

ENGINEERS AUSTRALIA

ACCREDITATION BOARD

ACCREDITATION MANAGEMENT SYSTEM

FOR

ENGINEERING EDUCATION PROGRAMS

(CURRICULUM BASED)

IN THE OCCUPATIONAL CATEGORY OF ENGINEERING ASSOCIATE

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1. PURPOSE

This policy document is part of the system for engineering program accreditation managed by the Accreditation Board of Engineers Australia. The Board's policies, procedures and guidelines are designed to ensure consistency in the submissions of educational bodies to the Board, and in the quality of the assessment process itself.

This document sets out the Accreditation Board's policy with respect to the creation, maintenance and updating of its Accreditation Management System for curriculum based engineering education programs at the level of Engineering Associate. This controlled document has been prepared, filed and distributed in accordance with the relevant Accreditation Board procedure (Reference 1).

Terminology used in this policy is defined in Reference 2

2. INTRODUCTION

The Council of Engineers Australia set out its "Policy on Accreditation of Professional Engineering Courses" (see Reference 3) and established the Accreditation Board to perform all those activities required to meet the Council's accreditation policy. In addition, a Manager Accreditation (subsequently Associate Director Accreditation) was appointed to the staff of Engineers Australia.

The Accreditation Board issued a detailed policy and procedures manual to define its requirements for university four-year degree program accreditation in 1999 (Reference 4). Experience with this manual, and feedback from users within the universities and the evaluation panels, led in 2003 to the need for a revision of the manual. The Accreditation Board decided at this time to break the defining documentation into a series of controlled, interconnected documents, of which this, one of the Board's policies, is a part.

3. ACCREDITATION MANAGEMENT SYSTEM

The Accreditation Board's "Accreditation Management System", or AMS for programs in each of the categories - Professional Engineer, Engineering Technologist and Engineering Associate, is described in each case, in a series of documents of the following types:

- Policy,
- Guidelines,
- System and Context.

Policies describe in broad terms the Accreditation Board's requirements in all areas of its activities. If the requirements of a policy are not detailed in a related procedure, the policy itself must be the basis for decisions and actions by AMS users.

Guidelines set out in detail the processes by which a policy is to be implemented. Additional procedures define the way AMS documents are managed.

System and Context are supporting documentation to provide a context for the

policies and procedures, or to assist AMS users in meeting the requirements of the AMS.

The AMS for Professional Engineer programs was first published by the Accreditation Board in 2004. A similar document set for programs in the category of Engineering Technologist was developed from these founding documents and first published in March of 2007.

Following these publications work commenced in 2008 on AMS document systems for programs in the occupational category of Engineering Associate. Separate AMS system documents for this case have been developed for programs based on a curriculum model as well as for competency based programs founded on a training package definition.

4. AMS DOCUMENT MAINTENANCE

The Accreditation Board will from time to time revise documents within the AMS, and may add to the number of policies, guidelines and procedures. The Accreditation Board policy with regard to controlled document maintenance is as follows.

- Documents will be uniquely identified by an alphanumeric code.
- The initial development version of a document will be designated as Revision A and the first official version Revision 0 (zero).
- When a version of a document is being prepared or revised, it will be filed on the Engineers Australia computer system as a “live” Word document.
- When a version of a document is issued, it will be saved in Adobe Portable Document Format (pdf), to prevent any modification to the document after its issue. The Word form of the document will then be “up-revved” and maintained as a “work-in-progress”, not for release to third parties until the next revision is complete.
- The official version of any document will be the most recent pdf version of it. Prior versions will be regarded as superseded.

The Accreditation Board will publish a list of all current documents within the AMS. This list will be updated whenever an AMS document is revised, or a new document created.

The Accreditation Board will make use of the internet. All relevant AMS documents will be posted on Engineers Australia website for access by educational organisations.

The management of AMS documentation is described in detail in Reference 5.

5. REFERENCES

- 1 G01EA Accreditation System Document Preparation and Management
_Curr
- 2 G08EA Glossary
_Curr
- 3 P02EA Engineers Australia Policy on Accreditation of Professional Engi-
_Curr neering Programs
- 4 Manual for the Accreditation of Professional Engineering Pro-
grams, October 1999
- 5 G01EA Accreditation System Document Preparation and Management
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