



ENGINEERS
AUSTRALIA

Engineers Australia Assessment Scheme

For the Board of Professional Engineers of
Queensland (BPEQ)

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Table of Contents

Table of Contents	ii
Introduction.....	1
Suitability Requirements.....	5
Suitability for Approval – Requirements of the PE Act.....	5
General.....	5
Glossary	6
Identity Verification Requirements	6
Pre-interview identity verification.....	6
At interview identity verification	7
Certification of documents	7
Translation of documents	7
Qualifications and Competencies and Consistency with National and International Standards	8
Legislative Requirements	8
Qualifications	8
Competencies.....	9
Consistent with National and International Standards	10
Assessment in an Independent and Professional Manner	11
Legislative Requirements	11
Procedures for Assessment in a Professional Manner	11
Entry to practice competency.....	11
Independent practice competency	12
Mutual Recognition Agreements	13
Independence of Assessors	14
Adequate Procedures for Monitoring and Improvement.....	15
Legislative Requirements	15
Annual Audit of Assessments	15
Review of Assessments.....	15
Review of Scheme.....	15
Fees for Assessment.....	16
Legislative Requirements	16

Fees.....	16
Continuing Professional Development Requirements	17
Legislative Requirements	17
CPD Requirements.....	17
CPD Audit Program	17
Assessors	18
Legislative Requirements	18
Assessor Competencies.....	18
Assessor Training.....	18
Assessor Accreditation	18
Training and Accreditation of Assessors for Other Professional Memberships of the Entity.....	18
Financial Capacity	19
Legislative Requirements	19
Evidence Required	19
Proven Capacity to Undertake Assessments.....	20
Legislative Requirements	20
Timeframe for Assessments	20
Conclusion	21
Appendix 1 – Standard Conditions	22
Appendix 2 – Areas of Engineering (AoE).....	23
Appendix 3 – Registration Assessment to BPEQ Mapping	24

Introduction

1. Engineers Australia is the peak body of the engineering profession in Australia. Established in 1919, Engineers Australia is a not-for-profit organisation, constituted by Royal Charter to advance the science and practice of engineering for the benefit of the community.
2. Engineers Australia is committed, as a long-standing Board of Professional Engineers of Queensland (BPEQ) Assessment Entity, to support the BPEQ to maintain and uphold assessment standards. This document forms the Engineers Australia Assessment Scheme for the BPEQ and demonstrates how an individual is assessed as eligible to apply to become a Registered Professional Engineer of Queensland (RPEQ).
3. An independent practice assessment is considered to demonstrate the BPEQ academic and competency requirements for becoming registered in Queensland. There are two pathways to an independent practice assessment, Registration and Chartered both of which require:
 - a. a recognised qualification at the level of the Washington Accord (or equivalent)
 - b. relevant professional practice
 - c. evidence of CPD
 - d. a commitment to ethical practice
4. This document details Engineers Australia's requirements to be assessed for independent practice as a professional engineer and demonstrates how this also satisfies BPEQ's eligibility requirements.
5. While Engineers Australia is a member organisation, assessment for competency to practice independently is open to both non-members and members. Figures 1, 2 and 3 provide an overview of the pathways to become eligible for registration as an RPEQ including assessment of qualifications and competencies provided for under the scheme.

Figure 1 – Overview of assessment process for RPEQ eligibility – Non-Members

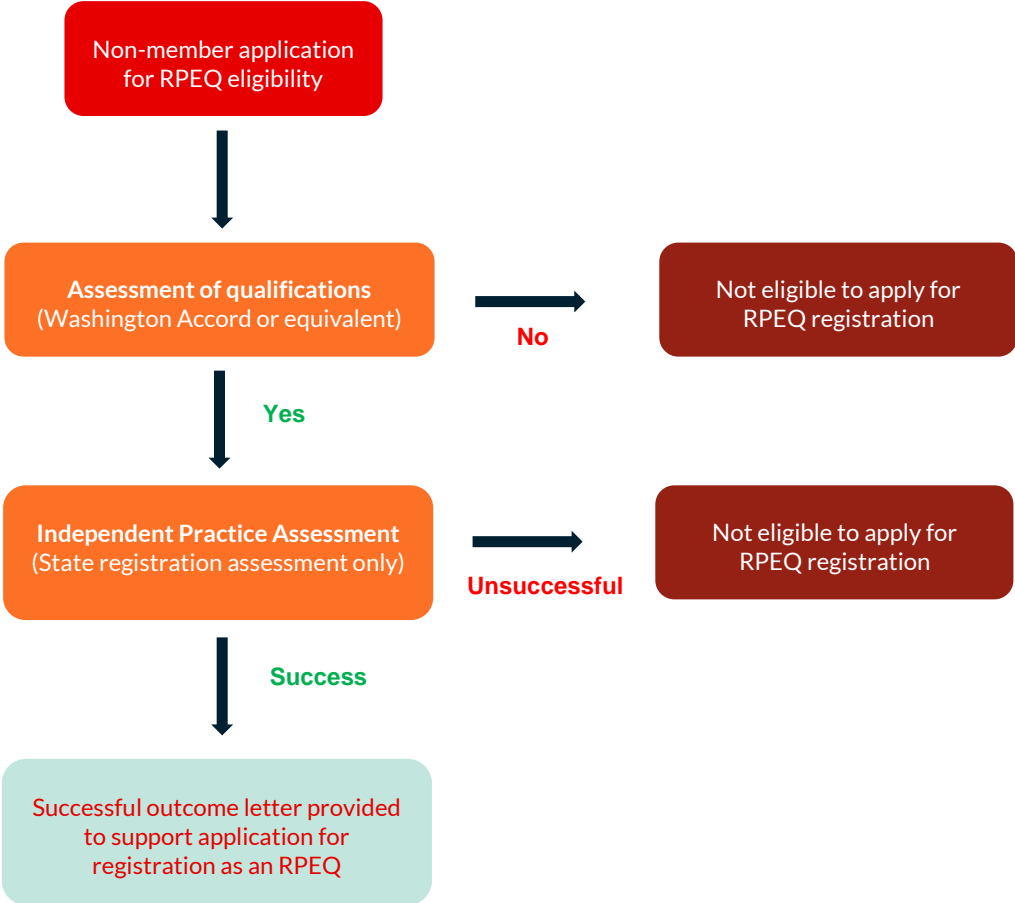


Figure 2 – Overview of assessment process for RPEQ eligibility – Non-members seeking EA Professional Engineer NER/Chartered membership and RPEQ eligibility

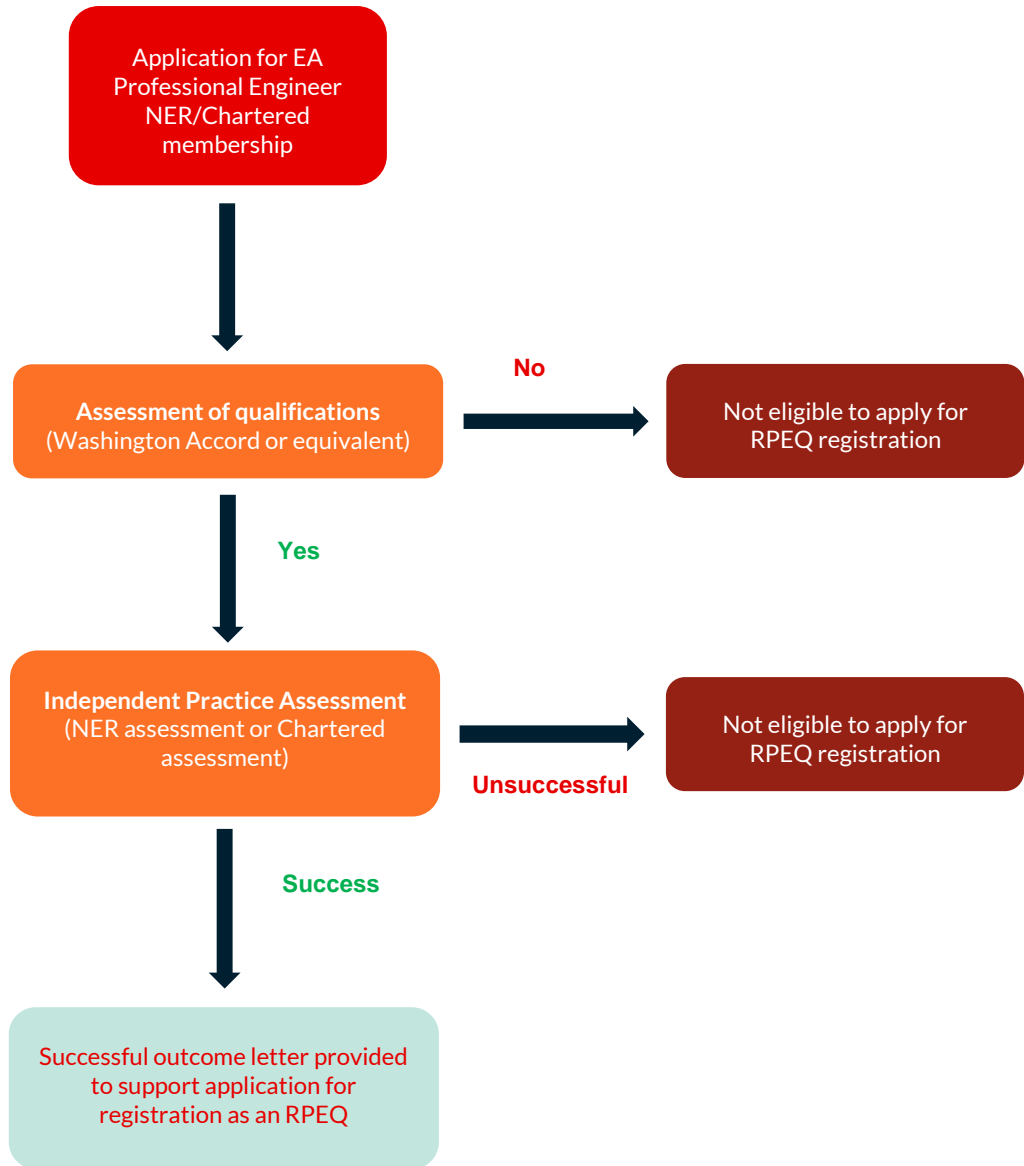
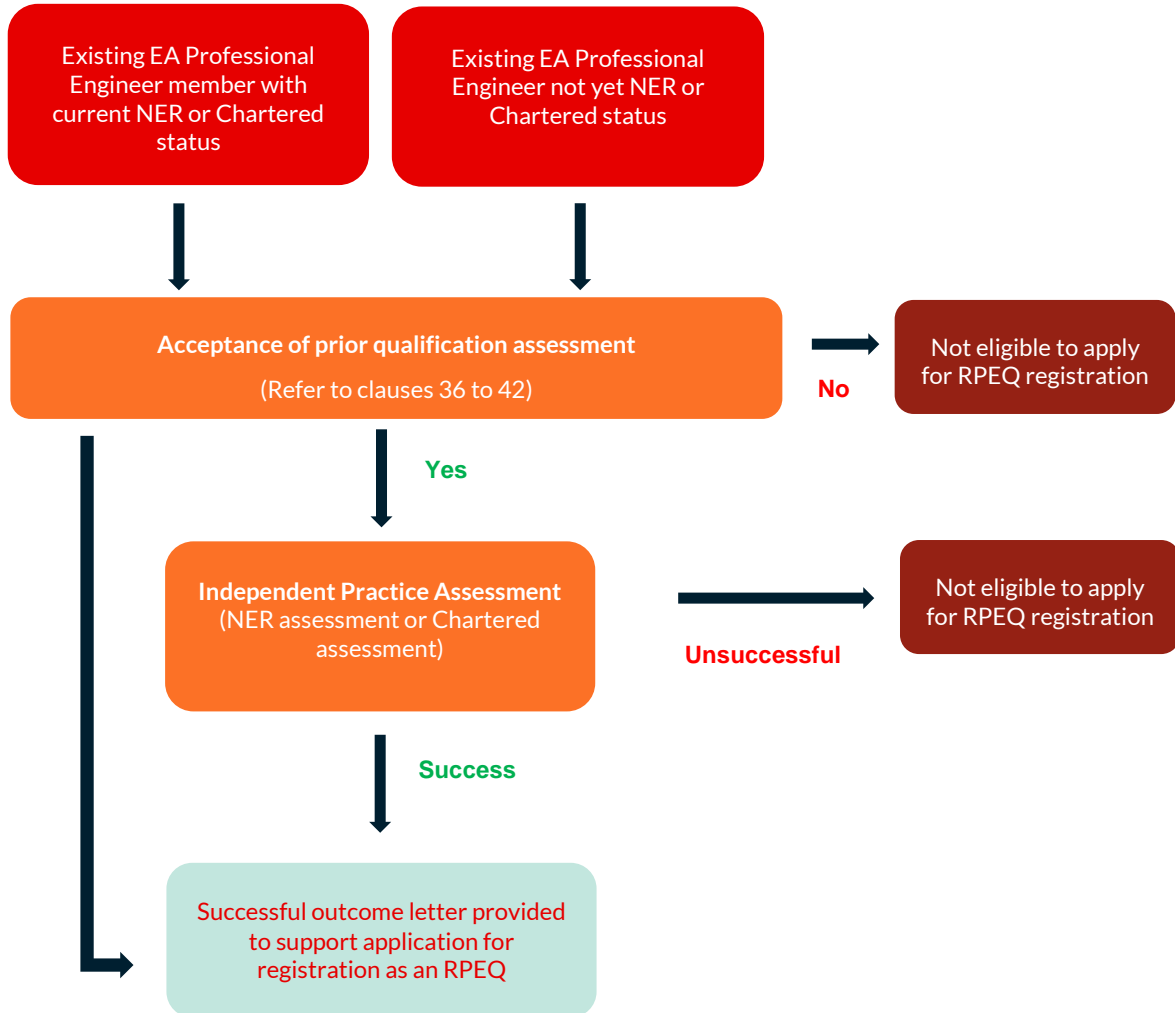


Figure 3 – Overview of assessment process for RPEQ eligibility – Existing EA Professional Engineer members seeking RPEQ eligibility



Suitability Requirements

Suitability for Approval – Requirements of the PE Act

6. Engineers Australia's BPEQ Assessment Scheme meets the suitability for approval requirements of the PE Act, specifically through:
 - a. Engineers Australia's BPEQ Assessment Scheme assesses both qualifications and competencies of engineers in the specified Areas of Engineering.
 - b. Engineers Australia is the professional engineering body representing Australia in the International Engineering Alliance (IEA), the Federation of Engineering Institutions Asia and Pacific (FIEAP) and other international organisations and forums. Engineers Australia was a founding member of the APEC Mobility Agreement under the auspices of DFAT. Engineers Australia, through its representatives, hold senior positions within the governance structure of the IEA for both the Educational Accords and International Mobility Agreements. These Accords and Agreements provide for international review of our assessment practices through periodic reviews.
 - c. All assessments are conducted in an independent and professional manner underpinned by systems and procedures.
 - d. Engineers Australia has systems and processes that apply to all aspects of assessing for eligibility to become registered.
 - e. Fees associated with the assessment of qualifications and competencies are reviewed annually.
 - f. Continuing Professional Development (CPD) is embedded in the Engineers Australia Code of Ethics and is supported by Guidelines on Professional Conduct. Engineers Australia maintains CPD Policy and Procedures, including the provision of an audit program.
 - g. All persons conducting assessments are formally trained and undertake ongoing development.
 - h. Engineers Australia celebrated its centenary in 2019, demonstrating a long-established capacity to conduct assessments of both qualifications and competencies. It is also the accrediting body for engineering qualifications and was a founding member of the Washington Accord in 1989. Engineers Australia has national reach with offices in each state and territory, with dedicated online systems to manage assessments.
 - i. Customer Focus is one of Engineers Australia's core values. Assessments are conducted in a transparent and timely manner to ensure a positive customer experience and to maintain standards.
 - j. Engineers Australia keeps abreast of relevant regulatory requirements, in Queensland and nationally.

General

7. This document forms the Engineers Australia Assessment Scheme for the BPEQ. The structure of the document aligns with the BPEQ Guidelines for Assessment Entities (December 2020) and has been prepared to be read in conjunction with the guidelines. Engineers Australia accepts and meets the Standard Conditions of the Guidelines in accordance with Appendix 1.
8. The term of approval sought is five years. Engineers Australia has been a long-term assessment entity for the BPEQ, uses internationally benchmarked standards and competencies, and has systems and procedures to support assessment activities.

Glossary

9. APEC Agreement: a multi-lateral agreement between groups of International Engineering Alliance jurisdictional agencies responsible for the oversight or operation of national registration.
10. Chartered assessment: an assessment pathway to become recognised as a Chartered Professional Engineer (CPEng). Applicants are assessed against the sixteen Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer.
11. Chartered assessor: an assessor who assesses against all sixteen competencies of the Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer.
12. Entry to practice assessor: an assessor who undertakes assessment for membership, eligibility for membership (Stage 1), migration skills assessment.
13. IEA: International Engineering Alliance.
14. Independent practice assessor: an assessor who undertakes assessment for registration or Chartered status.
15. IPEA Agreement: International Professional Engineers Agreement, a multi-lateral agreement between groups of International Engineering Alliance jurisdictional agencies responsible for the oversight or operation of national registration.
16. MRA: Mutual Recognition Agreement.
17. NER: National Engineering Register.
18. Registration assessment: an assessment pathway for registration. Applicants are assessed against five of the competencies of the Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer.
19. Registration assessor: an assessor who assesses against five specified competencies of the Australian Engineering Competency Standards Stage 2 – Experienced Professional.
20. Professional Engineer: An engineer who has graduated from a Washington Accord degree or who has been assessed as having the equivalent of a Washington Accord degree or holds an Engineers Australia recognised degree issued prior to the Washington Accord and meets the level of Professional Engineer.
21. Stage 1: entry to practice.
22. Stage 2: independent practice.

Identity Verification Requirements

23. There is no consistent national approach by the states and territories to 100-point identification checks.
24. Engineers Australia's identity checking is based on, and consistent with, the requirements of the Commonwealth Government for Migration Skills Assessment.

Pre-interview identity verification

25. Engineers Australia members can apply to be assessed for registration eligibility via the Registration or Chartered assessment pathways. To become a member, Engineers Australia requires:
 - a. A primary identification document such as current drivers' licence or current passport bio-data page or birth certificate.
 - b. A coloured scan of an original testamur and/or transcripts or evidence of previous assessment with Engineers Australia in lieu of qualifications which have already been verified.

- c. A current CV or acknowledgement that the applicant meets the experience requirements for the grade of member.
26. Non-members can apply to be eligible for registration through state registration assessment only. Non-members are required to provide the same documentation as that for Engineers Australia membership applicants or existing Engineers Australia members before any further assessment.
27. All information collected by Engineers Australia is managed in accordance with the Privacy Act 1988 and National Privacy Principles.

At interview identity verification

28. Applicants are interviewed as the last step of an independent practice assessment. At the interview (in person or virtual), applicants are required to show some form of identification such as a current driver's licence or passport. This is confirmation of the pre-interview identity verification.

Certification of documents

29. All entry to practice assessors and independent practice assessors are trained in detection of document fraud.
30. Documents provided as part of an entry to practice assessment or a non-member registration assessment are provided in colour. Scanned colour copies of originals are required to be a minimum resolution of 300dpi. Sighting scanned originals in colour provides a more secure platform for the assessor to detect possible fraudulent documents. This has been found to be superior to certified copies for fraud identification.

Translation of documents

31. Engineers Australia requires documents that are not in English, but are required as part of an assessment, to be colour scans in the original language together with English translations. English translations from within Australia are required to be conducted by an accredited NAATI translator. Translations from outside Australia are required to be conducted by a translator locally recognised in an official capacity in their country of practice.
32. The entry to practice, migrations skills assessment and registration assessment teams are multinational and multilingual covering numerous different nationalities.
33. All documents that are provided in relation to Chartered assessment are required to be in English.

Qualifications and Competencies and Consistency with National and International Standards

Legislative Requirements

34. Engineers Australia currently assesses qualifications and competencies in twenty-seven identifiable Areas of Practice. Engineers Australia is an assessment entity for fifteen BPEQ Areas of Engineering (refer Appendix 2).
35. Engineers Australia is a founding member of the International Engineering Alliance (IEA), signatory to the Washington Accord and member of the International Professional Engineers Agreement (IPEA) and APEC Agreement. As a member/signatory to these Agreements and Accords, Engineers Australia is periodically reviewed by the IEA at least every six years to ensure currency and that the needs of the profession are met. This relationship with the IEA supports the alignment of our standards and processes with international standards, expectations and benchmarks.

Qualifications

36. To become eligible to be registered an applicant needs to meet minimum academic achievement requirements. Engineers Australia requires that all applicants satisfy one of the following requirements:
 - a. Holds a recognised Washington Accord degree.
 - b. Undergoes an eligibility for membership (Stage 1) assessment with a successful outcome at the level of Professional Engineer.
 - c. Has a successful migration skills assessment outcome at the level of Professional Engineer.
 - d. Holds an Engineers Australia accredited or recognised degree issued prior to the Washington Accord (1989) and meets the level of Professional Engineer.
37. Engineers Australia is the accrediting authority for Australia under the Washington Accord and accredits tertiary programs. These were traditionally a four-year BE(Hons) program and more recently Entry to Practice Masters programs have also been accredited at the Washington Accord level.
38. Prior to the Washington Accord, Engineers Australia was the recognised body for accrediting engineering tertiary programs. Engineers Australia maintains a comprehensive list of engineering qualifications that are recognised as meeting the requirements for membership as a Professional Engineer. This list of qualifications dates back to the 1960's.
39. The eligibility for membership (Stage 1) assessment and migration skills assessment are both based on Engineers Australia's Stage 1 Competency Standard for the Professional Engineer, which are aligned with Washington Accord benchmarks. Graduates of accredited Washington Accord programs do not require an eligibility for membership (Stage 1) assessment, nor do graduates from Engineers Australia pre Washington Accord recognised programs.
40. Applicants that do require an eligibility for membership (Stage 1) assessment are assessed by considering and reviewing:
 - a. The education profile of the country of the qualification.
 - b. The foundational knowledge within the program.
 - c. The opportunity to apply the foundation knowledge within the engineering context.

- d. Higher order skill development to consideration of complex problems typical of the professional engineering education base.
 - e. The degree certificate and transcript for appropriate underpinning knowledge.
 - f. Documented career episodes of professional practice where the applicant using relevant engineering experiences (in or ex-curricula) to demonstrate alignment with the Engineers Australia Stage 1 Competency Standard including Knowledge Base, Engineering Application Ability and Professional Attributes.
 - g. The applicant's mapping of the 16 Stage 1 competencies to their career episodes and a description of how the element was applied.
41. An Engineers Australia eligibility for membership (Stage 1) assessment confirms the qualifications deemed appropriate at the entry to practice career point for the Professional Engineer. It can be undertaken by non-members, with no obligation to join Engineers Australia. There is a fee for the assessment.
42. Assessment of qualifications is an activity that has an unequivocal outcome. Engineers Australia's benchmark qualification for assessment as a professional engineer has been a Washington Accord (or assessed equivalent) qualification since 1989. Individuals with prior Australian qualifications that have previously been assessed by Engineers Australia at the level of Professional Engineer, are considered to have met the benchmark qualification requirement.

Competencies

43. There are two independent practice assessment pathways:
- a. Registration Assessment – open to non-members and members
 - b. Chartered Assessment – open to members only
44. Both independent practice assessment pathways utilise Engineers Australia's Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer (refer Table 1).
45. Registration assessment is based on five competencies that align with the BPEQs Code of Practice for Registered Professional Engineers (refer Appendix 3). Demonstrating competency against these five areas is considered the minimum requirement for a practitioner to provide professional engineering services without the need for direct supervision, that is, to practice independently. An applicant for Registration assessment is expected to have as a minimum, five or more years of relevant full time equivalent work experience in the past ten years with at least four years of full-time equivalent post-graduation. The Registration assessment competencies are assessed at the same level as for Chartered.
46. Chartered assessment is assessed against the full suite of sixteen competencies It also forms the competency base for international recognition and may take more than five years to demonstrate. An applicant for Chartered assessment is expected to have as a minimum, five or more years of relevant full time equivalent work experience post-graduation.
47. There are exceptional cases where an applicant may become Chartered with less than five years of experience. In these cases, all sixteen independent practice competencies are demonstrated and are assessed in depth at the Chartered level. An applicant with less than five years' experience requires additional approval at the General Manager authority level to confirm eligibility to be registered.

Table 1 – Independent Practice Competency Demonstration

Engineers Australia Stage 2 Competency	Registration assessment	Chartered assessment
1. Deal with ethical issues	✓	✓
2. Practice competently	✓	✓
3. Develop safe and sustainable solutions	✓	✓
4. Identify, assess and manage risks	✓	✓
5. Local engineering knowledge	✓	✓
6. Responsibility for engineering activities		✓
7. Engage with the relevant community and stakeholders		✓
8. Meet legal and regulatory requirements		✓
9. Communication		✓
10. Performance		✓
11. Taking action		✓
12. Judgement		✓
13. Advanced engineering knowledge		✓
14. Problem analysis		✓
15. Creativity and innovation		✓
16. Evaluation		✓

Consistent with National and International Standards

- 48. Engineers Australia’s Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer (independent practice competencies) are benchmarked against the International Engineering Alliance’s Graduate Attributes and Professional Competencies. In the context of Professional Engineer, the competency profile addresses complex engineering problems and activities that are provided within a rounded professional skill set. To be recognised internationally, applicants need to hold the Engineers Australia Chartered credential, and demonstrate at least seven years’ experience with two of these years in a substantive leadership role.
- 49. Registration assessment has been structured to demonstrate that engineers have met the required competencies to practice, and provide professional engineering services, without the need to be under direct supervision.

Assessment in an Independent and Professional Manner

Legislative Requirements

50. All assessments are conducted in an independent and professional manner underpinned by processes and procedures. These include conflict of interest requirements.

Procedures for Assessment in a Professional Manner

51. There are two criteria that must be met before becoming eligible to be registered:
 - a. The applicant must demonstrate they have met entry to practice competency at the level of Washington Accord.
 - b. The applicant must demonstrate the minimum competency requirements to provide professional engineering services without direct supervision.
52. Members of Engineers Australia who have demonstrated both entry to practice competency and independent practice competency are able to download a copy of their Eligibility for Registered Professional Engineer Queensland Registration letter. The date of the letter reflects the date the letter was downloaded. Assessment of qualifications and competencies as referenced in the letter are valid due to the assessment procedure they have undergone as part of this scheme or having been subject to regular CPD auditing.
53. Non-members receive a copy of their Eligibility for Registered Professional Engineer Queensland Registration letter as part of their assessment outcome.

Entry to practice competency

54. There are three entry to practice assessments: membership, eligibility for membership (Stage 1), and migration skills assessment. The outcomes of these assessments are considered comparable and the path taken will be dependent on the applicant's initial qualifications and purpose for application.
55. Direct application for membership is typically from graduates of Engineers Australia accredited engineering programs and those who hold Washington Accord recognised qualifications. Documents required for direct application for membership include:
 - a. Primary identification document – current drivers' licence or current passport bio-data page or birth certificate.
 - b. Qualifications – copy of transcript and/or testamur or evidence of previous assessment with Engineers Australia with an outcome of Professional Engineer (in lieu of qualifications that have been provided/verified).
 - c. CV or online profile or declaration that the applicant has at least 3 years' experience (not required for membership as a graduate).
56. Documents required for eligibility for membership (Stage 1) assessment.
 - a. Photo – passport style photo.
 - b. Primary identification document – current drivers' licence or current passport bio-data page.
 - c. English language competency – IELTS or TOEFL or PTE or evidence of native English speaker or reference letter from an Australian company (if working in Australia) or postgraduate studies in an Australian institution.

- d. Qualification/s – copy of testamur including translations as required.
 - e. Transcript/s – including translations as required.
 - f. Three career episode reports.
 - g. CV – verified.
57. Migration skills assessment is conducted on behalf of the Commonwealth Government.
58. Documents required for migration skills assessment include:
- a. Photo – passport style photo.
 - b. Primary identification document – current drivers' licence or current passport bio-data page.
 - c. English language competency – IELTS or TOEFL or PTE or evidence of native English speaker or at least two years post grad studies in an Australian institution.
 - d. Qualification/s – copy of testamur including translations as required.
 - e. Transcript/s – including translations as required.
 - f. Three career episode reports.
 - g. CV
59. All entry to practice assessors are trained internally before undertaking assessment activities. Training includes fraudulent document identification.
60. Training of staff who assess direct membership applications includes reading the membership operating procedures and requirements. One-to-one practical guidance is then provided through a mentor.
61. Training for eligibility for membership (Stage 1) and migration skills assessment are similar. Training involves reading the relevant training manual, being assigned a mentor, undertaking practice assessments under the guidance of the mentor, and undergoing a moderation exercise before assessing independently. This process can take up to twelve weeks. All assessors have ongoing mentors they can consult to discuss applications.
62. Non-members with Washington Accord qualifications can apply directly for an independent practice registration assessment by providing the same documentation as if they were applying for membership.

Independent practice competency

63. Registration assessment and Chartered assessment are the two assessment pathways in determining a person's competency to practice independently. The assessment approach is the same for both pathways.
64. Evidence required for an independent practice assessment:
- a. CV – verified through interview and referees.
 - b. Referees / Independent Reviewer – to corroborate applicant's experience.
 - c. Examples of work – hard copy format or through a presentation. Evidence requirements are dependent on the years of experience and seniority of the candidate.
 - d. Evidence of CPD.
65. Summary of assessment process for independent practice is as follows:
- a. Applications are claimed by an available, trained and suitably qualified assessor within the online assessment portal and repository.
 - b. A check is undertaken as to whether the applicant has met the Stage 1 Entry to Practice check point (i.e. Washington Accord qualification, eligibility for membership assessment, migration skills assessment).
 - c. An assessment worksheet is started, with the assessor confirming that the assessment is being conducted without bias or conflict of interest.

- d. Evidence provided is assessed
 - e. Identified additional information is requested if required.
 - f. A professional referee check is undertaken to confirm the validity of claims (Registration assessment only).
 - g. An interview is conducted with the applicant to validate identification and claims. The interview may be face to face or virtual.
 - h. The assessment worksheet is completed based on an objective assessment of all evidence against the competencies and an outcome is determined.
 - i. The assessment, documentation, evidence and outcomes are recorded in the online portal.
 - j. The applicant is advised of the outcome and if successful provided access to their certificate and/or RPEQ eligibility letter.
66. Assessors corroborate an applicant's work through discussion with referees and review of industry reviewer comments. When necessary, the assessor can make further enquiries at their discretion.
67. All applicants must undergo an interview. The interview is the final assessment step whereby evidence is scrutinised against the independent practice competencies.
68. All assessors that are involved in any independent practice assessments are trained.
69. Training for Registration assessment and Chartered assessment is similar. Training involves reading the relevant training manual, being assigned a mentor, undertaking practice assessments under the guidance of the mentor, and undergoing a moderation exercise before assessing independently. The training process can take up to twelve weeks. Assessors have ongoing mentors they can consult to discuss applications.
70. Before the 1990's Chartered assessment was by interview with peers. In the 1990's with the advent of a set of competency standards, Chartered assessment was then against the competencies and validated by an interview with peers.
71. Members who have attained the Chartered credential, and been subject to regular CPD audits, are considered to have demonstrated maintenance of competency to practice independently in their area/s of engineering and therefore do not need to undergo any further competency assessment.
72. If a member lets their Chartered credential lapse, they are required to reinstate their Chartered credential via a competency assessment, the nature of which is dependent on the number of years since their credential lapsed.

Mutual Recognition Agreements

73. Engineers Australia is a party to numerous Mutual Recognition Agreements (MRA) with other professional engineering bodies. These MRAs are designed to be consistent with our international obligations, principally through the International Engineering Alliance (IEA). Engineers Australia enters into agreements as part of our international obligations to the APEC and IPEA Agreements. The APEC and IPEA agreements are benchmarked internationally at the Chartered level and are periodically reviewed by the IEA. The agreements require that an engineer has at least seven years of experience with two of these years in a substantive leadership role. Any new MRA is based on a standardised format (provided by Legal Counsel) and enters into an iterative process between parties until such time as both parties are satisfied with the terms and conditions. MRAs are typically valid for a period of three to five years and are reviewed periodically.
74. The intent of MRAs is to recognise a person's competency to practice independently which has been assessed by another like engineering body. Acceptance of an application by Engineers Australia under an MRA gives an outcome of the Chartered and/or membership with Engineers Australia. This ensures that the applicant is bound by all of Engineers Australia's requirements including CPD, ethics and other obligations.
75. An applicant under an MRA must have a Washington Accord qualification or equivalent, be the equivalent of Chartered with the like organisation, and be a current member of the like organisation. An interview will

be conducted by a Chartered assessor if a professional interview has not been carried out by the host organisation. Any points that need clarification will trigger an interview.

76. To process an application under an MRA, Engineers Australia requires:

- a. Primary identification document – current drivers' licence or current passport bio-data page or birth certificate.
- b. Qualifications – copy of transcript and testamur. If the qualification is not Washington Accord it is assessed as per the Qualifications section or eligibility for membership (Stage 1) assessment under the section entry to practice competency.
- c. Current CV
- d. Evidence of membership with the reciprocal organisation
- e. Proof of Chartered status or registration with the reciprocal organisation
- f. Evidence of financial membership with the reciprocal organisation
- g. CPD log demonstrating 150 hours over the past three years

77. Once documentation has been assessed, Engineers Australia will contact the reciprocal organisation to confirm that the applicant is in good financial standing, was assessed through the normal procedures, and attended a professional interview or exam as specified by each agreement. This check ensures there is no possibility of 'daisy chaining'. The MRA does not apply if the applicant received their membership/registration through an MRA with another institution.

78. The final step in processing an MRA application is to refer the application to an independent practice assessor who will check the CV and CPD log to determine the most appropriate area of engineering.

Independence of Assessors

79. Engineers Australia assessors are guided by the Code of Ethics and Guidelines on Professional Conduct. The four pillars of the Code of Ethics are:

- (1) Demonstrate integrity
- (2) Practice competently
- (3) Exercise leadership
- (4) Promote sustainability

80. The Guidelines on Professional Conduct provide guidance on conflicts of interest under pillar one, demonstrate integrity.

81. Conflict of interest or bias is also addressed in assessor training. Where a conflict of interest or bias is declared, the assessor allocates the assessment to another assessor. The independent practice interview worksheets also include a declaration that the assessor has no conflict of interest or bias.

Adequate Procedures for Monitoring and Improvement

Legislative Requirements

82. Engineers Australia has systems and processes that apply to all aspects of becoming eligible for registration. These processes and procedures are moderated and reviewed on an ongoing basis.

Annual Audit of Assessments

83. Engineers Australia conducts assessments across many categories each year. Assessments encompass direct application for membership, eligibility for membership, migration skills assessment, Registration assessment and Chartered assessment.
84. Engineers Australia's assessment procedures predicate a lower risk profile of an adverse outcome. The assessment process has two gates. One for qualifications (entry to practice competency) and one for the assessment of competence to practice independently. Typically, these assessments will be undertaken by two different assessment teams, and often over an extended period.
85. All independent practice assessors partake in a moderation exercise. Each assessor is moderated by two other assessors as a form of audit. This one-to-many audit regime detects any irregularities that may arise between assessor activities thus maintaining rigour in the assessment process.
86. Moderation audits will be conducted by peer assessors. An assessor cannot under any circumstances audit their own assessments. All audits will be conducted ensuring there is no conflict of interest or bias.
87. An annual report of the audit program will be prepared and presented to the BPEQ. Any adverse outcomes from the audit will be notified to the BPEQ within seven days of discovery.

Review of Assessments

88. Applicants have the right of review and appeal for what they perceive is an outcome that is not aligned with their expectations.
89. An applicant has access to information on how to request a review or an appeal in publicly available documents and Engineers Australia's website. Any associated fees that an applicant is liable for in pursuing a review or an appeal will be refunded to the applicant upon a reversal of assessment decision in favour of the applicant.
90. Any outcome that overturns an initial assessment will require the initial assessor to undergo a moderation exercise.

Review of Scheme

91. Engineers Australia will review its assessment practices for consistency with BPEQ guidelines annually to ensure currency with assessment practices and determine any areas for improvement. Engineers Australia will include reporting of the review and any potential areas of identified improvement in the annual report which is to be submitted by 30th March each year.

Fees for Assessment

Legislative Requirements

92. Fees associated with the assessment of qualifications and competencies are reviewed annually.

Fees

93. Engineers Australia is a not-for-profit membership organisation. Its purpose is to advance the science and practice of the engineering profession for the benefit of the community.

94. Registration assessment has a lower fee structure than Chartered assessment. The fee structure reflects the difference in the breadth of assessment. Registration assessment is assessed against five competencies whereas Chartered assessment is a deeper assessment against sixteen competencies.

95. The pricing structure is set to encourage all engineers to become registered.

96. Registration assessment has a pricing point that is affordable and does not create a barrier to obtaining registration. Engineers Australia members pay a reduced rate for a Registration assessment compared to non-members. This takes into account additional tasks associated with non-member registration assessment such as determining whether base qualifications are Washington Accord and establishing an online account for non-members. Where qualifications are found not to be Washington Accord and require additional assessment (Stage 1), a further fee is incurred for that specific assessment.

97. Fees are reviewed annually and are typically indexed in accordance with CPI.

Table 2 – Fee Structure for Past Three Years (GST exclusive)

Financial Year	Non-members	Members	
	Registration assessment*	Registration assessment	Chartered assessment
22/23	\$536.36	\$319.50	\$1650
21/22	\$525	\$315	\$1650
20/21	\$525	\$315	\$1650

*Additional fee required if an assessment of qualification is required

Continuing Professional Development Requirements

Legislative Requirements

98. Continuing Professional Development (CPD) is embedded in the Engineers Australia Code of Ethics supported by Guidelines on Professional Conduct.

CPD Requirements

99. The Continuing Professional Development (CPD) requirements are designed so that an engineer maintains currency of practice and to meet Continuing Registration Requirements (CRR). Maintaining CPD activities and currency of practice ensures an engineer's competency to practice independently in their area/s of engineering.
100. Engineers Australia's CPD policy and procedure requires all registrants on the National Engineering Register (NER) and Chartered members to maintain records to demonstrate they have been undertaking relevant CPD activities and currency of practice. An engineer who has been subject to a CPD audit within a maximum period of five years can be considered to have undergone a competency assessment check and is competent to continue practicing independently without direct supervision. This applies regardless of when the engineer was initially assessed as competent to practice independently.
101. Engineers Australia requires a minimum of 150 hours over a three-year rolling period. These required hours are across the categories of technical, risk management, and business and management. The Engineers Australia CPD policy and procedure are currently under review with a view to strengthening requirements in ethics and technical CPD.

CPD Audit Program

102. Engineers Australia has a dedicated team to conduct CPD audits which are conducted continuously throughout the year. All registrants on the NER and Chartered members are audited every five years.
103. A person who is unsuccessful at an audit has the right to apply for a review and appeal. Details on how to apply for a review are given in the notification of audit.
104. CPD audits are undertaken by a team of trained CPD auditors. These auditors are senior engineers and currently, or have been, Chartered. The audit assessment sheet allows for a declaration regarding conflict of interest and bias. If there is a conflict of interest or bias the auditor will raise the issue, and the audit will be reassigned to another auditor.
105. All auditors undergo training.
106. Engineers Australia will prepare an annual audit report of the CPD audit program which will be included in the annual report for the BPEQ and presented no later than the 30 March each year.
107. Complaints against an auditor or an audit outcome can be made to Engineers Australia. Where complaints are upheld, senior management will determine the best course of action to address deficiencies with the auditor such as further training, moderation of their auditing, and in extreme cases terminating their services.
108. The BPEQ will be notified within seven days if a review identifies an error in an audit.

Assessors

Legislative Requirements

109. All persons conducting assessments are trained.

Assessor Competencies

110. All independent practice assessors will be an RPEQ.

111. If an assessor is not an RPEQ at the time of appointment, then becoming an RPEQ will be part of their training. An assessor will not conduct any assessments until they are an RPEQ and fully trained.

112. Assessment processes include the provision for an assessor to seek additional advice from other assessors and/or subject matter experts where required.

Assessor Training

113. All assessors are trained in accordance with the details as outlined in the section Procedures for Assessment in a Professional Manner of this Scheme.

Assessor Accreditation

114. All assessors, except direct application for membership assessors, are engineers and members of Engineers Australia.

115. Once an assessor has completed their training, they are deemed an accredited assessor. Details on training are outlined in the section Procedures for Assessment in a Professional Manner of this Scheme.

Training and Accreditation of Assessors for Other Professional Memberships of the Entity

116. Engineers Australia has three membership occupation categories: Professional Engineer, Engineering Technologist, and Engineering Associate. The Professional Engineer occupation is the subject of this Scheme. All assessors conduct assessments for these membership categories as per those for the Professional Engineer occupational category.

Financial Capacity

Legislative Requirements

117. Engineers Australia has been an entity for over 100 years. Engineers Australia has a national reach with offices in each of the states and territories.

Evidence Required

118. Evidence required as outlined in the BPEQ's Instruction for Applying for Approval, Renewal or Variation of an Assessment Scheme Guideline is provided separately to this Scheme document.

Proven Capacity to Undertake Assessments

Legislative Requirements

119. Customer Focus is one of Engineers Australia's core values. Completion of assessments and CPD audits are conducted in a timely manner to ensure a positive experience.

Timeframe for Assessments

120. Timeframes for assessments are managed through a combination of accessible office locations in each state and territory, and bespoke IT document and customer management systems. These IT systems are purposefully designed for the assessment regimes relevant to membership, entry to practice assessments, migration skills assessment, Registration assessment and Chartered assessment.

121. Typical timeframes for assessments are given below. Timeframes may vary during periods of peak demand, and are subject to additional information, where requested, being provided

- a. Direct application for membership – one week
- b. Eligibility for membership – two to four weeks
- c. Migration skills assessment – three to four weeks fast track queue, twelve to sixteen weeks regular queue
- d. Registration assessment – three weeks
- e. Chartered assessment – four weeks

122. A resource plan is prepared each year by each assessment area's manager. Resource planning is based on historic data together with anticipated changes in the marketplace.

Conclusion

123. Engineers Australia's purpose is to advance the science and practice of the engineering profession for the benefit of the community. This aligns with the BPEQ and their endeavour to protect the community. Engineers Australia also works with the various state and territory Governments advocating for the registration of engineers, following the lead of Queensland for engineers to be registered.

124. Eligibility to be registered, through assessment of qualifications and competency, is the basis for someone to demonstrate they can competently practice independently without direct supervision. Independent practice assessment requires that a person has:

- a. A recognised qualification at the level of the Washington Accord (or equivalent)
- b. Relevant professional practice
- c. Evidence of CPD
- d. A commitment to ethical practice

125. This aligns to the BPEQ requirements, thus supporting the BPEQ to administer the Professional Engineers Act 2002 and protect the community.

Appendix 1 – Standard Conditions

This appendix provides an overview of the Standard Conditions applied to Assessment Schemes. It provides confirmation of the condition and/or references the relevant paragraph of the Scheme that addresses the condition. The first reporting period under this Scheme will be 30 March 2023, for activities in 2022.

BPEQ Standard Condition	Engineers Australia's Compliance
1 Compliance with assessment scheme	Engineers Australia agrees to comply with the Assessment Scheme.
2 Variation to the assessment scheme	Engineers Australia agrees to not vary the Scheme unless the Minister has granted an application for variation of the Scheme.
3 Publishing the assessment scheme	Engineers Australia will publish the scheme on the Engineers Australia website within 14 days of approval. This document forms the Assessment Scheme to publish.
4 Identity verification, private information	Engineers Australia uses a consistent approach to identity verification as described in paragraphs 23, 24, 25a, 27, 28 of the Scheme.
5 Qualification documents	Engineers Australia requires evidence of qualifications as described in paragraphs 25b, 25c, and 26 of the Scheme.
6 Certification of documents	Engineers Australia specifies certification requirements as described in paragraphs 29 – 30 of the Scheme.
7 Translation of documents	Engineers Australia agrees to ensure that documents submitted in any other language other than English will be translated in accordance with paragraphs 31 – 33 of the Scheme.
8 CRR audit non participation	Engineers Australia agrees to report members that do not participate in an audit. Engineers Australia will liaise with BPEQ to determine the members who are required to meet CRR requirements.
9 Audit reporting	Engineers Australia agrees to report to the BPEQ no later than 30 March each year on the CRR and assessment audit outcomes for the previous year in accordance with paragraph 91 of the Scheme.
10 Adverse audit outcome	Engineers Australia agrees to notify BPEQ within seven days of becoming aware of adverse audit outcomes in accordance with paragraph 87 of the Scheme.
11 Retention of records	Engineers Australia agrees to keep records of activities under the Scheme.
12 Engineers Australia subject audit	Engineers Australia agrees to be audited and will provide appropriate information and access to facilities to support the work of the auditors.

Appendix 2 – Areas of Engineering (AoE)

This appendix lists the 15 BPEQ Areas of Engineering that are applicable to the 2022 Engineers Australia BPEQ Assessment Entity Scheme.

AoEs for EA BPEQ 2022 Scheme
Aerospace
Amusement rides and devices
Biomedical
Chemical
Civil
Electrical
Environmental
Fire safety
Geotechnical
Information, telecommunications and electronics
Mechanical
Mechatronics
Naval architecture
Petroleum
Structural

Appendix 3 – Registration Assessment to BPEQ Mapping

Code of practice for Registered Professional Engineers Obligations (October 2021)	Registration Assessment Competencies				
	Deal with ethical issues	Practice competently	Develop safe and sustainable solutions	Identify, assess and manage risks	Local engineering knowledge
Professional Conduct					
Principle 1.1 Registered professional engineers maintain professional relationships with their colleagues and professional peers	✓	✓			✓
Principle 1.2 registered professional engineers work within the limits of their professional expertise	✓	✓			✓
Principle 1.3 Registered professional engineers treat all their stakeholders with courtesy and dignity	✓				
Principle 1.4 Registered professional engineers maintain a professional relationship with clients	✓	✓			✓
Principle 1.5 Registered professional engineers demonstrate good record keeping and confidentiality	✓			✓	
Principle 1.6 Registered professional engineers maintain a focus on health and safety	✓		✓	✓	
Personal Conduct					
Principle 2.1 Registered professional engineers are positive role models within the profession and in the community in general	✓		✓		
Principle 2.2 Registered professional engineers respect the rule of law and provide a positive example in the performance of their profession obligations	✓		✓	✓	
Principle 2.3 Registered professional engineers will act with honesty and integrity and will not exploit their position for personal or financial gain	✓				
Principle 2.4 Registered professional engineers must avoid all conflicts of interest between their personal and professional activities	✓				
Principle 2.5 Registered professional engineers act with discretion and maintain confidentiality in all their professional dealings with others	✓				

Code of practice for Registered Professional Engineers Obligations (October 2021)	Registration Assessment Competencies				
	Deal with ethical issues	Practice competently	Develop safe and sustainable solutions	Identify, assess and manage risks	Local engineering knowledge
Professional Expertise					
Principle 3.1 Registered professional engineers are true professionals and set and maintain high standards	✓	✓			
Principle 3.2 Registered professional engineers are aware of the legal requirements that pertain to their profession	✓	✓	✓	✓	✓



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