



Architecture Program Accreditation Procedure in Australia and New Zealand 2018

Transition Guidance

The following transition guidance has been prepared to assist Providers and Architect Registration Boards understand how key changes in the Procedure will be introduced and managed. For full details of the Procedure please see [Architecture Program Accreditation Procedure in Australia and New Zealand](#).

The *Architecture Program Accreditation Procedure in Australia and New Zealand* has been distributed to all stakeholder groups, Architect Registration Boards and providers of accredited architecture programs and new providers with programs under development.

The Procedure will be published by 31 January 2018 as an interactive and downloadable PDF. Reporting templates are under development and expect to be published in early 2018.

Changed terminology

Changes to naming conventions are:

- 2013 Australian and New Zealand Architecture Program Accreditation Procedure (ANZAPAP) is now the ***Architecture Program Accreditation Procedure in Australia and New Zealand***
- National Visiting Panel now the ***Accreditation Review Panel***
- School Report required in advance of the on-site National Visiting Panel now referred to as the ***Provider Accreditation Submission***
- On-site component of the National Visiting Panel now referred to as the ***Accreditation Site Visit***, as part of the ***Accreditation Review Panel***
- The Steering Committee replaced by the ***Accreditation Management Committee***

Accreditation Management Committee

The Accreditation Management Committee is responsible for overseeing the implementation of the Procedure and providing advice to the Architects Accreditation Council of Australia Board in order to implement a transparent, fair and effective Procedure. The Committee does not accredit programs. Architect Registration Boards are the accrediting bodies for programs in their respective jurisdictions.

The Accreditation Management Committee includes one nominee from the stakeholders:

- Architects Accreditation Council of Australia: Associate Professor Stephen Ward
- Architect Registration Boards: Ms Rebecca Naughtin
- The Australian Institute of Architects: Mr Dean Wood – elected Chair
- The Association of Architecture Schools of Australasia: Professor Sandra Kaji-O’Grady
- The Australian Deans of the Built Environment and Design: Associate Professor Michael Jasper.

The Committee met for the first time in late 2017. See here for more information on the roles and responsibilities of the Accreditation Management Committee: [Accreditation Management Committee Terms of Reference](#).

Accreditation Standing Panel

The Accreditation Standing Panel comprises independent experts reflecting a representative balance of experience in architectural education and practice, Accreditation Review Panel experience, ethnicity, gender and geography who have the necessary expertise to serve on Accreditation Review Panels. The composition of the Standing Panel will be refreshed over the coming months; a training package will be developed and all Members will complete this training before participating on an Accreditation Review Panel. Invitations will be issued before the end of December to current Members of the Standing Panel inviting them to re-nominate; and to stakeholders encouraging relevantly experienced practitioners and academics to join the Standing Panel.

For further information see here: [Guidance - Operation of the Accreditation Standing Panel](#).

Funding Arrangements and invoicing to Providers

From January 2018 a revised costing model and fee arrangement will apply. The Accreditation Procedure is administered on a cost recovery basis and incorporates transparent financial accounting and reporting on an annual basis. The Accreditation Procedure is funded equally by the Architects Accreditation Council of Australia on behalf of the Architect Registration Boards and the Providers of accredited architecture programs.

Cost recovery includes all direct Accreditation Procedure costs, inclusive of the costs incurred in running the Secretariat, operation of required management systems, maintenance of the website and other resources, and training of Accreditation Standing Panel Members.

Providers with an accredited program will continued to be invoiced twice per year. Architect Registration Boards will be invoiced once per year based upon the number of practicing architects in their State or Territory.

A Fee Schedule will be published in January 2018 and will be updated annually.

Reporting against Action Items

Under the previous procedure, any deficiencies in meeting the required standard for accreditation were documented as Action Items in the National Visiting Panel Report. Provider progress against action items was assessed via Interim Review Panels (IRPs).

Under the revised Procedure, deficiencies in meeting the required standard for accreditation will continue to be documented as Action Items in the Accreditation Review Panel Report. Provider progress against action items will be self-reported by each Provider in their Provider Annual Report. Annual Reporting will commence in 2018 regardless of where the accredited program is in the cycle of review.

Action Items to be reported against in 2018 Provider Annual Reports

Over the period 2013 to 2017 Architect Registration Board approval for accreditation was based on the Panel's recommendation for the period of accreditation and the Action Items specified in National Visiting Panel Report.

Providers must now report against all Actions Items specified in their previous National Visiting Panel Report with the exception of Action Items formally noted as complete or closed in an Interim Review Panel Report.

Annual Reports will be due 15 April each year. The Reporting period covers the preceding calendar year and requires data on current enrolments and graduates. In accordance with this schedule, ***Providers will submit their first Annual Report for the 2018 reporting period by 15 April 2019.***

The Secretariat will confirm individually with each Provider the relevant listing of Action Items against which they are required to report.

Further information can be read here: [Guidance - Provider Annual Reporting.](#)

Managing changes to an accredited program

Under the previous procedure, changes introduced to an accredited program during the accreditation period were restricted to '20%'. Any change assessed as being greater than 20% of the program was to trigger the conduct of a Preliminary Assessment Panel to assess the impact of the change and whether the program was still meeting the accreditation requirements.

Under the revised Procedure, Providers are required to report on changes as part of the Provider Annual Report. The Provider Annual Report requires a description of substantive changes to the program, including changes implemented during the reporting period and changes proposed for implementation over the proceeding two years. Substantive changes can be considered as any change that could impact on achievement of student outcomes.

Further information on the Provider Annual Report, including guidance on what may constitute a substantive change, can be read here: [Guidance - Provider Annual Reporting](#).

Guidance for providers developing 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 as outlined in this document.

Providers may also seek advice from the Accreditation 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 an Accreditation Review 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 undertake the Program Advice process prior to requesting a visit by an Accreditation Review Panel, nor is it mandatory to follow the advice.

See here for further details: [Guidance - New Programs](#).

Queries

Please contact the Secretariat on accreditation@aca.org.au with any queries on accreditation matters.