

# 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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ENGINEERS  
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0	Associate Director – Accreditation. Professor Alan Bradley.	Chair of the Accreditation Board. Professor Robin King.	1 October 2010



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## 1. PURPOSE

This policy document is part of the Accreditation Management System (AMS) underpinning the accreditation of engineering vocational education and training (VET) programs (also referred to as learning and assessment programs) designed to deliver graduates equipped to commence practice in the occupational category of Engineering Associate. The Board's policies, procedures and guidelines are designed to ensure the appropriateness and completeness of accreditation submissions to the Board by Registered Training Organisations (RTOs), and the rigour and consistency of the assessment process administered by the Accreditation Board.

This document sets out the Accreditation Board's policy for the creation, maintenance and updating of its AMS for competency based engineering VET programs at AQF Level 6 and in the occupational category of Engineering Associate. This controlled document has been prepared, filed and distributed in accordance with the relevant Accreditation Board procedure (Reference 1).

The terminology used in this policy is defined in Reference 2

## 2. INTRODUCTION

The Council of Engineers Australia in November of 1997 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 engineering degree program accreditation in 1999 (Reference 4). Experience with this manual, and feedback from users within the university sector and from 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. The first release of the new Accreditation Management System (AMS) document set for programs at the level of Professional Engineer was released in 2004. Subsequent to this, equivalent AMS document sets have been prepared for programs at the level of Engineering Technologist and Engineering Associate.

## 3. ACCREDITATION MANAGEMENT SYSTEM - AMS

The Accreditation Board's "Accreditation Management System" or AMS for programs at the level of Professional Engineer, Engineering Technologist and Engineering Associate is described 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.

#### 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 it has been issued. 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 _Comp	Accreditation System Document Preparation and Management
2	G08EA _Comp	Glossary
3	P02EA _Comp	Engineers Australia Policy on Accreditation of Professional Engineering Programs
4		Manual for the Accreditation of Professional Engineering Programs, October 1999