note 3-g on page 1) ▪ Dependent on local arrangements, the space housing the Exhibition of Student Work may also be the Panel's dedicated private room. (Note 8, Page 2) ▪ Provide minimum of two printed copies of the Provider Accreditation Submission (PAS) Part IV Digital Evidence Portfolio documents in the Panel's dedicated private room. These materials should be organised by subject / unit in separate folders or binders. (Note 9, Page 3)
F. Changes incorporated into the Guidance: Provider Annual Reporting
<ul style="list-style-type: none"> ▪ With respect to the submission format, consistent reference to enclosures rather than attachments (Pages 2-3) ▪ Only a single PDF should be submitted to the Secretariat, with any enclosures incorporated into a single PDF document. (Pages 2-3) ▪ Where appropriate, URLs to supporting information may be included rather than supplying the information as an enclosure. (Page 3) ▪ With respect to review timings clarification that the approximate timeframe of August to September allows for the Secretariat to communicate back to Providers if requested to do so by the architect registration board, and/or with advice on the status of all action items.