

# ENGINEERS AUSTRALIA

## ACCREDITATION BOARD

### ACCREDITATION MANAGEMENT SYSTEM

### EDUCATION PROGRAMS AT THE LEVEL OF PROFESSIONAL ENGINEER

**Document No.** P01  
**Title** Accreditation Management System



### DOCUMENT STATUS

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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. 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 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 manual 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, 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 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 G01 Accreditation System Document Preparation and Management
- 2 G08 Glossary
- 3 P02 Engineers Australia Policy on Accreditation of Professional Engineering Programs
- 4 Manual for the Accreditation of Professional Engineering Programs, October 1999
- 5 G01 Accreditation System Document Preparation and Management