

ENGINEERS AUSTRALIA

ACCREDITATION BOARD

ACCREDITATION MANAGEMENT SYSTEM

FOR

VOCATIONAL EDUCATION AND TRAINING PROGRAMS

(COMPETENCY BASED)

IN THE OCCUPATIONAL CATEGORY OF ENGINEERING ASSOCIATE

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Preparation and Management



ENGINEERS
AUSTRALIA

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Table of Contents

1. PURPOSE	3
2. DEFINITIONS	3
3. PROCEDURE	3
3.1. Document Preparation	3
3.2. Document Approval	4
3.3. Document Distribution	4
3.4. Document Identification	4
4. REFERENCES	5

1. PURPOSE

Procedures form 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 submissions from Registered Training Organisations (RTOs) and in the quality of the accreditation evaluation process itself.

This procedure describes the preparation, control, storage and dissemination of controlled documents which are part of the accreditation system. It is designed to meet the documentation requirements of the Board's policy as outlined in Reference 1.

2. DEFINITIONS

Controlled Document A document which receives a unique identifier has revision control, and a controlled distribution.

pdf Portable Document Format

The following documents are controlled and subject to the requirements of this procedure.

Policy A policy of the Accreditation Board, part of the Accreditation Management System

Procedure A procedure of the Accreditation Board which elaborates upon a policy in the Accreditation Management System.

Guideline A guideline to assist those using the Accreditation Management System

Other terms used in this document are defined in Reference 2.

3. PROCEDURE

3.1. Document Preparation

- i) The Accreditation Board decides that a controlled document addressing a specific topic is required.
- ii) The Accreditation Board selects an Author for the document.
- iii) The Author prepares the document in draft under the direction of the Associate Director, Accreditation who provides it to the Accreditation Board for comment.
- iv) The document is revised in accordance with comments received, and re-submitted to the Accreditation Board for approval to circulate to designated stakeholders for comment.
- v) Under the direction of the Associate Director, Accreditation, the Author incor-

porates suggested amendments and presents the amended document to the Accreditation Board for approval.

3.2. Document Approval

- i) If the Accreditation Board approves the document, the Chair of the Board signs an original, which is then safely filed by the Associate Director, Accreditation.
- ii) If the document is not approved by the Accreditation Board, its comments are returned to the Author by the Associate Director, Accreditation, and the Author duly revises the document once more.

3.3. Document Distribution

- i) The Associate Director, Accreditation creates a pdf form of the approved document, with a file name which includes the revision.
- ii) The Associate Director, Accreditation distributes the document to those included in the distribution list. This list may include members of the Accreditation Board, education providers, evaluation panel members, and the Engineers Australia Webmaster.

3.4. Document Identification

- i) The Associate Director, Accreditation will allocate a unique identifier to each controlled document. The identifier will be of the form:

“Xnn RevY”

where the parts of the identifier are defined as follows:

X	G = Guideline P = Policy S = System and Context
nn	A sequential document number of the form 01, 02, 03, ...etc., (with an EA_Comp extension to indicate the Engineering Associate version of the AMS)
Rev	Revision
Y	A revision identifier, in the sequence A, B, C,... for all preliminary revisions, and in the sequence 0, 1, 2, for all official revisions. Revision 0 shall denote the first official version.

The filename used for electronic storage of all documents shall be of the form:

“XnnY docname”

where the terms are as defined above, and “docname” is the title of the document.



Thus the first official version of this document would be saved under the filename

“G01EA_Comp Accreditation System Document Preparation and Management”

4. REFERENCES

1	P02EA_Comp	Engineers Australia Policy on Accreditation of Professional Engineering Programs
2	G08EA_Comp	Glossary