# ASSESSMENT ENTITY CONSIDERATIONS POLICY

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## BOARD OF PROFESSIONAL ENGINEERS OF QUEENSLAND

The Board of Professional Engineers of Queensland (Board) is a statutory body established under the *Professional Engineers Act 2002*, to uphold the standards of practice through regulating the engineering profession in Queensland.

## PURPOSE

The purpose of this policy is to provide clarity in relation to the Board’s policy considerations when considering applications by organisations to become an Assessment Entity providing an assessment scheme under the *Professional Engineers Act 2002* (the Act).

This policy provides:

1. the framework on how the Board will manage the application process regarding becoming an Assessment Entity and administering an Assessment Scheme on behalf of the Board; and
2. guidance to current and potential providers in relation to Board considerations, expectations and practices.

## AUTHORITY

Part 6A of the Act outlines the legislative requirements in relation to Assessment entities and the process for assessment scheme approval.

## RESPONSIBILITIES

In determining whether a proposed assessment scheme is suitable for approval; OR in assessing a renewal application as to whether an assessment scheme continues to be suitable, the Act requires the following:

### S112B

1. the scheme adequately provides for the assessment of qualifications and competencies of engineers in an identifiable area of engineering;
2. the scheme is consistent with national and international standards for the recognition of professional engineers;
3. the scheme includes procedures for assessment of applicants for registration are conducted in an independent and professional manner;
4. there are adequate procedures for monitoring and improving the assessment process;
5. the fees imposed are reasonable having regard to the scope of services provided;
6. the scheme includes adequate continuing professional development requirements and an effective audit program;
7. competent persons are employed to perform assessments and there are proven procedures for training and accrediting those persons who will perform the assessments;
8. the organisation has the financial capacity and facilities to conduct assessments of qualifications and competencies;
9. the organisation has a proven capacity to undertake independent and authoritative assessments in a timely manner;
10. the organisation can satisfy any other criteria provided for under regulation.

Assessment Entities applying for approval or renewal of an assessment scheme should also address the requirements in the Board’s *Instructions for Applying for Approval, Renewal or Variation of an Assessment Scheme* document.

For clarity, the Board is the administering authority for all applications to become an Assessment Entity.

## PROCEDURE FOR APPLICATION

1. An application is made to the Minister for approval of a proposed assessment scheme.
2. The application must be in the approved form.
3. The application must be supported by enough information to be able to decide the application. Further information will be made available to applicant’s upon request.
4. The application must attach the proposed assessment scheme.
5. Currently there is no regulated fee required to be paid.
6. Further clarifying information may be required before a decision is made. Failure to provide further requested information may result in the application being withdrawn[[1]](#footnote-1).

## PROCEDURE FOR RENEWAL OF APPLICATION

1. An application for renewal must be made to the Minister for renewal of the approval of the assessment scheme.
2. The renewal application must be made at least 28 days before the approval ends.
3. The renewal application must be in the approved form.
4. The application must be supported by enough information to be able to decide the application. Further information will be made available to applicant’s upon request.
5. The application must attach the proposed assessment scheme.
6. Currently there is no regulated fee required to be paid.
7. Further clarifying information may be required before a decision is made. Failure to provide further requested information may result in the application being withdrawn[[2]](#footnote-2).

## POLICY CONSIDERATIONS

Upon receipt of the application, the Board will appoint a Sub-Committee that will consider the merits of the application.

In considering whether to recommend that that an assessment entity be approved, the Sub-Committee of the Board will, in addition to the application itself, have regard to:

* The discipline/s of engineering for which the application relates;
* The number of current assessment entities providing an assessment scheme for the discipline/s of engineering;
* The nature of the organisation seeking to become an assessment entity (eg professional membership, not for profit, commercial enterprise).

## REFERENCES

Related legislation:

* *Professional Engineers Act 2002* (Qld): Part 6A

Other Relevant Information:

* Instructions for Applying for Approval, Renewal or Variation of an Assessment Scheme

## ATTACHMENT 1 – DEFINITIONS

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| Term | Description |
| **Assessment Scheme** | A scheme approved under part 6A of the *Professional Engineers Act 2002.* |
| **Assessment Entity** | In relation to an assessment scheme, the entity for which the scheme was approved. |
| **Minister** | The Minister for Public Works and Procurement. |

1. *Professional Engineers Act 2002* (Qld), section 112H(3) [↑](#footnote-ref-1)
2. *Professional Engineers Act 2002* (Qld), section 112H(3) [↑](#footnote-ref-2)