



REVIEW

HANDBOOK v1:

WASHINGTON ACCORD

SYDNEY ACCORD

DUBLIN ACCORD

INTERNATIONAL PROFESSIONAL ENGINEERS AGREEMENT

APEC ENGINEER AGREEMENT

INTERNATIONAL ENGINEERING TECHNOLOGIST AGREEMENT

Contents

1.	Introduction	3
1.1	Purpose	3
1.2	Target audience.....	3
1.3	The constitutions, rules and guidelines.....	3
1.4	References	3
1.5	Definitions.....	3
1.6	Development, amendments and updating	4
2.	Common features and requirements for all reviews	4
2.1	Purpose of reviews	4
2.2	Review process outline	5
2.3	Differences between accords and agreements	7
2.4	Obligations of signatories of accords and members of agreements.....	7
2.5	Obligations of accord and agreement executive committees.....	8
2.6	Obligations of jurisdiction being reviewed (reviewee).....	9
2.7	Appointment of review panels	10
2.8	Requirements and duties of reviewers.....	11
2.9	Reporting.....	12
2.10	Timings.....	13
3.	Accord reviews – specific requirements	14
3.1	Graduate attributes	14
3.2	Types of accord reviews.....	14
3.3	Assessment review: Advancement from provisional to signatory status	15
3.4	Periodic review	17
3.5	Continuous monitoring	17
3.6	Combined accord reviews	18
3.7	Accord reporting formats.....	18
4.	Competence agreement reviews – specific requirements	19
4.1	The scope of the competence agreements.....	19
4.2	Exemplar competence profiles	19
4.3	Evaluation reviews	19
4.4	Periodic reviews.....	20
4.5	How to do competency agreement reviews	21
4.6	Responsibilities of the jurisdiction being reviewed (reviewee)	22
4.7	Guidelines for reviewers.....	22
4.8	Competency review reports.....	22
4.9	Concurrent reviews	22
	Appendix 1: Review process diagram	24
	Appendix 2: Accords - documentation required for reviews	26
	Appendix 3: Agreements - documentation required for reviews	27
	Appendix 4: Review panel selection - sample	28
	Appendix 5: Accord assessment visit - draft briefing note	29
	Appendix 6: Accord periodic review visit - draft briefing note	31
	Appendix 7: Accord continuous monitoring - draft briefing note	33
	Appendix 8: Combined Sydney and Dublin Accord review - draft briefing note	35
	Appendix 9: IPEA IETA reviews - draft briefing note	38

1. Introduction

1.1 Purpose

The constitutions of the Accords and Agreements which comprise the International Engineering Alliance contain in various places, requirements, instructions and guidelines on the setting up of reviews and evaluations of its constituent members or signatories. These are somewhat difficult to find and are not easy to use so this handbook gathers these rules and requirements and guidelines in one place and provides some interpretation where this might be helpful

1.2 Target audience

The target audiences for this handbook are the jurisdictions under review, those responsible for providing reviewers, the reviewers themselves and executive committees of Accords and Agreements

1.3 The constitutions, rules and guidelines

The original and authoritative constitutions, rules and guidelines can be found on the website at <http://www.ieagreements.org/policies-and-procedures.cfm>.

While every attempt has been made to maintain consistency with these authorities where there is conflict between this handbook and the constitutions the constitutions on the website shall be the authority.

The constitutions for the Accords and Agreements are constructed in a similar way with as many features as possible common to both but there are inevitably some differences which can be difficult for the target audience.

1.4 References

Where a reference should be made to the constitutions, the references are noted in the right hand column designated as in the examples to the right. These references are hyperlinked; clicking on them will take the online reader directly to the reference. Accord or Comp means the Accord or Agreement Constitution. The letter refers to the rules (B) or Guidelines (C) and the number to the clause or section number. These references are not necessarily exhaustive and are a general guide only. There may be other requirements not referenced which also apply.

Acc B.3.3.1
Comp B.4.1.3

1.5 Definitions

Definitions are contained in the Accord and Agreement Constitutions.

Acc B.1
Comp B.1

1.6 Development, amendments and updating

The review process is subject to continual development and improvement so this handbook will be updated from time to time. Errors and inconsistencies should be notified to the secretariat.

2. Common features and requirements for all reviews

2.1 Purpose of reviews

Reviews of whichever type have the purpose of determining or confirming that the standards and processes of the jurisdiction being reviewed meet the requirements of the Accords or Agreements and are substantially equivalent to those of other members or signatories and are robust and likely to remain so until the next review. Reviews may be of various types including:

- Assessment: New applicants for full signatory status of an Accord
- Evaluation: New applicants for full membership of an Agreement
- Periodic review (for renewals)
- Continuous review (Accords only, for renewals)

Accord and
Comp definitions

Acc defn and
B.2.2.3

Comp defn and
B.3.2.3

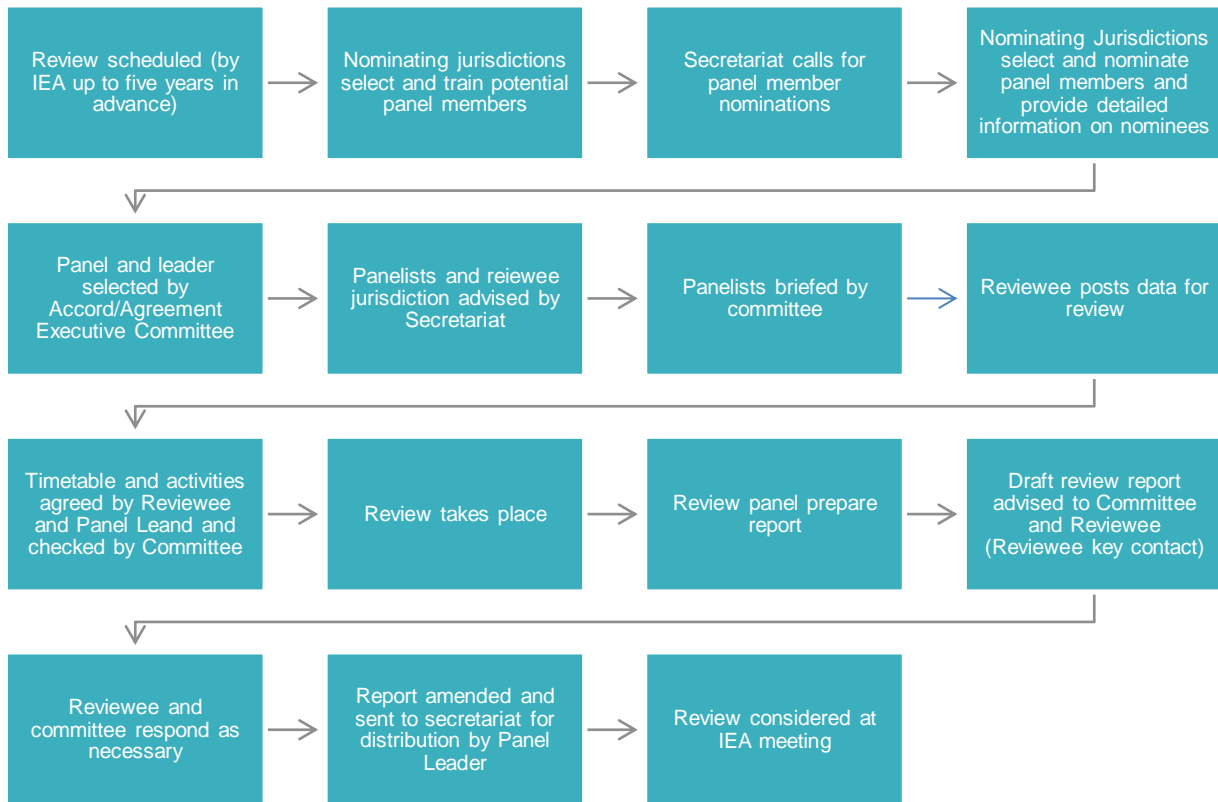
Accord B.3.3
Comp B.4

Accord B.3.4

2.2 Review process outline

The review process is outlined below:

Note: 'Reviewee' means the jurisdiction being reviewed.



A more detailed outline of the review process is available at:

<http://www.ieagrements.org/Members-Area/ProjMan/Review-process-Map-Stage.pdf>

This is also shown in Figures 1a and 1b in Appendix 1.

2.2.1 Frequency of reviews

All reviews generally take place at intervals of six years. The overall timetable for reviews and biennial reports is shown in Figure 2 below.

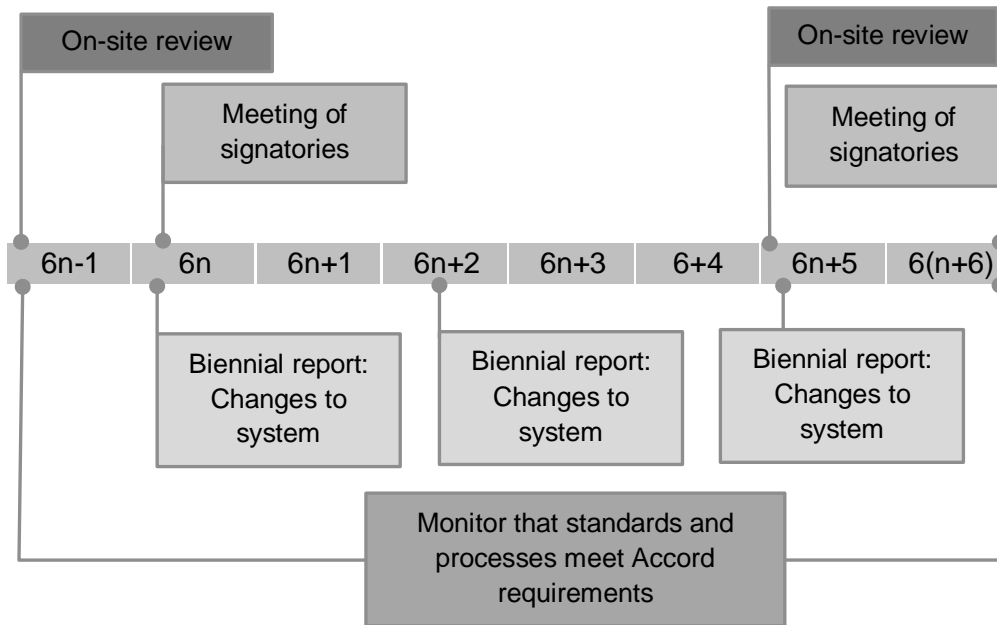


Figure 2. Timetable for reviews and biennial reports

2.2.2 Combined reviews

Depending on the circumstances it is possible to combine reviews covering more than one accord or an Accord and an Agreement. The practicality of this depends on the accreditation and assessment set up in each jurisdiction. Common reviewers are used for both, probably with some increase in the number of reviewers in order to meet the reviewer requirements.

Note that there are minimum numbers of reviewers required for each Accord or Agreement.

Experience has shown that the possible combinations are likely to be WA and SA, or SA and DA. Other possibilities are WA and IPEA, SA and IETA.

Combined reviews are encouraged where this results in efficiency and cost gains but the final authorisation rests with the executive committees.

See also 4.9

Acc C.5.2.1
Comp C.5.2.1

2.3 Differences between accords and agreements

Importantly it should be noted that:

- the Accords currently require all reviews to be carried out on the ground whereas the Agreements allow remote review and observation.
- the Accords allow for both periodic and continuous review whereas the Agreements allow only for periodic review.
- The Agreements differentiate between Evaluations used for transfer from provisional membership to authorised membership and periodic Reviews of authorised members.

2.4 Obligations of signatories of accords and members of agreements

Signatories of Accords or members of an Agreement incur obligations with respect to reviews including:

2.4.1 The provision of available reviewers (panel members)

The requirements for numbers of possible reviewers stipulate that at least one candidate of each type must be provided.

The requirement to nominate review panel members is known well in advance and jurisdictions must have a readily available list of potential reviewers together with the appropriate cv's to submit.

The experience requirements for reviewers are described in the rules.

Note that reviewers should be available over about 3 years in order to make use of their experience.

2.4.2 Refusal to provide reviewers

In the event that a jurisdiction refuses to provide reviewers without valid reasons in contravention of the obligations of membership the issue resolution and downgrading procedures may be invoked.

2.4.3 Obligations to participate

Obligations to participate in the Accords and Agreements of which they are members and perform in a timely manner. Timely in this context means responding promptly to communications.

Accords B.2.3.3
C.5.1.1
Comp B.4.2 and
C.5.2.1
See Appendix 3

Accords C.5.1.1
Comp C.5.2.1

Acc B.2.3.3,
B.4.1, B.4.4
Comp B.3.3
B.4.2, B.5, B.6.3

Acc B.2.3.3
Comp B.3.3.3

2.4.4 Training of reviewers

Jurisdictions should make potential panel members aware of their obligations and provide both general training and a full briefing on specific relevant issues where the IEA reviews are different from national procedures.

Acc B.2.3.3
Comp B.3.3.3

2.4.5 Costs

- New applicants must pay the required fees
- All reviews are at the cost the jurisdiction applying or being reviewed

Acc B.2.3.2
Comp B.3.3.2
Acc B.10.3
Comp 12.3

2.5 Obligations of accord and agreement executive committees

The responsibilities of the Executive Committees (EC) of an Accord or Agreement include:

2.5.1 Scheduling the reviews

The periodic reviews are normally scheduled by the secretariat some years in advance but the EC should check to ensure that there are no errors or conflicts e.g. mentors scheduled to act as reviewers.

Note also that the reviews required for admission as a full signatory of the Accords or Authorised Member of the Agreements cannot be scheduled in advance and this can be high proportion of the review workload.

2.5.2 Selection of reviewers

From the list of possible reviewers provided by the nominating jurisdictions the EC must select the reviewers for the panel within two weeks of being requested to do so. An example of a possible reviewer evaluation sheet is in Appendix 4.

See
Appendix 4

EC should check that the correct number and type (i.e. academic and practising) of reviewers have been supplied by the nominating jurisdictions. In the event of inadequate data being provided the EC should ask the nominating jurisdiction for more information or alternative candidates.

2.5.3 Selection of review panel leader

The EC must select the leader of the review panel. Experience has shown that the smooth running and success of reviews is very dependent on the experience and leadership of the review panel leader. The leader should preferably be experienced in leading national review panels and have previous experience of international reviews.

2.5.4 Briefing of review panel chair and reviewers

The EC should brief the review panel and chair on both the general and particular requirements and timings for the various parts of the reviews.

Sample briefing documents for the different types of review are given in Appendices 5 to 9.

See
Appendices 5
to 9.

2.5.5 Monitoring of review progress

The EC must continue to monitor progress of the review to ensure reasonable progress is being made against the required timelines, and early identification of any issues.

2.5.6 Review the reports and authorise release

The EC must review the draft reports suggest amendments and then finally authorise the release of the report to signatories or members.

2.6 Obligations of jurisdiction being reviewed (reviewee)

The obligations of the jurisdiction being reviewed include:

2.6.1 The key contact person for the review

A key contact person for the review must be provided to manage the review on behalf of the reviewee. This person must be able to operate the IEA information systems such as Basecamp and be able to receive and respond to emails in a timely manner. The key contact person is expected to be available over the complete review cycle. Changes in contact person are disruptive and time consuming and can lead to errors and inconsistencies.

2.6.2 Understand the process

The jurisdiction being reviewed must make themselves familiar with the review process. The processes for Accords and Agreements are different and the requirements for each are explained in Sections 3 and 4 of this handbook.

2.6.3 Provide full information

The reviews inevitably require the posting of sometimes large volumes of information, using the IEA document handling website (Basecamp).

The information required is specified in the constitutions and must be posted in a timely manner.

Acc C.2.2
Comp C.1.2 to
C.1.7 and
C.5.3.1

A checklist of documentation required to be submitted by the jurisdiction being reviewed is given in Appendix 2 (Accords) and Appendix 3 (Agreements).

The appendices note that some documentation checklists have yet to be developed, but the provisional and review document lists can be used as a guide.

2.6.4 Organise the review and suggest itinerary or protocols

The processes for Accords and Agreements are different and the requirements for each are explained in Sections 3 and 4 of this handbook.

Accords

The normal process in the Accords is:

- About the time of appointing the team, the EC asks the reviewee to propose dates for the visit at which visits will be available for observation;
- The Panel Leader is brought into the loop;
- Visit dates are refined as required;
- Detailed arrangements are finalised between the Panel Leader and the Reviewee

Agreements

The Reviewee suggests a timetable for the posting of information and for remote observation of assessment processes.

2.6.5 Direct costs

The Reviewee must organise and pay for all direct aspects of the review.

Major Expenses include:

- Review panel flights, accommodation, local travel, meals etc.
- Process costs including preparation, collation, translation, and distribution of documents etc.

2.7 Appointment of review panels

2.7.1 Composition of review panel

The review panel always comprises a mixture of Academic and Practising engineers though the ratios vary.

- Accords – normally two academic engineers plus one practicing engineer
- Agreements – normally two practising engineers plus one academic engineer

Note that some engineers may be able to fulfil either academic or practising roles. If possible two of the three reviewers should have had international review experience.

Accords C.5.1.1
Comp C.5.2.1

2.7.2 Characteristics of reviewers

Reviewers should be experienced in their national review processes, they must be available to participate in the review, and must have a reasonable standard of spoken and written English. In the interests of a high quality report at least one member must be totally proficient in English. Details are in the rules.

Accords C.5.1.1
Comp C.5.2.1

2.7.3 Characteristics of panel leaders

As for reviewers plus should have had international review experience

Accords C.5.1.1
Comp C.5.2.1

2.8 Requirements and duties of reviewers

2.8.1 Actions of panel on being appointed

The actions of the panel on being appointed are:

1. Leader to establish contact with the panel members, confirming contact details and the review process.
2. Leader to confirm review activities, documentation requirements and timetable with reviewee jurisdiction
3. Undertake the review
4. Write the report
5. Submit the draft report to the EC
6. Amend the report as required
7. Submit the amended report (minus the recommendation) to the jurisdiction being reviewed for checking factual correctness.
8. Sign off the final report and submit it via the secretariat

Acc C.5.1.10
and C.5.2.2g
Comp
Guidelines
Annex 2

2.8.2 Understanding the process

Each reviewer must make him or herself familiar with the review process.

2.8.3 Training

Reviewers should have been trained in the review process by their member organisation but if this has not occurred they should immediately contact their member organisation and seek such training. Training material is proposed by the IEA but is not yet available.

2.8.4 Active participation and timeliness

Reviewers must respond promptly (i.e. certainly within a few days) when required so as not to delay the review process.

See Sections 3
and 4 of this
handbook

It is important that the time lines for the review be adhered to. If there is any delay the EC and secretariat should be informed. The timelines are available in sections 3 and 4. It is particularly important that the final review be issued to signatories and members in sufficient time to allow for any supplementary queries to be answered.

2.8.5 Code of conduct

Reviewers are required to comply with the review protocols laid down in the rules and procedures.

Acc C.5.2.3
Comp C.5.4.4

Note that reviewers must not directly influence the conduct of activities which they are observing. Therefore the normal protocol is that reviewers observe and do not speak during processes being observed.

2.8.6 Logistics

Reviewers should ensure that their home jurisdiction is familiar with their travel plans and timings and seek advice as may be appropriate on insurance etc.

2.9 Reporting

The formats for reports are prescribed in the rules and guidelines but particular requirements are given below.

The report must clearly state whether the requirements for admission or continuation have been met with clear justification for the overall conclusions made. This is particularly important in the case of negative recommendations.

There must be sufficient background given in the report to enable those members or signatories who were not on the panel to reasonably assess panel decisions.

2.9.1 Reporting issues

Review reports may identify specific issues to be addressed or weaknesses or deficiencies. Note that deficiencies must identify the specific shortcoming against the requirements i.e. reasons must be given.

Acc B.3.6.7,
C.5.1.9h
Comp B.4.3.12,
C.5.2.5

Recommendations are suggestions for improvement and thus not mandatory. Reviewers must be careful to distinguish between them. In addition there must be sufficient information in the report to justify the requirements or recommendations.

2.9.2 Previous reports

In any new report it is essential to report on what actions have been taken with respect to the specific issues or deficiencies set out in previous reviews and whether these have produced satisfactory outcomes. Recommendations from previous reports should be checked as to whether they have been implemented but need only be commented on briefly.

2.9.3 Comparison with home jurisdictions

Reviewers will inevitably tend to compare the system being reviewed with their own jurisdiction but must be aware that there may be other systems that achieve the same results and that the standard required is not necessarily the same as in their home jurisdiction.

The main requirement is that the outcomes and standard of accreditation or competence must be substantially equivalent to the IEA Accord attributes or Competencies.

2.9.4 Accord reporting formats

The Accord reporting formats are described in Section 3 of this handbook.

2.9.5 Agreement reporting formats

The Agreement reporting formats are described in Section 4 of this handbook and appendices.

2.9.6 Presentation of reports

Although it is not essential that the review panel leader present the review report at the IEAM at which it is being considered, it is important that the panel leader's and review team members delegations to IEAM be properly briefed so as to be able to comment on the report. Alternatively, other members of the review panel who may be present at the IEAM may undertake this task.

However this emphasises the necessity that the report must be self-contained and understandable by members who may not have first-hand knowledge of the jurisdiction being reviewed.

2.10 Timings

The approximate overall timetable for attaining Accord signatory or Agreement member status is shown below in Figure 3.

The detailed timetables for reviews are given in Sections 3 and 4 of this handbook.

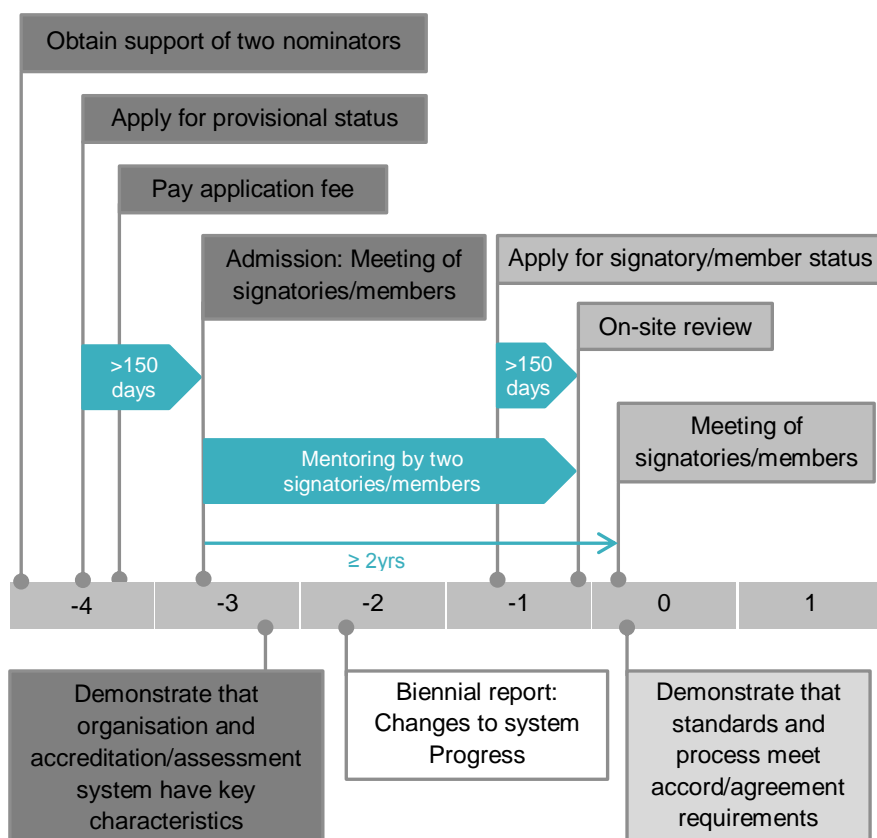


Figure 3 – Timetable for attaining provisional and signatory or member status

3. Accord reviews – specific requirements

3.1 Graduate attributes

The graduate attributes exemplars set the standards to be achieved by graduates of an Accord programme or the requirements for substantial equivalence to an Accord programme. These are contained at <http://www.ieagreements.org/GradProfiles.cfm>

Accord C.1

3.2 Types of accord reviews

There are three types of reviews possible under the Accords:

1. Assessment Reviews for transfer from Provisional to Signatory status
2. Periodic Reviews- reviews conducted by a visit every 6 years
3. Continuous Monitoring – reviews conducted continuously over a six year review period. In this process the review panel members participate in the Reviewee accreditations and write a collective report at the end of the review period. Mainly used for small jurisdictions who have to use foreign accreditation team members.

3.2.1 Review process

All review types are similar in function but procedurally different.

The review process is outlined in Figures 1a and 1b for assessment and periodic reviews but for diagrammatic simplicity the continuous review process has not been included.

1. **Initiation of reviews:** the initiation procedures are:
 - a. admission as signatory – triggered by request from the provisional member,
 - b. periodic review and continuous review – triggered by the Secretariat from the review schedule.
2. **Review Team selection:** same for all types
3. **Review Visit Set Up:** Same for periodic review and admission but different for continuous monitoring
4. **Pre-visit activity:** Same for periodic review and admission but different for continuous monitoring
5. **Visit:** Same for periodic review and admission but different for continuous monitoring
6. **Reporting:** Same for periodic review and admission but different for continuous monitoring
7. **Observation of Reviewee decision meeting:** to be done in time for the report or meeting for admission or continuous monitoring, can be done in three ways with supplementary report for periodic monitoring
8. **Signatory's meeting:** same for all, provided supplementary report not needed or available for meeting
9. **Post meeting activity:** depends on the decision.

3.3 Assessment review: Advancement from provisional to signatory status

An assessment review is required for transfer from provisional status to signatory. The assessment by three reviewers is similar to the process of periodic review described in section 3.4.

3.3.1 Review actions and timetable

The timetable for assessment reviews and periodic reviews is shown diagrammatically below in Figure 4.

The timing clauses in the constitutions are:

- Notice of application to EC not less than one year prior to IEAM Acc B.2.2.2
- Reviewers assigned by EC within 30 days Acc B.2.2.3
- Notice of visit by Reviewee jurisdiction to allow visit to be completed no later than 150 days prior to the IEAM Acc B.2.2.4
- Reviewers and applicant develop assessment programme Acc B.2.2.5
- Programme approved by EC Acc B.2.2.6
- Documentation to be submitted by Reviewee to team Acc B.2.2.8
- Assessment by reviewers; the on-site visit
- Draft Report provided to EC and applicant
- Final report to Accord signatories Acc B.2.2.9
- Signatories consider report at IEAM

The timetable may need to be amended if decision meetings clash with the IEA meetings or allow insufficient time to complete the report prior to the IEA meeting. In this case a supplementary report may be required for confirmation of any conditional decision taken at the IEA meeting

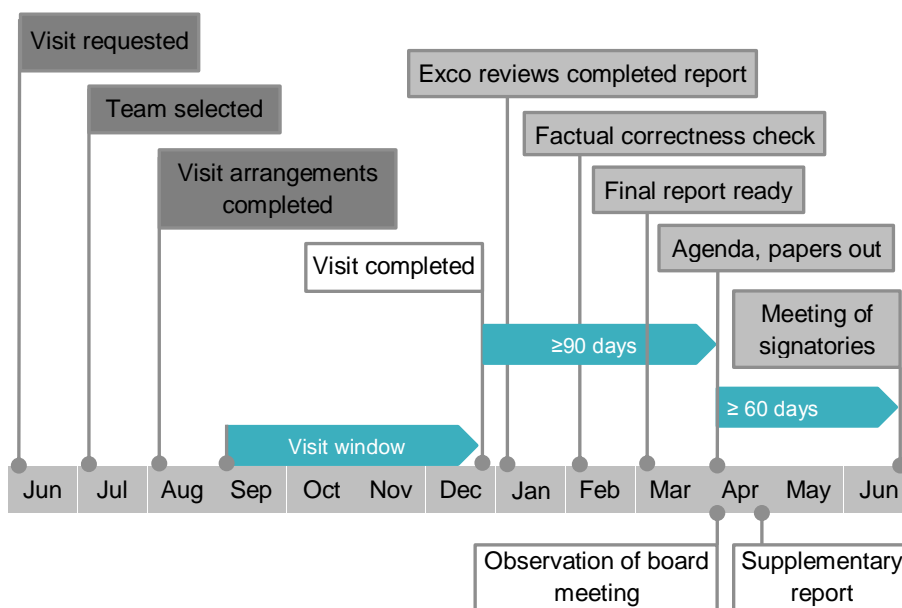


Figure 4 Shortest Admissions/Periodic Review Timeline

3.3.2 Assessment process

Accreditation System requirements and standards are set out. The process of the assessment is similar to that for periodic review.

A draft Panel briefing is given in Appendix 5.

Acc C.4.5.1 to
Acc C.4.5.3
Acc C.4.4 and
C.5.2
Appendix 5

3.4 Periodic review

Signatory standards and processes are required to be reviewed, normally at 6 yearly intervals. One form of review in larger jurisdictions is periodic review by a review team.

3.4.1 Review actions and timetable

The actions and timetable are as described in 3.3.2 above.

Acc B.3.3, C.4.4
and C.5.2

3.4.2 Review process

Accreditation system requirements and standards are as for admission.

Acc C.4.5.1 to
C.4.5.3

The process for the assessment is set out.

Acc C.5

A draft panel briefing is detailed in Appendix 6.

Appendix 6

3.5 Continuous monitoring

For smaller jurisdictions with a small number of accredited programmes continuous review is a cost effective and efficient form of review. In continuous reviews the reviewers form the overall review team (ORT) and join the Reviewee's own accreditation review teams (Accord Review Teams, ART). The ORT reports to the Accord at the end of the review cycle.

Acc B.3.4

3.5.1 Review actions and timetable

The actions and timetable are as described in 3.2.2 above.

Acc C.5.2 and
C.5.3

The timetable is depicted diagrammatically in Figure 5 below.

A draft panel briefing is detailed in Appendix 7.

Appendix 7

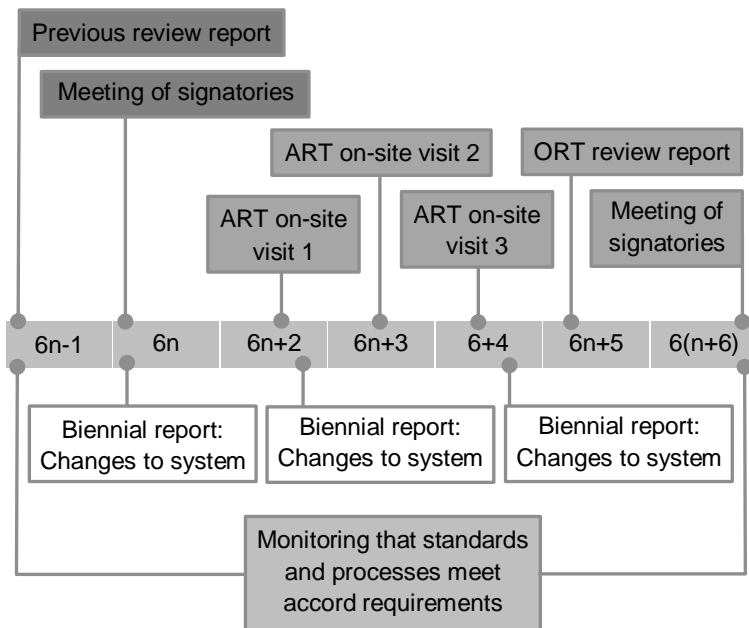


Figure 5 Continuous Monitoring Timeline

3.6 Combined accord reviews

In many cases it has proved possible to combine Sydney and Dublin Accord reviews and in some cases it may be possible to combine Washington and Sydney Accord reviews.

An example of a briefing document for such reviews is contained in Appendix 8.

3.7 Accord reporting formats

Reporting templates are available at:

<http://www.ieagreements.org/members-area/default.cfm>

WA Verification Report Template

WA Monitoring Template

WA Continuous Monitoring ART Template

WA Continuous Monitoring ORT Template

WA Gap Analysis Template

SA Gap Analysis Template

4. Competence agreement reviews – specific requirements

4.1 The scope of the competence agreements

Whereas the Accords recognise accreditation systems, standards and educational programmes, the Competence Agreements recognise the standards and processes for assessing the competence of individuals. This process may be in addition to the national competence assessment process, whose standards may or may not be different from these competence exemplars. Thus individuals opt into becoming an IntPE or APEC Engineer or IntET.

4.1.1 Future development of the competence agreements and current reviews

Some jurisdictions may have national standards and competence assessment systems which meet the requirements of the Competence Agreements. Thus one of the future objectives is to be able recognise these and all the individuals classed as competent by that system.

Until further notice the review teams are therefore being asked to comment on the national systems as well as evaluating those systems currently used to assess individuals for these agreements.

4.2 Exemplar competence profiles

The competence exemplars set the threshold standards to be achieved by competent engineers and engineering technologists. These are contained at <http://www.ieagreements.org/GradProfiles.cfm>

4.3 Evaluation reviews

Prior to being accepted as an authorised member the provisional member must undergo an evaluation by a review panel.

The assessment by three assessors (reviewers) is similar to the process of periodic review of an authorised member.

4.3.1 Evaluation review actions and timetable

The timetable for assessment reviews and periodic reviews is given below.

Comp B.3.2

Comp B.3.2.5

The timing clauses in the constitutions are:

- | | |
|---|--------------|
| 1. Notice of application to EC not less than one year in advance of the IEAM at which the application is to be considered | Comp B.3.2.2 |
| 2. Assessors assigned by EC within 30 days of notice of application | Comp B.3.2.3 |
| 3. Notice of and opportunity to observe processes given by applicant jurisdiction in the period up to 90 days before the IEAM | Comp B.3.2.4 |
| 4. Final report to Accord signatories not less than 90 days prior to the IEAM | Comp B.3.2.8 |
| 5. Signatories consider report at IEAM | |

A draft review panel briefing note is given in Appendix 8. Appendix 8

4.4 Periodic reviews

Authorised members are required to be reviewed at intervals which are normally not more than six years

Comp B.4.1.1

4.4.1 Periodic review actions and timetable

The actions and timetable for periodic reviews are given below.

Comp B.4 and C.5

The timing clauses in the constitutions are:

Comp B.4.1.3
Comp B.4.3.1

- | | |
|--|--|
| <ul style="list-style-type: none">• Reviews scheduled by EC in 6 year blocks• Notice of review given by EC to member not less than six months prior to the review year• Review team and leader appointed by EC see note 1• Review team members briefing by their organisations• Review team and leader briefed by EC see note 1• Authorised member proposes review process, timetable and administrative support mechanism, for the review team to consider• Member provides specified information to Secretariat at least 60 days prior to the review commencing• Review team decides on method and extent of observation and assessment programme• Notice of and opportunity to observe processes given by jurisdiction being reviewed• Draft Report provided to EC and applicant. See note 2• Final report to Accord signatories See note 3• Signatories consider report at IEAM | Comp B.4.3.2
Comp B.4.3.4
Comp B.4.3.5

Comp B.4.3.6

Comp C.5.3
Comp C.5.4.1 to C.5.4.3

Comp B.4.3.9
Comp B.4.3.10 |
|--|--|

Notes:

1. Time not specified but should be completed at least 12 months before the IEAM
2. Time not specified but should be at least 120 days prior to IEAM
3. Time not specified but should desirably be at least 90 days prior to IEAM

4.5 How to do competency agreement reviews

4.5.1 The nature of competency assessment

Competency assessment of individuals varies between jurisdictions and may include any or all of the following methods:

- Written Examination
- Submission of a portfolio of evidence
- Oral examination
- Assessment by a panel
- Assessment by a competency assessment board
- On the job assessment

The nature of the assessment therefore means that it may take place over a longer period of time which makes it less suitable for on the ground review in a single visit by a review team.

The Agreements have therefore decided to allow reviews to be done by a flexible system which may be adjusted to suit individual jurisdictions being reviewed.

4.5.2 Essential elements of review

Reviews will normally include:

1. Review of an assessment statement and other information provided by the reviewee which provides general information about assessment and registration in their jurisdiction
Comp C.5.3.1
Comp C.5.3.1
2. A checklist of documentation required is given in Appendix 3.
3. Examination of at least 12 portfolios of evidence including marginal cases plus other information on the standards
4. Observation by video conferencing or video or other means of at least three competence assessments
Comp C.5.4.3
Comp C.5.4.3
5. Observation of a meeting of the decision authority
6. The preparation and submission of a report

4.5.3 General protocols

Comp C.5.2

The General protocols cover such aspects as:

1. Range of expertise of reviewers
2. Conflicts of interest
3. Factors to be considered by the review team
4. Protocols in non-English speaking countries
5. The content of the review report
6. Confidentiality

4.6 Responsibilities of the jurisdiction being reviewed (reviewee)

4.6.1 Information to be provided

Detailed assessment statement; details of the local competence standard and assessment systems being used; at least 12 portfolios of evidence.

Comp C.5.3

4.6.2 Timetable and set up for observation

The jurisdiction being reviewed best knows its own processes and timetable for competence assessment. It is their responsibility to set up the remote observation or visit programme and supporting infrastructure

Comp C.5.4.3 to 5.4.5

4.6.3 Translation

The jurisdiction being reviewed is responsible for providing translation into English when required.

Comp C.5.2.4

4.7 Guidelines for reviewers

Reviewers should read the guidelines contained in the Constitution.

Comp Guidelines Annex 1

4.7.1 Aide memoire/check list

The Guidelines contain an aide memoire to assist reviewers in checking that all the points required to be examined have been covered.

Comp Guidelines Annex 2

4.8 Competency review reports

The Guidelines contain an outline of the format for a review report. However it should be noted that the form and content of the report must demonstrate to members that the review has been thorough and comprehensive. The report should therefore specifically mention that the key aspects have been covered.

Comp Guidelines Annex 3

If necessary the executive committees can make available to reviewers a copy of a good quality previous report.

Note that all reviewers must sign the report.

4.9 Concurrent reviews

In jurisdictions where Competencies for Professional Engineers, APEC Engineers and/or Engineering Technologists are all assessed by the one authority using similar methods it may be more efficient and cost effective to do reviews simultaneously using the same or a slightly expanded team.

For example IPEA and APEC Engineer reviews are always done by the one team. It is also possible that IPEA and IETA reviews may be done at the same time. This will be decided by the Executive Committees in conjunction with the jurisdiction being reviewed.

4.9.1 Conduct of concurrent reviews

The conduct of concurrent reviews is similar to other reviews but particular care must be taken to ensure that the review requirements of both agreements have been covered adequately.

Appendix 1: Review process diagram

The process diagram that follows is indicative of the normal processes for initial evaluation reviews and periodic reviews. The process may be different in specific cases and in particular the process for Continuous Review is not covered.

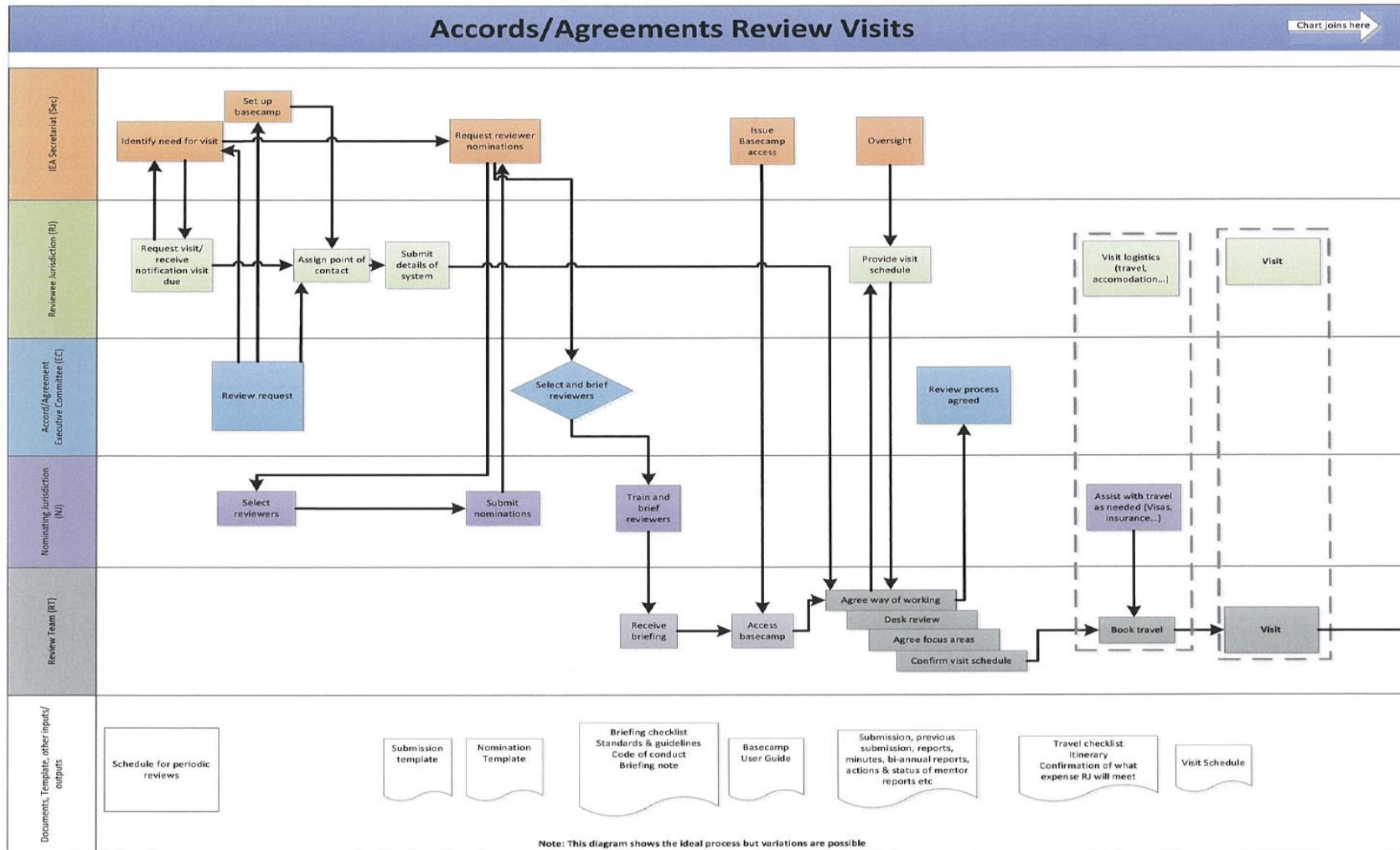


Figure 1a: Review Process Diagram – Pre-visit and Visit (Version 4)

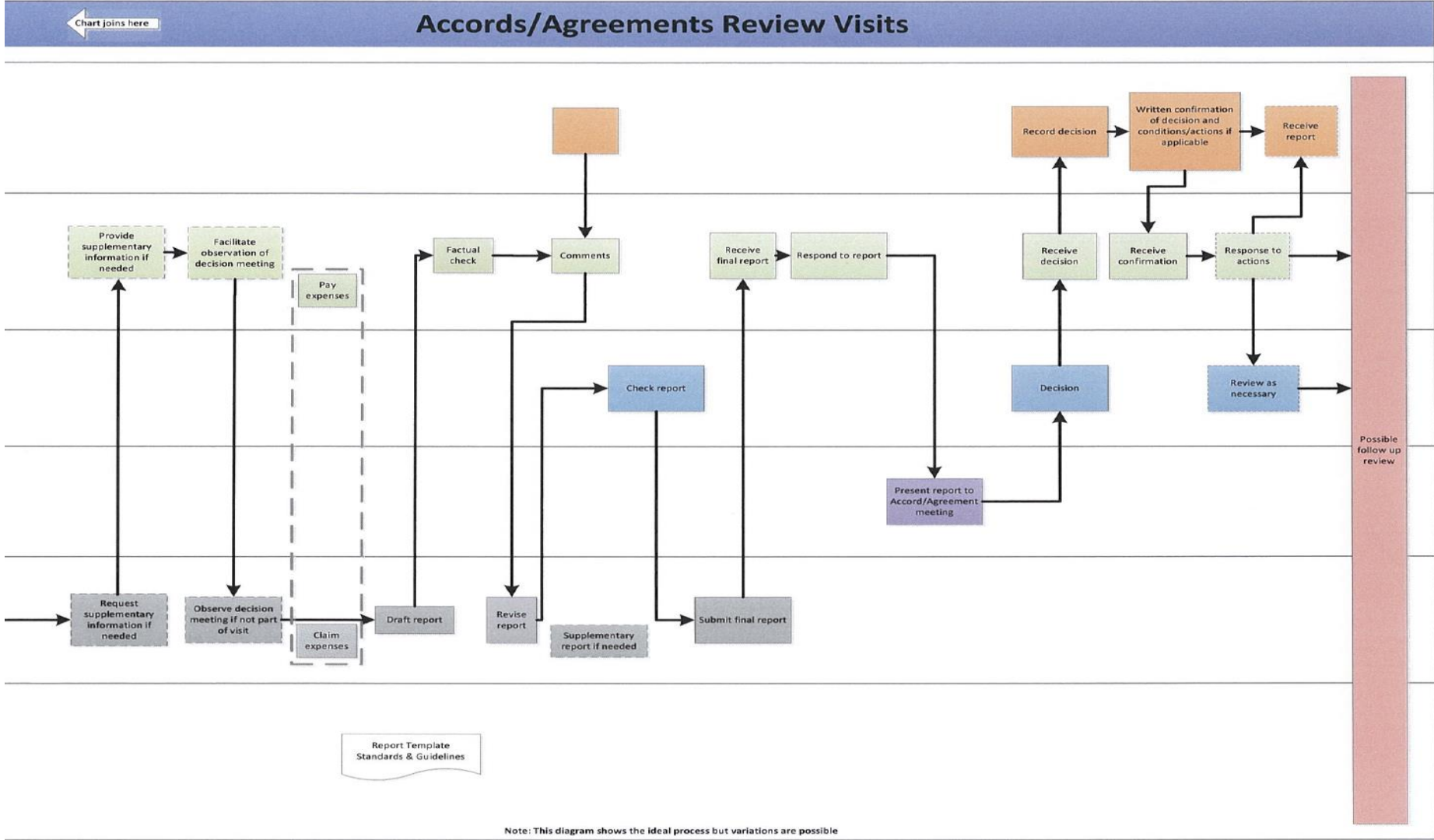


Figure 1b: Review Process Diagram – Post-visit (Version 4)

Appendix 2: Accords - documentation required for reviews

The documentation required for provisional membership is detailed in Section C.2.2 of the Accord constitution.

The documentation guidelines for reviews have yet to be developed.

Appendix 3: Agreements - documentation required for reviews

The documentation required for provisional membership is detailed in Sections C.1.2 to C.1.7 of the Agreement constitution.

The documentation required for periodic review is detailed in Section C.5.3 of the Agreement constitution.

Appendix 4: Review panel selection - sample

Reviewer Analysis

Jurisdiction to be reviewed: I

Country	Name	Industry or academic	Type of engineer	Assessment experience	Leadership experience in assessment or accreditation	Comment
New Zealand	J....	I	Mechanical	Some	No	Recent member of Competency assessment board Possible
	L.....	A	Mechanical and Civil	Yes	No	
	T.....	A		Yes	Yes	Competency Assessment Board. Limitations on availability only after May 2014
	P....	I	Mechanical	Yes - International	Yes	Possible leader
Russia	Z.....	A	Maths and Entrepreneurship?	Yes	No	Possible. From T... Uni
	S...	I	Information	Yes	No	Possible. ex T... Uni
	B.....	I/A	Teaching??	No	No	From T...Uni
	B.....	A	???	No	No	From T... Uni. May not be an engineer??
Ireland	R.....	I	Electrical	Yes International	International	Possible leader
	K.....	A	Electrical	?	?	Possible

Comment: If it is a combined review then this should be led by a jurisdiction which is a member of all/both agreements

Appendix 5: Accord assessment visit - draft briefing note

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E-mail secretariat@ieagrements.org

**Memo to: Members of the Verification Review Panel for the Admission of
<Applicant> to Signatory of the Washington Accord**

<Reviewer 1> (<Jurisdiction>) - Leader

<Reviewer 2> (<Jurisdiction>)

<Reviewer 3> (<Jurisdiction>)

Cc: <Applicant contact>

Following nomination by their respective Washington Accord signatories, the Executive Committee has selected the Panel listed above to carry out the Verification Review of <Applicant> which has applied to advance from Provisional Status to Signatory in the Washington Accord.

The Washington Accord Signatories greatly appreciate your willingness to serve on this Review Panel.

The applicant will shortly be informed of the team composition and will be asked to contact the Panel Leader to settle the dates and other arrangements for the visit.

The IEA Secretariat will set up a project for this review on the IEA's Basecamp application. Panel members, the applicant's contact person and the Accord Executive Committee will be party to the Basecamp project. The review should be managed by exchange of information on Basecamp, unless reasons of confidentiality indicate otherwise.

This Verification Review is as provided for in the [Accord Rules and Procedures](#) 2014 version. Your attention is drawn particularly to Rules in Section B.2.2 and the Guidelines in Section C.4. The criteria to be considered are listed in Sections 4.5.1 – C.4.5.3. It should be noted that each of these sections contains a requirement in the opening paragraph and indicators that this requirement has been fulfilled in the subsequent paragraphs. When the applicant was considered for admission to Provisional status it will have been scrutinised against the criteria in section C.2.3.1 – C.2.3.3. The applicant is expected to continue to satisfy these requirements.

You will find two templates on Basecamp for the Report itself and for analysis of the applicant's programme outcomes relative to the Accord Graduate Attributes. The reporting template for Verification Reviews calls for the Panel to report on the key criteria and indicators in the Rules and Guidelines. The completed analysis template must be inserted as Appendix A of the report.

The critical activities and timelines after the review visit are as follows:

Step	Activity	Deadline
1	Completion of Review Visit	12 December 2014
2	Completion of Report by Panel:	16 January 2015
	Panel Leader refers report (without Recommendation) to Applicant for comment on factual correctness	16 January 2015
3	Return of Report to Panel Leader by Applicant	30 Jan 2015
4	Panel Leader revises Report as required	13 Feb 2015
5	Report is submitted to Accord Executive Committee	13 Feb 2015
6	Executive Committee confirms report meets Accord Requirements	27 Feb 2015
7	Revision of report as necessary	13 March 2015
8	Report circulated to Signatories by Secretariat	24 March 2015

In terms of the rules, the last deadline must be observed if the report is to be considered by the signatories at their meeting in June 2015. Should it not be possible to meet earlier deadlines, the Executive Committee should be consulted to agree on a revised schedule.

The Rules require that one member of the Panel attend the applicant's decision making meetings and include observations in the report. This should preferably be completed by Step 8 above. These observations may be formatted as an addendum if there is not time to include them in the report. Should the opportunity for observing a decision meeting not occur in time for step 8 but be completed by 20 April 2015, the Addendum, reporting on the meeting observed and confirming or revising the team's recommendation will be circulated by the Secretariat for consideration by the meeting in June.

< Any matters that need special attention or special arrangements in this review >

The Accord Executive Committee, that is, the deputy chair and I, is available to assist the Panel at any stage in the process.

With best wishes to the Panel

Chairman, Washington Accord

Appendix 6: Accord periodic review visit - draft briefing note

Address PO Box 12 241 Wellington, New Zealand

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E-mail secretariat@ieagreements.org

Memo to: Members of the Periodic Review Panel < Signatory> for the Washington Accord

<Reviewer 1> (<Jurisdiction>) - Leader

<Reviewer 2> (<Jurisdiction>)

<Reviewer 3> (<Jurisdiction>)

Cc: <Signatory contact>

Following nomination by their respective Washington Accord signatories, the Executive Committee has selected the team listed above to carry out the Periodic Review of <Signatory> (the Reviewee) which is scheduled for periodic review.

The Washington Accord Signatories greatly appreciate your willingness to serve on this Review Panel.

The Reviewee will shortly be informed of the panel composition and will be asked to contact the Panel Leader to settle the dates and other arrangements for the visit.

The IEA Secretariat will set up a project for this review on the IEA's Basecamp website. Panel members, the Reviewee's contact person and the Accord Executive Committee will be party to the Basecamp project. The review should be managed by exchange of information on Basecamp, unless reasons of confidentiality indicate otherwise.

This Periodic Review is as provided for in the [Accord Rules and Procedures](#) 2014 version. Your attention is drawn particularly to Rules in Section B.3.3 and the Guidelines in Section C.5.

The criteria to be considered are the same as for admission to signatory status listed in Sections 4.5.1 – C.4.5.3. It should be noted that each of these sections contains a requirement in the opening paragraph and indicators that this requirement has been fulfilled in the subsequent paragraphs. When the Reviewee was considered for admission to Provisional status it will have been scrutinised against the criteria in section C.2.3.1 – C.2.3.3. The Reviewee is expected to continue to satisfy these requirements.

You will find two templates on Basecamp for the Report itself and for analysis of the Reviewee's programme outcomes relative to the Accord Graduate Attributes. The reporting template for Periodic Reviews calls for the Panel to report on the key criteria and indicators in the Rules and Guidelines. The completed analysis template must be inserted as Appendix A of the report.

The critical activities and timelines after the review visit are as follows:

Step	Activity	Deadline
1	Completion of Review Visit	12 December 2014
2	Completion of Report by Review Panel	16 January 2015
3	Panel Leader refers report (without Recommendation) to Signatory for comment on factual correctness	16 January 2015
4	Return of Report to Panel Leader by Signatory	30 January 2015
5	Panel Leader revises Report as required	13 February 2015
6	Report is submitted to Accord Executive Committee	13 February 2015
7	Executive Committee confirms report meets Accord Requirements	27 February 2015
8	Revision of report as necessary	13 March 2015
9	Report circulated to Signatories by Secretariat	24 March 2015

In terms of the rules, the last deadline must be observed if the report is to be considered by the signatories at their meeting in June 2015. Should it not be possible to meet earlier deadlines, the Executive Committee should be consulted to agree on a revised schedule.

The Rules require that one member of the Panel attend the Reviewee's decision making meetings and include observations in the report. This should preferably be completed by Step 8 above. These observations may be formatted as an addendum if there is not time to include them in the report. Should the opportunity for observing a decision meeting not occur in time for Step 8 but be completed by 20 April 2015, the Addendum, reporting on the meeting observed and confirming or revising the Panel's recommendation will be circulated by the Secretariat for consideration by the meeting in June.

< Any matters that need special attention or special arrangements in this review >

The Accord Executive Committee, that is, Andrew Wo and myself, is available to assist the Panel at any stage in the process.

With best wishes to the Panel

Chairman, Washington Accord

Appendix 7: Accord continuous monitoring - draft briefing note

Address PO Box 12 241 Wellington, New Zealand

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E-mail secretariat@ieagreements.org

Memo to: Members of the Continuous Monitoring Review Panel <Signatory>

<Reviewer 1> (Jurisdiction) - LEADER

<Reviewer 2> (Jurisdiction)

<Reviewer 3> (Jurisdiction)

Cc: <Signatory contact>.

Date

The Washington Accord Signatories greatly appreciate your willingness to serve on the Continuous Monitoring Review Panel for <Signatory> (the Reviewee).

This review will take place during the period 2014-2017. The Panel must report by January 2018 and the report will be considered in June 2018.

Your attention is drawn to the fact that this is a Continuous Review in terms of the [Accord Rules and Procedures](#). The selected reviewers will therefore be required to participate over the duration of the review. Each reviewer will be called upon to make visits to the Reviewee according to the provisions of the Accord Rules and Procedures summarised below. The actual arrangements will be settled between the Leader of the Review Panel and the Reviewee, with input from the Accord Executive Committee if necessary.

The three panel members constitute the Overall Review Panel (ORP) referred to in the Accord Rules and Procedures. The ORP is responsible for the final report that must be submitted to the meeting of signatories on IES. From time to time in the intervening period, one or more members of the ORP form Accord Review Panels (ARP). Members of the ARP visit the signatory and fulfil a dual role, firstly as Reviewee accreditation panel members and secondly as the Accord Review Panel. The minimum requirements for ARP visits during the period are as follows:

- There must be at least three visits to separate education providers;
- For major (i.e. multi-programme/multidepartment) visits two panel members must visit and participate in accreditation teams
- For minor (i.e. single programme/single department) visits one panel member must visit and participate in an accreditation team
- In the last two years of the process, at least one panel member must meet with the Reviewee, review its procedures with the Reviewee and observe a decision-making meeting.

<Information about use of Basecamp to manage review>

Reports are required for ARP visits, as well as the final ORP report. The report templates for the ORP and ARP are posted on the Basecamp project. The report template prompts the Panel to address the substantial equivalence of the outcome standard of the signatory to the Washington Accord [Graduate Attribute](#) Exemplar as well as the indicators of the quality of the accreditation system listed in the Rules and Procedures section C.4.8. Your attention is drawn to Appendix A which will contain the Panel's evaluation of the Reviewee's programme outcome standard to the Graduate Attribute Exemplar.

The intention is that the Review Panel remains unchanged throughout the process. If however a panel member becomes unavailable, the nominating signatory will be expected to nominate a replacement panel member with a similar profile.

The Accord Executive Committee is available to assist the Panel at any stage in the process.

With best wishes to the Panel

Chairman, Washington Accord

Appendix 8: Combined Sydney and Dublin Accord review - draft briefing note

Memo to: Members of the Combined Monitoring Review Panel of 'Reviewee' for the Sydney and Dublin Accords

Reviewer 1, Leader

Reviewer 2

Reviewer 3

Cc: *Reviewee*

Subject: Review Briefing

Date:

Following nomination by their respective Sydney and Dublin Accord signatories, the Executive Committee has selected the Panel listed above to carry out the periodic Monitoring Review of 'Reviewee'.

The Sydney and Dublin Accord Signatories greatly appreciate your willingness to serve on this Review Panel.

'The Reviewee' has been informed of the Panel composition and has been asked to contact the Panel Leader to settle the dates and other arrangements for the visit. To assist this, the IEA Secretariat has set up a project for this review on the IEA's Basecamp website. Panel members, the Reviewee's contact person and the Accord Executive Committees will be party to the Basecamp project. The review should be managed by exchange of information on Basecamp, except for the stages of the process in which confidentiality is required (see below).

This Periodic Review is to be conducted in accordance with the current [Accord Rules and Procedures](#) (13 June 2014). Your attention is drawn particularly to the Rules in Section B.3.3 and the Guidelines in Section C.5. Specifically relevant parts of these are reproduced as an Attachment to this memo.

The other key reference document for the Review is the [IEA Graduate Attribute and Professional Competencies](#) (21 June 2013). This tabulates the graduate attribute and knowledge profile exemplars for programs meeting the expectations of the Accords (Tables 5.2 and 5.1), and the range of problem solving associated with each occupational category (Tables 4.1 and 4.2). 'The Reviewee' has previously established to the satisfaction of both Accords that its accreditation standards ensure that the demonstrated graduate attributes of accredited programs are substantially equivalent to the exemplar. A prime purpose of the Review, however, is to confirm that 'the Reviewee' continues to operate to the expectations of the Accord.

Your Review visit is expected to take place later this year, for reporting to the Accord at its June meeting in 20--.

The post-review critical activities and timings are as follows:

Step	Activity	Deadline
1	Completion of Review Visit	Mid Dec 20..
2	Review Panel completes Draft Report	Mid Jan 20..
3	Review Panel refers Draft Report (without Recommendation) to the Reviewee for comment on factual correctness	Mid Jan 20..
4	Reviewee returns comments on Draft Report to Panel Leader	End Jan 20..
5	Panel Leader revises Draft Report as required	Mid Feb 20..
6*	Panel Leader submits Revised Draft Report to Accord Chair(s) to check coverage of Accord requirements	Mid Feb 20..
7*	Accord Chair(s) consult with Executive Committee(s) to confirm Revised Draft Report meets requirements of Accord(s)	End Feb 20..
8*	Accord Chair(s) discuss with Panel Leader on any outstanding issues. Panel Leader produces Final Report	Early March 20..
9*	Panel Leader submits Final Report to Secretariat for circulation to Signatories	Mid-March 20..

Communications on Items marked * are not to be undertaken on Basecamp.

This Review combines coverage of both Accords because 'the Reviewee' operates common accreditation processes and has educational providers offering qualifications at the level of both Accords. It is important, nevertheless, that your observation and reporting adequately covers the requirements of each Accord separately. To assist your Visit and Reporting we have provided three templates with this memo:

- (i) a single Reporting Template, to cover both Accords. In this:
 - Black text is boilerplate text for your report
 - Blue text is advisory (often of coverage, mostly from the Rules and Procedures, part B)
 - Red text is instructive
- (ii) a simplified Gap Analysis Template for the Sydney Accord Graduate Attribute Exemplar
- (iii) a simplified Gap Analysis Template for the Dublin Accord Graduate Attribute Exemplar

This is the first review of 'Reviewee' since admission to the Sydney Accord in 20.., and the Dublin Accord in 20... The Dublin Accord review has been brought forward from 20.. to bring in the combined review process.

The Rules require that one member of the Panel attend the Reviewee’s decision making meetings and include observations in the Report. This should preferably be completed by Step 8 above. These observations may be provided as an Addendum if there is not time to include them in the Report. Should the opportunity for observing a decision meeting not occur in time for Step 8 but be completed by 20 April 20.., the Addendum, reporting on the meeting observed and confirming or revising the Panel’s recommendation will be circulated by the Secretariat for consideration by the meeting in June.

The Executive Committees of the Accords, namely ourselves and the Deputy Chairs (unless representative of the signatory under review) will be pleased to assist the Panel at any stage in the process.

With best wishes to the Panel

<p>Insert signature</p> <p>Name Chair, Sydney Accord Email address</p>	<p>Insert signature</p> <p>Name Chair, Dublin Accord Email address</p>
--	--

ATTACHMENTS:

**EXTRACTS FROM ACCORD RULES & PROCEDURES
RULES SECTION B.3.3 Periodic Review**

B.3.3.1 to B.3.3.8 to be inserted here as appropriate.

EXTRACTS FROM GUIDELINES SECTION C.5 REVIEW OF SIGNATORIES

C.5.1 General Protocols

C.5.1.9 to C.5.2.3 to be inserted here as appropriate

Appendix 9: IPEA IETA reviews - draft briefing note

Dear Review Panel members and Reviewee,

Thank you for undertaking this IPEA /APEC review. Some briefing notes on the review are below:

1. The IPEA constitution contains considerable guidance on how to do the reviews in Section B.4 and Section C.5 and Annexes 1- 3 as well as guidance on the timing requirements for the report in Section B.3.
2. Under the new IPEA rules review observation can be done remotely as has been done for several jurisdictions. Some registration interviews were videoed and the decision meeting was observed by skype or teleconference. At the IEA meetings in Seoul in 2013 it was decided that it was preferable, if possible, to do the observation remotely on grounds of cost.
3. Would you also as part of your deliberations advise the extent to which the national standards for registering professional engineers meet the requirements of IPEA. Explanation: The ultimate intention is to be able to determine if a jurisdiction's national standards are the same as the IPEA. At present each jurisdiction maintains a separate register of those who meet the IPEA standards. This allows recognition of individuals in countries where the national standards do not meet the IPEA requirements but where some individuals do. However we are aiming to move in due course toward recognition of national standards where this is practical as this has obvious benefits of increasing the IPEA member numbers and reduces the administration costs if all those on the national register can be recognised as IntPE. The requirements for 7 years' experience including 2 years' responsible experience in the IPEA rules are in general longer than most national standards require, however, details of the required periods and type of experience would be helpful. To recognise national standards may require some IPEA rule changes in due course but in the meantime we are trying to assess whether most members national standards meet the requirements.
4. A sample report is attached. Note that the format laid out in Guidelines Annex 3 is not mandatory but the report must cover the items set out in the Annex.

Kind regards and thanks

Chair IPEA or APECEA or IETA as appropriate