



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

INSTRUCTIONS FOR APPLYING FOR APPROVAL, RENEWAL OR VARIATION OF AN ASSESSMENT SCHEME

Professional Engineers Act 2002 (Qld) ss 112B, 112C, 112D, and 112E

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PURPOSE

These instructions are for an entity which is making an application to the Minister for Housing and Public Works for approval, renewal or variation of an assessment scheme under the *Professional Engineers Act 2002* (Qld) (**PE Act**).

This document is designed to assist entities to develop a scheme which meets the suitability requirements for approval without amendments or conditions.

Failure to meet the suitability requirements of the PE Act may result in:

- a. BPEQ requesting further information or amendments to the application before reporting to the Minister regarding the application;
- b. considerable delay in BPEQ reporting to the Minister regarding the application; and
- c. BPEQ recommending that the Minister refuse to grant the application (which in the case of a renewal application will result in any current scheme expiring).

BPEQ strives to advance the main objects of the PE Act, which are:

- a. to protect the public by ensuring professional engineering services are provided by a registered professional engineer (**RPEQ**) in a professional and competent way;
- b. to maintain public confidence in the standard of services provided by RPEQs; and
- c. to uphold the standards of practice of RPEQs.

One of the most important mechanisms for achieving these objects is ensuring that assessment entities conduct professional, independent and authoritative assessments that are sufficiently monitored and improved. Accordingly, when applying for approval of a proposed scheme or renewal or variation of an existing scheme, the entity applying must consider these instructions carefully.



BPEQ'S ROLE IN ASSESSMENT SCHEMES

BPEQ must consider whether any application to the Minister for approval, renewal, or variation is suitable for approval (in accordance with the suitability requirements) and give a written report to the Minister about the application, which must contain:

- a. BPEQ's recommendation about whether the Minister should grant the application; and
- b. if BPEQ recommends that the minister grant/renew/vary the application—any recommendation by BPEQ that the Minister impose a condition on the approval.

STANDARD CONDITIONS

BPEQ will recommend that the Minister impose the following conditions on all approvals (unless the conditions form part of the scheme itself):

1. The assessment entity must comply with the assessment scheme.
2. The entity must not vary the scheme unless the Minister has granted an application for variation of the scheme. The entity must only make variations to the scheme that the Minister has granted an application for variation for.
3. The entity must publish the scheme, including any conditions the Minister imposes on the scheme's approval, on the entity's website within 14 days of its approval. The entity must ensure the scheme and any conditions the Minister imposes on the scheme's approval remains published on the entity's website for the term of approval.
4. The entity must verify the identity of applicants for assessment under the scheme in accordance with the recognised 100 point identification check utilised within relevant State and Federal Government Agencies. Any collection of private information must be in accordance with the National Privacy Principles ("NPP") in relation to the collection and use of that personal information. The entity must comply with the NPP contained in schedule 3 of the *Privacy Act 1988* (Cth).
5. The entity must ensure that applicants for assessment under the scheme provide the original or a certified copy of each document that evidences the applicant's qualifications (e.g. degree, testamur, academic record, etc.).
6. The entity must ensure that applicants for assessment under the scheme have any certified copies of documents they provide, certified by authorised persons in accordance with the relevant State legislation where the documents originate. For example if the documents are being sent from Queensland then only persons authorised by s19 of the *Oaths Act 1867* should be accepted.
7. The entity must ensure that applicants for assessment under the scheme who have documents in a language other than English, provide those documents translated into English in accordance with the following guidelines:

if the documents are translated within Australia:

- The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – www.naati.com.au.
- The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provide a current list of qualified, active AUSIT members who have NAATI accreditation in translating – www.ausit.org.

if the documents are translated in a country outside Australia:

- The translator must be approved by the authorities in the country where the translation is made. The International Federation of Translators (IFT) – www.fit-ift.org – provide a list of translation associations, some approved by authorities to provide certified translation



8. The entity must notify BPEQ within seven days if a person who is registered with the entity for participation in the continuing registration requirements (CRR) of the scheme does not participate in an audit by the entity of the person's compliance with the CRR within 30 days of the entity requesting the person do so.
9. By no later than 30 March each year, the assessment entity must tell BPEQ in writing, for the period starting at the beginning of March in the previous year and ending at the end of February in the current year:
 - a. the following regarding audits of persons who were registered with the entity for participation in the continuing registration requirements of the scheme
 - i. how the entity selected the persons for audit;
 - ii. the number of persons that were audited; and
 - iii. the results of the audits; and
 - b. the following regarding audits of assessments against the scheme of the qualifications and competencies of applicants:
 - i. how the entity selected assessments for audit;
 - ii. the number of assessments that were audited; and
 - iii. the results of the audits.
10. The entity must notify BPEQ within seven days of becoming aware of any of the following situations:
 - a. regarding audits of persons registered with the entity for participation in the continuing registration requirements of the scheme for their compliance with the continuing registration requirements:
 - i. an audit found that the person has not complied with the continuing registration requirements of the scheme (to be accompanied with the results of the audit); or
 - ii. a person did not participate in an audit within 30 days of being requested to do so; and
 - b. regarding audits of assessments undertaken against the scheme by the entity's assessors of the qualifications and competencies of applicants:
 - i. the applicant was assessed as having the qualifications and competencies provided for under the scheme when the applicant did not; or
 - ii. the applicant was assessed as having the qualifications and competencies provided for under the scheme because of fraud, dishonesty, deception, or similar; or
 - iii. the entity has any other concern about the assessment.
11. The entity must keep records of its activities under this approval and the scheme as if the records were public records within the meaning of the *Public Records Act 2002* (Qld) and in accordance with section 7 of the *Public Records Act 2002* (Qld).
12. The entity must submit to audits of its compliance with the approval and the scheme. The auditor will be BPEQ or an agent appointed or engaged by BPEQ to conduct the audit on BPEQ's behalf. Audits may be conducted at any time. If the term of approval for the scheme is three years or less there will be one audit. If the term of approval for the scheme is for more than three years, there will be two audits. The entity must make its best effort to cooperate with the auditor.



HOW TO APPLY

APPROVAL

An application for approval of a proposed scheme must be made in the [approved form](#) to the Minister at:

Minister for Housing and Public Works

PO Box 2457
Brisbane, Qld, 4001;

or by email to hpwdts@ministerial.qld.gov.au.

The application must be accompanied by the proposed scheme and the fee, if any, prescribed under a regulation, and must be supported by enough information to enable the Minister to decide it.

RENEWAL

An application for renewal of a scheme must be made in the [approved form](#) to the Minister at:

Minister for Housing and Public Works

PO Box 2457
Brisbane, Qld, 4001;

or by email to hpwdts@ministerial.qld.gov.au.

The application must be made at least 28 days before the current approval of the scheme ends. If an application for renewal is not made by this time, the approval will end and the scheme will expire. It may take months for a new approval of the scheme to be given. In the meantime, the entity will not be able to assess applicants for registration. If, however, an application for renewal is made by this time, the current approval of the scheme will continue until the Minister decides whether to approve the application for renewal of the scheme or the entity applying is taken to have withdrawn its application for renewal under section 112H(3) of the PE Act.

The application must be accompanied by the the fee, if any, prescribed under a regulation, and must be supported by enough information to enable the Minister to decide it.

VARIATION

An application for variation of a scheme must be made in the [approved form](#) to the Minister at:

Minister for Housing and Public Works

PO Box 2457
Brisbane, Qld, 4001;

or by email to hpwdts@ministerial.qld.gov.au.

The application must be accompanied by the proposed variation of the scheme and the the fee, if any, prescribed under a regulation, and must also be supported by enough information to enable the Minister to decide it.

The proposed variation should be shown on a copy of the current scheme by way of tracked changes (i.e. strikethrough of text to be removed and underlined text to be inserted).



PROCESSING PERIOD

BPEQ will endeavour to consider an application and give a written report about the application to the Minister within three months from the date BPEQ is given the application.

SUITABILITY REQUIREMENTS

SUITABILITY FOR APPROVAL—REQUIREMENTS OF THE PE ACT

The PE Act states a scheme is suitable for approval if:

- a. the scheme adequately provides for the assessment of qualifications and competencies of engineers in an identifiable area of engineering; and
- b. the scheme is consistent with national and international standards for the recognition of professional engineers; and
- c. the scheme includes procedures for the assessment of applicants under part 2 that are conducted in an independent and professional manner; and
- d. the entity conducting the scheme has adequate procedures for monitoring and improving the assessment process carried out under the scheme; and
- e. the fees imposed under the scheme for the assessment of qualifications and competencies are reasonable having regard to the scope of the services being offered; and
- f. the scheme includes adequate continuing professional development requirements for professional engineers and an effective audit program to ensure continuing registration requirements are met; and
- g. the entity conducting the scheme employs competent persons to perform assessments of applicants under part 2 and has proven procedures for training and accrediting those persons who will perform the assessments; and
- h. the entity conducting the scheme has the financial capacity and facilities to conduct assessments of qualifications and competencies; and
- i. the entity conducting the scheme has a proven capacity to undertake independent and authoritative assessments in a timely manner; and
- j. the scheme or entity conducting the scheme satisfies other criteria provided for under a regulation.

GENERAL

A scheme is a document which, if approved, will be relied on by members of the profession, registrants, BPEQ, Courts, and Tribunals. The proposed scheme must therefore be complete, clear, and concise.

A scheme should:

- be written in plain English;
- have a contents page;
- be in consecutively numbered paragraphs; and
- have page numbers.

A scheme must not use documents relating to a memberships the entity applying administers (e.g. Chartered Professional Engineer, Chartered Engineer, or Fellow). If the entity wishes to align the scheme to the requirements of another membership it administers, it must reproduce the requirements of the membership in the scheme.

A scheme must not attach printed copies of pages from the entity's website, link or reference pages from the entity's website, or include or attach any documents which are not relevant to it. Any documents referenced or included in or attached to a scheme will form part of the scheme once approved. These documents cannot be varied unless the Minister has granted an application for variation of them. Only the variations approved by the Minister may be made.



A scheme is approved for a term of not more than five years. An application should state what term of approval is sought for the scheme and submissions about why the term sought is appropriate.

IDENTITY VERIFICATION REQUIREMENTS

The entity must verify the identity of applicants for assessment under the scheme in accordance with the recognised 100 point identification check utilised within relevant State and Federal Government Agencies. Any collection of private information must be in accordance with the National Privacy Principles (“**NPP**”) in relation to the collection and use of that personal information. The entity must comply with the NPP contained in schedule 3 of the *Privacy Act 1988* (Cth).

CERTIFICATION OF DOCUMENTS

The entity must ensure that applicants for assessment under the scheme have any certified copies of documents they provide, certified by authorised persons in accordance with the relevant State legislation where the documents originate. For example if the documents are being sent from Queensland then only persons authorised by s19 of the Oaths Act 1867 should be accepted.

TRANSLATION OF DOCUMENTS

The entity must ensure that applicants for assessment under the scheme who have documents in a language other than English, provide those documents translated into English in accordance with the following guidelines:

if the documents are translated within Australia:

- The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – www.naati.com.au.
- The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provide a current list of qualified, active AUSIT members who have NAATI accreditation in translating – www.ausit.org.

if the documents are translated in a country outside Australia:

- The translator must be approved by the authorities in the country where the translation is made. The International Federation of Translators (IFT) – www.fit-ift.org – provide a list of translation associations, some approved by authorities to provide certified translation

QUALIFICATIONS AND COMPETENCIES AND CONSISTENCY WITH NATIONAL AND INTERNATIONAL STANDARDS

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if it:

- a. adequately provides for the assessment of qualifications and competencies of engineers in an identifiable area of engineering;
- b. is consistent with national and international standards for the recognition of professional engineers;

QUALIFICATIONS

A scheme must require an applicant to have one of the following qualifications:

1. a four-year undergraduate engineering degree accredited or recognised by a body responsible for accreditation or recognition of tertiary-level engineering qualifications that is a signatory to the Washington Accord 1989; or



1. an academic qualification that has been assessed by the accredited authority for Australia under the Washington Accord 1989 to assess qualifications as equivalent.
 - a. A scheme must require the person applying to pay all fees associated with assessment of a qualification by the accredited authority for Australia under the Washington Accord 1989 to assess qualifications as equivalent.

COMPETENCIES

Registration as a practising professional engineer under the PE Act legally entitles a registrant to carry out professional engineering services in each area of engineering for which the registrant is registered without the need to be under direct supervision. Registration also allows the registrant to provide direct supervision for and take responsibility for professional engineering services carried out by non-registrants. Accordingly, a scheme must require, at a minimum, an applicant has the competency to do these things.

Applicants must have a minimum of 4 years' experience working in the industry post-graduation.

CONSISTENT WITH NATIONAL AND INTERNATIONAL STANDARDS

Schemes must ensure that applicants meet acceptable competency standards for registration as practising professional engineer under the PE Act.

Specifically, applicants must meet the standards outlined in the Engineers Australia document; *Australian Engineering Competency Standards Stage 2 – Experienced Professional Engineer*.

The Stage 2 Competency Standards are the profession's expression of the knowledge and skill base, engineering application abilities, and professional skills, values and attitudes that must be demonstrated in order to practise independently or unsupervised.

ASSESSMENT IN AN INDEPENDENT AND PROFESSIONAL MANNER

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if it includes procedures for the assessment of applicants under part 2 of the PE Act that are conducted in an independent and professional manner.

PROCEDURES FOR ASSESSMENT IN A PROFESSIONAL MANNER

A scheme must require an applicant for assessment under it to provide the original or a certified copy of each document provided for the assessment to evidence the applicant's qualifications (e.g. degree, testamur, etc.).

A scheme must require an applicant to provide a curriculum vitae or career record evidencing their experience as a professional engineer. The scheme must require the applicant to provide the name and contact details of the person(s) who can corroborate the experience claimed. Ideally, this person would be the person who supervised the applicant. The scheme must require the assessor conducting the assessment to corroborate this experience with that person(s).

A scheme must require an applicant to provide an appropriate number of written references attesting to the applicant's ability to carry out and take full professional responsibility for professional engineering services within the area of engineering for which they are being assessed without supervision. A scheme must require the assessor to appropriately corroborate these references with the persons who gave them.

A scheme must require an applicant to submit examples of work the applicant has done that demonstrates the applicant has the competencies required by the scheme. A scheme must require the applicant to state the name and contact details of the person who can corroborate that the applicant did this work themselves. A scheme must require the assessor conducting the assessment to corroborate with that person that the work samples are in fact the work of the applicant.



A scheme must require the assessor to interview the applicant. If the interview is in person, the assessor must verify that the person being interviewed is the applicant using photographic identification (e.g. driver licence). If the interview is conducted by video conference, the assessor must verify that the person on the video interview is the applicant, and that the applicant is not being assisted with the interview by another person, in an appropriate way. In the interview, the assessor must review the examples of work and test the applicant's knowledge and authorship of them. The interview must test whether the applicant has the competencies required by the scheme.

A scheme must not recognise other professional bodies' documents or assessments. A scheme must only assess applicants in accordance with the assessment criteria and procedures set out.

INDEPENDENCE OF ASSESSORS

A scheme must require an assessor of an applicant to make a written declaration that, regarding the assessment and the applicant for the assessment:

- a. they have no actual, perceived, or potential conflict of interest;
- b. they have no bias; and
- c. there are no facts or circumstances that might give rise to a reasonable apprehension that they have a bias.

A scheme must require that assessors who declare an actual, perceived, or potential conflict(s) of interest(s) in assessing an applicant are not appointed to assess that applicant.

A person has a conflict of interest where a person has a personal interest in a matter the subject of a duty of a person. Here, an assessor would have a conflict of interest if the assessor had a personal interest in the applicant being assessed or the outcome of the assessment.

An actual conflict of interest is where the personal interest and duty conflict directly.

A perceived conflict of interest is where a fair-minded lay observer could reasonably perceive or be given the appearance that the personal interest and duty could conflict.

A potential conflict of interest is where the personal interest does not currently conflict with the duty but a fair-minded lay observer could reasonably perceive or be given the appearance that it could do so if circumstances change.

An example of an actual conflict of interest is where an assessment scheme provides a bonus to the assessor if the assessor assesses an applicant as having the qualifications and competencies provided for under the scheme. The assessor has a duty to assess in accordance with the scheme. But the assessor has a personal interest of receiving the bonus if they assess persons as having the requisite qualifications and competencies. If the assessor assesses the person does not, the assessor does not get the bonus.

An example of a perceived conflict of interest is an assessor assessing an applicant who is an employee of an engineering firm of which the assessor is a shareholder. The assessor has a duty to assess the applicant against the qualifications and competencies provided for in the scheme. But the assessor has a personal interest in the outcome of the assessment because successful assessment would probably allow the applicant to be registered as an RPEQ and would probably allow the employer to charge the applicant's work at a higher rate, resulting in more profit for the company and an increased distribution of profits to shareholders, of which the assessor is one. A fair-minded lay observer could reasonably perceive this personal interest could conflict with the assessor's duty.

A potential conflict of interest is the above situation where the assessor is not yet a shareholder, but circumstances exist that make it reasonably clear the assessor might become a shareholder in the future. The assessor might become a shareholder, but might not, thus the potential conflict of interest.

Actual bias is where a person would not bring an impartial and unprejudiced mind to the resolution of a question the person is required to decide.

An example of actual bias is where an assessor who is appointed to assess an applicant's qualifications and competencies required under the scheme has previously expressed an opinion about whether the assessor considers the person has those qualifications and competencies. The assessor's mind is not impartial or unprejudiced. The assessor has a preconception of the applicant's qualifications and competencies before starting the assessment. This would also give rise to an apprehension of bias.



An apprehension of bias is where a fair-minded lay observer might reasonably apprehend that a person might not bring an impartial and unprejudiced mind to the resolution of a question the person is required to decide.

An example of an apprehension of bias is an assessor assessing an applicant who is the wife of the assessor's son. A fair-minded lay observer might reasonably apprehend that the assessor might not bring an impartial and unprejudiced mind to the resolution of the question of whether the applicant has the qualifications and competencies provided for under the scheme because of the close relationship between the assessor and the applicant. If the assessor assessed the applicant as not having the qualifications and competencies provided for under the scheme, it would be reasonable for a fair-minded lay observer to apprehend that the applicant might be aggrieved, and this might cause the assessor's relationship with the assessor's son to deteriorate. This could also be a conflict of interest.

ADEQUATE PROCEDURES FOR MONITORING AND IMPROVEMENT

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if the entity conducting the scheme has adequate procedures for monitoring and improving the assessment process carried out under the scheme.

ANNUAL AUDIT OF ASSESSMENTS

A scheme must require the administering entity to monitor the assessment process by auditing at least 20% of assessments each year. BPEQ will recommend to the Minister that the Minister impose a condition that requires the entity to report on how assessments were selected for audit, the number of audits undertaken, and the results of the audits. The purpose of the audit is to determine whether the audited assessment was conducted in accordance with the scheme. A scheme must provide that where these audit or other procedures identify that an assessment has not been conducted in accordance with the scheme, the administering entity must notify BPEQ within seven days. BPEQ will recommend to the Minister that the Minister impose a condition to this effect.

A scheme must provide that an audit of an assessment be completed by an assessor accredited under the scheme to assess in each area of engineering of the assessment. A scheme must provide that auditors who declare an actual, perceived, or potential conflicts of interests in the audit must not be appointed to conduct the audit. The auditor must not be the assessor who undertook the assessment. The auditor must be required to make the same conflict of interest and bias declaration that assessors make before conducting an assessment.

REVIEW OF ASSESSMENTS

A scheme must allow an applicant who is aggrieved by the outcome of an assessment to apply for a review of the assessment. A fee may be charged for the review but must be refunded where the review finds in favour of the applicant.

A scheme must set out action to be taken if a review of an assessment identifies an issue in the assessment, such as further training, monitoring of their assessment or cessation of their role as assessor.

REVIEW OF SCHEME

A scheme must provide for the administering entity to review its administration of the scheme every year and identify potential areas of improvement. A scheme must require the entity to tell BPEQ about the review and any potential areas of improvement identified.

FEES FOR ASSESSMENT

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if the fees imposed under the scheme for the assessment of qualifications and competencies are reasonable having regard to the scope of the services being offered.



IMPOSITION OF FEES

Fees must be affordable to early career engineer so as not to create a barrier to them obtaining registration as required by the PE Act in order for them to be able to carry out professional engineering services without supervision as soon as they have the competency to do so.

It is important that the amount of the fees is known both to BPEQ and potential applicants so that the reasonableness of those fees can be assessed by potential applicants when deciding which assessment scheme to apply to. For this reason:

- a. the fees must be in Australian Dollars; and
- b. the fees cannot be changed through the term of approval without the Minister approving an application for variation of the scheme.

A scheme must not require an applicant to be or to become a member of the administering entity but may provide a discounted assessment fee for its members.

A scheme must include only the fees that will apply to persons applying under the scheme for assessment and any fees for conducting a review of that assessment.

A scheme may provide for fees to be indexed in accordance with CPI.

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if it includes adequate continuing professional development (**CPD**) requirements for professional engineers and an effective audit program to ensure continuing registration requirements (**CRR**) are met.

CPD REQUIREMENTS

Satisfaction of CRR is an important component of being a RPEQ. Section 16 of the PE Act provides that RPEQs may meet CRR if they are registered with an entity for participation in the CRR of an scheme conducted by the entity and complying with those requirements. A scheme must therefore include CRR, which are CPD requirements.

If an RPEQ is not registered with an entity for compliance in the CRR of a scheme administered by the entity, they must instead comply with BPEQ's CRR. BPEQ's CRR are CPD. The requirements are set out in [BPEQ Policy 1.3 Continuing Registration Requirements](#). The CPD requirements in a scheme must therefore be at least equivalent to BPEQ's CPD requirements.

At least 70% of CPD hours must relate to technical matters relevant to the area of engineering in which the person seeks assessment and the remaining should relate to engineering practice (for example; first aid courses, occupational health and safety training and mentoring junior engineers does not relate to technical matters but may be relevant to an engineer's practice).

A scheme may align its CPD requirements for other memberships the administering entity has (e.g. Chartered Professional Engineer, Chartered Engineer, or Fellow), as long as the CPD requirements are at least equivalent to BPEQ's CPD requirements. The CPD requirements in a scheme cannot be varied during the scheme's term of approval unless the Minister has granted an application for variation of the scheme, and the entity must make only the variations to the scheme that the Minister has granted an application for.

CPD AUDIT PROGRAM

A scheme must include an audit program to ensure the persons who are registered with the administering entity for participation in the CRR of the scheme are audited to ensure they comply with those requirements.

[BPEQ Policy 2.10 CPD – The Board's Selection Rationale](#) sets out how BPEQ selects registrants for audit:

- c. BPEQ aims to audit registrants who are not registered with an entity for participation in the CRR of a scheme administered by the entity at least once in every seven years.
- d. BPEQ selects registrants for audit by a process of risk assessment and random selection.



A scheme's audit program must be at least as rigorous as BPEQ's audit program. Proposed schemes must therefore require a yearly audit of approximately 15% of their members.

A scheme must allow a person who is aggrieved by the outcome of an audit to apply for a review of the audit. A fee may be charged for the review but must be refunded where the review finds in favour of the person.

CPD audits must be carried out by auditors who are appropriately trained and accredited in conducting audits.

A scheme must require an auditor to make a written declaration that, in relation to the audit and the person being audited:

- a. they have no actual, perceived, or potential conflict of interest;
- b. they have no bias; and
- c. there are no facts or circumstances that might give rise to a reasonable apprehension that they have bias.

A scheme must provide that auditors who declare an actual, perceived, or potential conflicts of interests in the audit must not be appointed to conduct the audit.

An assessment scheme must set out the procedures for training and accrediting auditors. Training for auditors must be more than passive training such as reading training material, watching a video or completing an online training module. Training must require a trainee to:

- a. satisfactorily perform mock audits; or
- b. to be supervised when conducting their first audits; or
- c. to conduct their first audits together with an experienced auditor

before being accredited as an auditor.

The audit is against the CPD requirements in the scheme. It is not against the criteria for other memberships administered by the entity (e.g. Chartered Professional Engineer, Chartered Engineer, of Fellow).

A scheme must contain a requirement that the administering entity must notify BPEQ within seven days if a registrant with the entity for participation in the CRR of the scheme does not participate in an audit of their compliance within 30 days of being asked by the entity to do so.

A scheme should state that by no later than 30 March each year, the administering entity must tell BPEQ in writing, for the period from the beginning of March in the previous year to the end of February in the current year:

- a. the following regarding audits of persons who were registered with the entity for participation in the continuing registration requirements of the scheme:
 - i. how the entity selected persons for audit;
 - ii. the number of persons the entity audited; and
 - iii. the results of the audits; and

BPEQ will recommend to the Minister that the Minister impose conditions requiring these things if they are not in a scheme.

A scheme must set out action to be taken if a review of an audit or a complaint about an auditor identifies an issue such as further training, monitoring of their auditing or cessation of their role as auditor.

A scheme must require that the administering entity must notify BPEQ within seven days if a review identifies an error in an audit.

ASSESSORS

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if the entity conducting it employs competent persons to perform assessments of applicants under part 2 of the PE Act and has proven procedures for training and accrediting those persons who will perform the assessments.



ASSESSOR COMPETENCIES

An assessor must be an RPEQ. An assessor must be competent in the area(s) of engineering in which the applicant is being assessed. The assessor must be appropriately qualified, competent and experienced.

ASSESSOR TRAINING

A scheme must set out the procedures for training assessors. Training for assessors must be more than passive training such as reading training material, watching a video or completing an online training module. Training must require a trainee to:

- a. satisfactorily perform mock assessment/s;
- b. to be supervised when conducting their first assessments; or
- c. to conduct their first assessments together with an experienced assessor

before being accredited as an assessor.

ASSESSOR ACCREDITATION

A scheme must set out appropriate procedures for accrediting assessors. The process must ensure that the applicant has the qualifications, competencies, and training necessary to conduct assessments in an independent and professional manner.

TRAINING AND ACCREDITATION OF ASSESSORS FOR OTHER PROFESSIONAL MEMBERSHIPS OF THE ENTITY

If the entity has procedures for training and accrediting assessors for other memberships the entity applying has (e.g. Chartered Professional Engineer, Chartered Engineer, or Fellow), the application must include information about those procedures.

FINANCIAL CAPACITY

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if the entity conducting it has the financial capacity and facilities to conduct assessments of qualifications and competencies.

EVIDENCE REQUIRED

An entity applying for approval, renewal, or variation of a scheme must provide the following with its application (**do not include this information in the scheme**):

- a. financial statements for the last three financial years for the entity that will fund the scheme and that will receive the fees relating to the scheme;
- b. information about how you will fund, on an ongoing basis, the scheme including, the administration of application (such as receiving applications, verifying identity and qualification requirements, and allocating applications to assessors), the training and employment of assessors, the monitoring and improvement of the scheme and CPD and assessment audit requirements of the scheme;
- c. information regarding the number of assessors currently available to you as well as the number of administrative staff who will receive and process applications and what proportion of their time they can allocated to these duties as opposed to their other duties;
- d. information regarding where your assessment and administrative staff are located (i.e. in Queensland, other Australian States and Territories or overseas);
- e. if the entity has a membership with the entity it administers (e.g. Chartered Professional Engineer, Chartered Engineer, or Fellow)—information about how many persons you have assessed for the memberships in the past three years;



- f. for applications for renewal or variation of a scheme only—information about how many persons you have assessed under your current assessment scheme in the last three years (and any trends and predictions e.g. continual X percent increase in past years and anticipated continual X percentage increase in future years and how you will meet these demands);

PROVEN CAPACITY TO UNDERTAKE ASSESSMENTS

LEGISLATIVE REQUIREMENTS

A scheme is suitable for approval if the entity conducting it has a proven capacity to undertake independent and authoritative assessments in a timely manner.

TIMEFRAME FOR ASSESSMENTS

BPEQ considers that an entity must assess an application within 90 days after the date the entity receives it, although a shorter period is preferred.

An entity must provide evidence that if the number of applications it receives exceed its expectations or unexpectedly increases in future, that it has the ability to quickly source and train new assessors to meet that demand.

If an entity making an application has a membership for it which it assesses applicants for (e.g. Chartered Professional Engineer, Chartered Engineer, or Fellow), the application must include information about the entity's processes for assessing those applicants and timeframes in which they are assessed.

ANY QUESTIONS

Please contact BPEQ on 3210 3100 or at admin@bpeq.qld.gov.au if you have any questions.