



**Professionals  
Australia**

## **BY-LAWS & GUIDELINES**

# **ASSESSMENT SCHEME FOR REGISTRATION OF PROFESSIONAL ENGINEERS IN VICTORIA**

**July 2021**

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## 1. Introduction

The *Professional Engineers Registration Act 2019* which takes effect on 1 July 2021 governs the registration of professional engineers in Victoria.

The registration system will be co-regulatory, led by the Business Licensing Authority (BLA) and supported by participation from the engineering sector in the form of approved assessment entities.

Engineers who provide professional engineering services in the areas of structural, civil, electrical, mechanical and fire safety engineering will need to register unless they work under direct supervision or only in accordance with a prescriptive standard.

Engineers who provide professional engineering services to the building industry will need to have a special endorsement on their registration. Engineers who are already registered under the Building Act 1993 will not need to apply for registration and endorsement as they will be automatically transferred to the new system.

Professionals Australia has sought approval from the BLA to be an assessment entity and to administer an assessment scheme for professional engineers seeking engineer registration in Victoria.

These **By-laws** outline the governance, assessment processes and eligibility criteria and requirements for PA's assessment scheme for professional engineers seeking registration under the *Professional Engineers Registration Act 2019*, as administered by the BLA.

The **Guidelines** provide the descriptions of the various engineering disciplines for which Professionals Australia is seeking approval to become an assessment entity in Victoria.

**Appendix A** includes Professional Australia's Engineers' Code of Ethics that apply to members of Professionals Australia.

PA's assessment scheme will be accessible to any eligible professional engineer and is not limited to members of Professionals Australia.

## 2. By-laws

### 2.1 Terms and Definitions

**Applicant:** engineer seeking assessment for recommendation for Professional Engineer registration with the BLA in Victoria.

**Approved List:** the internal list maintained by Professionals Australia, detailing all applicants successfully assessed as meeting the qualifications and experience requirements for registration with a state or federally legislated scheme.

**Assessment Committee:** at least three Assessors appointed by the Professional Engineers Division Committee to administer the assessment scheme and the appellate body for any objections to the assessment scheme supported by the Professionals Australia Registrar.

**Assessor:** person appointed by the Professional Engineers Division Committee, based on their experience and qualifications and the satisfaction of procedures outlined herein, for the purpose of determining whether or not an applicant meets the requirements for successful assessment.

Section 3.18 lists the training and qualification requirements of an Assessor.

**Auditor:** person/s appointed by the Assessment Committee who has been accredited as an assessor and has completed further training equipping them to undertake audits of registered engineers ensuring compliance with continuing registration requirements.

**Australian Professional Engineers Register [APER]:** Professionals Australia's Register of engineers who have been assessed and approved as meeting the requirements for PA's Registered Professional Engineer of Professionals Australia (RPEng).

**Business Licensing Authority [BLA]:** The authority responsible for accreditation of assessment entities and issuing registration of professional engineers in Victoria.

**By-Laws:** provide the governance structures for the scheme, guiding principles, rules, and regulations.

**Conferral Date:** day, month, and year the applicant is successfully recommended for registration.

**CP:** Chartered Professional [Engineering], as granted by The Australasian Institute of Mining and Metallurgy.

**CPEng:** Chartered Professional Engineer, as granted by Engineers Australia.

**Expiration Date:** day, month, and year that an individual's recommendation for registration expires. The expiration date is three years after the Conferral Date or three years after the date the Registrar advises a renewal of registration has been granted.

**Guidelines:** outline the eligibility criteria used to assess applicants for registration in the disciplines for which Professionals Australia accredits.

**RPEV:** Registered Professional Engineer in Victoria, as granted by the Business Licensing Authority in Victoria

**Professional Engineers Division Committee:** the governing body elected under the Association of Professional Engineers, Scientists and Managers, Australia (APESMA) rules from an electorate of the professional engineer members. APESMA is a registered organisation under the Fair Work (Registered Organisations) Act 2009, operating as Professionals Australia.

**Professional Referee:** person nominated by the applicant to support and verify their work experience claims. The Professional Referee shall be called upon by the Assessor in order to provide a verbal or written

statement that supports the applicant's work experience. Section 3.8 lists the qualification requirements of a Professional Referee.

**Professionals Australia Registrar:** staff member appointed by the Professionals Australia CEO to have responsibility for the effective administration of the accreditation processes detailed in these By-laws. The Registrar will ensure the maintenance of the Register and the approved list.

**Renewal Date:** day, month, and year that current registered engineers are advised by the Professionals Australia Registrar that they need to supply details for review of continuing professional development and compliance with the By-laws and Guidelines. The Professionals Australia Registrar shall notify participants of upcoming renewal and reassessment at least three months prior to the Expiration Date.

**RPEng:** Registered Professional Engineer of Professionals Australia. This is the registration postnominal granted to Professionals Australia members on successful assessment.

**RPEQ:** Registered Professional Engineer of Queensland, as granted by the Board of Professional Engineers of Queensland.

**The Washington Accord** is a multi-lateral agreement between bodies responsible for accreditation or recognition of tertiary-level engineering qualifications within their jurisdictions. The Accord outlines the mutual recognition, between the participating bodies, of accredited engineering degree programmes. It also establishes and benchmarks the standard for professional engineering education across those bodies.

## 2.2 Governance of the Assessment Process

The Professional Engineers Division Committee is to oversee the assessment program with the purpose to:

1. Uphold the wellbeing of our society, economy, and environment.
2. Ensure the assessment process effectively assesses whether or not an engineer is qualified to practice independently (unsupervised) within their specific engineering discipline.
3. Ensure that the assessment and accreditation program continue to fulfil the objectives outlined herein.
4. Facilitate a high standard of professional education, work experience, professional development, and ethical conduct among Professional Engineers through the enforcement of these By-Laws.
5. Promote a high standard of national and global recognition and respect for Professional Engineers.
6. Protect the reputation of the profession of engineering by safeguarding the use of the terms "RPEng and/or Registered Professional Engineer of Professionals Australia" for only those persons holding Registered Professional Engineer of Professionals Australia accreditation.
7. Implement and maintain an approved list of engineers who have been assessed by Professionals Australia as meeting the requirements for registration under State registration schemes and maintain a Roll of Registered Professional Engineers of Professionals Australia.
8. Communicate the importance of the engineering profession and the registration of Engineers to industry, private business, government agencies and the community generally.
9. Encourage governments to institute and maintain a register of professional engineers and recognise engineers on the Roll of Registered Professional Engineers as competent to practice unsupervised.

## **2.3 Role of Professional Engineers Division Committee in the Assessment Scheme**

The Professional Engineers Division Committee shall:

1. Appoint an Assessment Committee, comprised of at least three Assessors deemed of the highest standing to oversee the assessment process and to develop and publish Guidelines for the guidance of applicants and administration of the process.
2. Appoint Assessors, based on the recommendations of the Assessment Committee, to conduct assessments of eligibility for recommendation for registration under the scheme, subject to their meeting stringent requirements for competence outlined herein.
3. Propose fees for undertaking assessment for obtaining and retaining assessment to the National Board of Professionals Australia for approval each year. The scheme shall be run on a cost-recovery basis.
4. Conduct periodic surveys of the membership, employers, and other stakeholder groups on the adequacy of Guidelines published within the By-Laws.
5. Consider, accept, or reject recommended changes to the Guidelines by the Assessment Committee.
6. Recommend changes to these By-Laws to the National Board of Professionals Australia.

All and any changes to these Professionals Australia By-laws and guidelines for assessment of professional engineers seeking state registration in Victoria are subject to approval by the Business Licensing Authority in Victoria.

## **2.4 Disciplines**

Subject to BLA approval, the engineering disciplines to be assessed under this assessment scheme are outlined in clause 6 of these Guidelines.

## **2.5 Fees**

Fees are set annually and listed on the Professionals Australia. Click [here](#) to view the full list of fees

## **2.6 Eligibility**

In order for a person to be recommended for approval of registration they must satisfy the following requirements:

1. Have completed a qualification in one of the disciplines of engineering, the Guidelines for which are published herein. The qualification must meet one of the following requirements:
  - a) Have an undergraduate Bachelor of Engineering degree, or a Master of Engineering degree in the designated discipline or related area of engineering that is relevant to the area[s] of engineering in which registration is sought, and is accredited or recognised by a

body responsible for accreditation or recognition of tertiary level qualifications that is a signatory to the Washington accord 1989 or

- b) Have an Australian or overseas non-Washington Accord qualification in a relevant area of engineering where the qualification has been assessed as substantially equivalent to an accredited Washington accord Bachelor of Engineering or Master of Engineering degree by Engineers Australia or the signatory to the Washington accord 1989 for the country where the qualification was obtained.
- c) or a previously recognised historical equivalent qualification, previously recognised by the accrediting authority for Australia under the Washington Accord 1989 to assess qualifications as equivalent.
- d) Or has satisfactorily completed a competency assessment and that they meet stage 1 Competency standards certified by a signatory to the Washington Accord 1989, or a member of the International Engineering Alliance competency agreements for professional engineers – International Professional Engineers Agreement and APEC Agreement.

2. Have at least five years [of which at least four years must be post-graduation] relevant engineering work experience, or part time experience equivalent to at least five years full time, in an area applicable to the discipline for which accreditation is sought, to the extent that the applicant has the competency to work without direct supervision. For practising professional engineers this work experience must have been gained within the last ten years. Examples of work experience per discipline are highlighted in Sections 5.1 to 5.5 of these By-Laws and Guidelines.

For non practising engineers there is no limit to the period during which the minimum five years' experience must have been attained.

Applicants who have less than four years post-graduation experience can be considered, provided they meet all other requirements and can demonstrate additional total years of experience in an experienced engineer role.

3. Have provided at least one written reference and the details of a minimum of three Professional Referees who can verify the applicant's work experience and competencies.

4. Demonstrate competency by showing evidence of the knowledge and skill base, engineering application abilities, and professional skills, values, and attitudes to be able to practise independently or unsupervised particularly regarding:

- Deal with ethical issues
- Practice competently
- Develop safe and sustainable solutions
- Identify assess and manage risks
- Developed Engineering knowledge of standards and practices through ongoing professional development

5. Applicants applying for assessment with the intention of applying to the BLA to become an endorsed building engineer must demonstrate knowledge and practical application of:

- Victorian building laws and standards, and



- The operation and use of the National Construction Code as it applies to the relevant area/s of engineering (structural, civil, electrical, mechanical and/or fire safety engineering)

Where assessment is sought in an engineering discipline other than in the discipline of the original engineering qualification, applicants must provide details of training undertaken and experience gained in their desired area of practice, with a minimum of five-years' experience within that area.

Applicants who have current RPEng registration and are listed on the APER or have been assessed in the last 12 months as being eligible for RPEng registration and listing on the APER do not need to be reassessed and will be provided with a letter confirming their previous assessment and current RPEng registration for the relevant area/s of engineering.

However, a person who is applying for assessment for endorsement of a registration to work in the building industry will need further assessment.

Applicants who are registered under a mandatory registration scheme in another Australian State or Territory or New Zealand will be referred to Consumer Affairs Victoria for advice on mutual recognition.

## 2.7 How to Apply.

A valid application for assessment shall include the provision-of the following documents:

1. Certified copies of documents that meet the 100-point identification check utilised by State and Federal Government agencies that verify the identity of the applicant.
2. A certified copy of your eligible engineering qualification as detailed in Section 2.6. This can be in the form of degree, testamur, or academic record. The Guidelines may contain additional requirements for specific disciplines.
3. A detailed curriculum vitae [CV] highlighting at least five years' relevant work experience relevant to the discipline for which accreditation is sought. Examples of work experience per discipline are provided in the Guidelines. The curriculum vitae must highlight the organisation name, brief summary of the service or product provided by the organisation, the job title, length of employment, brief description of the role and examples of work experience activities for each organisation for which the applicant has been employed. The work experience activities shall outline examples of the applicant's use of theories, concepts, and practices to solve real-world problems related to the discipline for which accreditation is sought. The CV needs to demonstrate that the applicant has achieved stage 2 competency standards for an experienced engineer. The CV shall include the name of the person[s] who can corroborate the experience claimed.
4. At least one written reference and the names, telephone numbers and email addresses of at least three Professional Referees who can testify as to the valid nature of the applicant's five years of work experience. This referee page may be the final page of the curriculum vitae. The Professional Referees are qualified to testify as to the applicant's work experience claims only if they satisfy the requirements of Section 2.8. Furthermore, applicants must ensure the Professional Referees are aware of the applicant's nomination of the referee to testify in relation to the application for assessment.

5. Completed application form together with payment of the specified fee.

Certified documents provided are to be certified by authorised persons in accordance with the relevant State legislation where the documents originate.

Applicants who have documents in a language other than English must provide those documents translated in English by a translator accredited by the National Accreditation Authority for Translators and Interpreters or by a translator approved by the authority where the translation is made and recognised by the International Federation of Translators.

Applications and supporting information are to be submitted through the online application tool on the Professionals Australia website to the Professionals Australia Registrar. If an application does not contain all of the required documentation and information outlined in this Section 2.7, the applicant shall be given up to four weeks, or longer at the discretion of the Professionals Australia Registrar, to rectify any deficiency and if not completed in that time period shall be given notification that the application has been unsuccessful in accordance with Section 2.10.

Personal information collected will be held in accordance with the National Privacy Principles contained in schedule 3 of the Commonwealth Privacy Act and other relevant laws.

## **2.8 Professional Referee Qualifications**

Professional Referees may be either the applicant's supervisors or colleagues who are familiar with the work experience activities highlighted in the applicant's curriculum vitae and must have known the applicant for a period of at least 12 months. At least two of the Professional Referees must be able to attest to having observed the applicant's professional work in Australia or on Australian projects using Australian codes and standards. Professional Referees must satisfy one of the following requirements in the discipline or similar discipline to which the applicant is seeking accreditation:

1. Registered Professional Engineer of Professionals Australia.
2. CPEng, CP, RPEQ, RPEV.
3. An Engineer with a Bachelor of Engineering degree (or other historically or internationally recognised equivalent or higher qualification accredited under the Washington Accord) in the discipline or similar discipline to which the applicant is seeking accreditation and has a minimum of seven years' work experience.

## **2.9 Successful Applicants**

Applicants shall be notified by the Professionals Australia Registrar as to whether their application is successful. Successful applicants shall be provided with a letter for submission to the BLA stating that they meet the requirements for registration and will be included on the Approved List as complying with assessment requirements in these By-Laws.

## 2.10 Unsuccessful Applicants

Applicants shall be notified as to the reason(s) why their application was unsuccessful and be given the opportunity to rectify any deficiency that may be able to be rectified within such a period as advised in the notification, being no greater than 12 months, or to appeal against the decision or alternatively re-apply for assessment after 12 months.

Appeals must be made within one calendar month of the date of notification of the applicant being unsuccessful. Appeals shall be addressed to “RPEV Appeals” and sent to the Professionals Australia Registrar.

Appeals should detail:

1. The reason the applicant believes the Assessor’s decision warrants appeal,
2. In specificity, how the applicant believes the Assessor has failed to properly apply the Bylaws and Guidelines to the consideration of their application,
3. Any additional information which could provide further information to support application.

Applicants are permitted to make one appeal per application. If unsuccessful, the applicant is encouraged to re-apply after 12 months using the procedure highlighted in Clause 2.7.

## 2.11 Appeals Process

The Appeal review process is to enable an applicant, who has had their application rejected, further consideration by the Assessment Committee who will take account of the grounds of appeal submitted by the applicant and the report of a separate assessor. The Appeal assessor shall give fair consideration to the applicant by:

- reviewing the material originally provided,
- consider the original assessment report and grounds of rejection,
- consider any new/additional material provided by the applicant,
- interview the applicant giving them the opportunity to make representations in support of their appeal,
- if considered necessary, interview any existing or new referees nominated by the applicant.

The Professionals Australia Registrar in consultation with the Chairperson or other Assessment Committee member will consider whether the appeal has merit and if so, appoint an appeal assessor.

The appeal assessor shall be qualified in the same discipline to which the applicant is seeking registration and not have considered the initial application.

If the Professionals Australia Registrar considers the appeal does not have merit, the appeal details will be submitted to the next out of sessions meeting of the Assessment Committee for determination.

A report from a different assessor will be prepared in regard to each appeal that is considered to have merit. The appeal assessor will make a declaration that, regarding the assessment and the applicant for the appeal, they have no bias and no actual perceived or potential conflict of interest.

In preparing a report, the appeal assessor is to speak with the appellant giving them the opportunity to elaborate on the reasons for their appeal.

The appeal assessor may interview the applicant's referees if considered necessary.

The Assessment Committee is to consider the report and determine appeals.

The Appellant is to be then notified of the appeal decision within 14 days.

## **2.12 Continuing Eligibility**

For PA members to remain on the Australian Professional Engineers Register (APER) as having maintained the eligibility requirements, the successfully assessed engineer is required to maintain adherence to the Code of Practice/Professionals Australia Code of Ethics, continue to practice as a professional engineer and meet the Continuing Professional Development requirements over the previous 3-year period. Assessment Recommendations for registration are valid for, and will be audited, three years after the Conferral Date as set by the Assessment Committee.

To remain on the APER, the engineer must provide current details of employment and continuing professional development with Professionals Australia before the expiration date.

Engineers wishing to provide evidence of their continuing eligibility must provide the following information:

1. Current contact details and employment position.
2. A detailed curriculum vitae highlighting the last three years of work experience in the engineering discipline in which the engineer has been assessed and wishes to continue their accreditation.
3. One Professional Referee who can support the work experience claims. This referee need not be a supervisor.
4. A record of continuing professional development. A total of at least 150 hours must be accumulated over three years. Refer clause 3. An Auditor will review all claims made.

An Auditor appointed by the Professionals Australia Registrar will verify the submission and make a recommendation on the outcome to the Professionals Australia Registrar.

## **2.13 Review of Continuing Registration Compliance and Continuing Professional Development {CPD} Audits.**

Professionals Australia Members being assessed as meeting the qualification and experience requirements for registration in Victoria and who are on the APER must provide evidence of continuing eligibility no later than three months after the expiration date of their registration. If they fail to provide evidence within this time frame Professionals Australia will advise the relevant state authority.

A yearly audit will be undertaken of at least 20% of engineers on the APER on the basis of longest date since last audit.

Audits will be undertaken by accredited auditors, who have no bias or conflict of interest, allocated by the Professionals Australia Registrar.

Auditors shall, prior to undertaking any assessment:

- a) Disclose to the Professionals Australia Registrar if the applicant is known to them,
- b) Declare to the Professionals Australia Registrar any conflict of interest in considering applications,

and if so exclude themselves from the audit process for those cases.

Auditors shall, on completion of any assessment complete a declaration, state that the assessment has been carried out in accordance with these By-Laws and

- 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 may have a bias.

The audit is to be undertaken in an independent and professional a manner and shall include a review of documentation including CV and CPD log to ensure compliance with these By-laws and Guidelines. The audit may include an interview of the applicant and or an interview of their referee.

The auditor shall make notes of any interviews with the applicant and/or with the referees and provide a written summary stating whether they believe the applicant meets the requirements for ongoing practice and has maintained their CPD in accordance with these By-laws and guidelines.

The Audit report will be submitted to the Assessment Committee for determination.

## **2.14 Removal from the APER**

Listings on the APER shall be cancelled by the Assessment Committee where the member:

1. Provides written notification that they wish to no longer be on the approved list.
2. Fails to provide details required in Section 2.12 within the timeline outlined in Section 2.12.
3. Does not meet the compliance requirements of the By-laws and guidelines as determined by the Assessment Committee.
4. Has been found to have engaged in unprofessional conduct through the processes detailed in Section 2.17.

If the member also holds RPEng status, the member must not represent themselves as a “Registered Professional Engineer of Professionals Australia” and shall cease the use of the post-nominal RPEng and any post-nominal associated with the discipline they held accreditation for. Notification of the cancellation shall be provided by the Assessment Committee stating the reasons for cancellation as well as any further obligations of the individual.

A person who is aggrieved by the outcome of an audit or decision to remove them from the APER may apply for a review of the decision. See clause 2.11 Appeals process.

On removal of an engineer from the APER, Professionals Australia shall advise the relevant State Authority within 7 days.

## **2.15 Approved List of Engineers assessed as meeting qualifications and experience requirements**

Engineers who have been assessed as meeting the qualification and experience requirements for registration will be included on the Approved list maintained by Professionals Australia. Approved list shall include:

1. Title, first name and last name,
2. Contact details including, email address and residential/ mailing address,
3. Discipline for which they were assessed,
4. Conferral Date highlighting day, month, and year in which the assessment was approved,

## **2.16 Use of Post-Nominals**

Professionals Australia is not responsible for granting State Registration post-nominals. Applicants who have been assessed as meeting the qualification and experience requirements for registration recommended for registration with the relevant State Authority must adhere to that State Authority policy for use of post-nominals.

## **2.17 Breaches and Disciplinary Action**

Any complaints of unprofessional conduct of a person currently listed on the APER as meeting the eligibility requirements for registration as a Professional Engineer in Victoria brought to the attention of Professionals Australia shall be referred to the BLA.

Members of Professionals Australia who hold the RPEng title shall be reported as per the Professionals Australia By-laws. Unprofessional conduct includes any behavior that is in breach of any of the following:

1. The Professionals Engineers' Code of Ethics (Appendix A)
2. These By-Laws and guidelines
3. Any other requirements of the Assessment Committee

The Professionals Australia Registrar will refer all allegations of unprofessional conduct to the assessment committee. If the Assessment Committee forms a reasonable belief that the member may have behaved as outlined in the complaint it will manage an investigation into the allegations. Such an investigation will be conducted in accordance with the rules of natural justice. During the course of investigating, the Assessment Committee may seek input from independent individuals who can validate the nature of the misconduct.

The identity of individuals reporting or involved in the investigation shall be confidential.

If the outcome of the investigation finds the RPEV holder in breach of any requirement of this section, the Assessment Committee may terminate an individual's RPEng accreditation.

If the person also holds Professional Engineer registration in Victoria the BLA will be advised.

## **2.18 Assessors**

The Assessment Committee shall recommend a panel of accredited assessors to the Professional Engineers Division Committee for consideration. Applicants considered suitable for appointment as assessors will be confirmed to the Assessment Committee for appointment.

Assessors shall satisfy all of the following requirements:

1. They hold RPEng, CPEng, RPEQ or RPEV.
2. They have demonstrated extensive experience and professional knowledge in the particular discipline, typically through more than 15 years' post-graduation work experience in the engineering discipline in which they will conduct assessments.
3. They possess a full understanding of the interpretation and application of the State Authority Codes of Practice and the Professionals Australia Code of Ethics; and
4. Have demonstrated through interview and provision of referees that they have the experience and expertise to undertake assessments.

To become accredited as an assessor they must successfully complete the training program developed by Professionals Australia and comply with the annual Continuing Professional Development requirements of the Assessment Committee.

The training program shall include an online training module, performing mock assessment[s] and conducting their first assessment[s] under supervision.

## **2.19 CPD/Renewal Auditors**

The Assessment Committee shall appoint a panel of auditors.

Auditors must be accredited assessors who have undertaken additional training in the auditing of CPD and registration renewal applications.

The training program shall include an online training module, performing mock audit(s) and conducting their first audit under supervision.



## 2.20 Assessments

Assessors shall be allocated assessments by the Professionals Australia Registrar.

The assessor must be competent in the area[s] of engineering in which the applicant is being assessed and have no bias and no actual or potential conflict of interest.

Assessors shall, prior to undertaking any assessment:

- a) Disclose to the Professionals Australia Registrar if the applicant is known to them,
- b) Declare to the Professionals Australia Registrar any potential conflict of interest in considering applications,

and if so, will be excluded from any consideration of the application.

Assessors shall, on completion of any assessment complete a declaration, stating that the assessment has been carried out in accordance with these By-Laws and

- 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.

The assessment is to be undertaken in an independent and professional a manner and shall include.

1. Review of documentation including qualifications, CV, and written reference [s] to ensure compliance with these By-laws and Guidelines. Assessors must personally sight evidence of qualifications provided by the applicant and ensure that any certified copies are certified by an appropriately authorised person.
2. Interview of the applicant, verifying the person being interviewed is the applicant, testing the applicant's knowledge and authorship of the work examples provided and testing whether the applicant has the competencies required under this scheme.
3. Interview of the applicant's referees seeking corroboration of the work experience submitted by the applicant and seek the referee's assessments as to whether the applicant has the competencies, values, and attitudes to practice independently and unsupervised.

The assessor shall make notes of the interviews with the applicant and with the referees, and provide a written summary stating whether they believe the applicant meets the standards of an experienced professional engineer with the ability to practise independently and unsupervised.

If the assessor does not recommend the applicant, they shall provide detail of area/s of deficiency.

Applicants who already have RPEng registration in the discipline to which they are seeking Victorian registration do not need to be re-assessed unless they are seeking endorsement to work in the building industry.

## 2.21 Assessment Committee

The Assessment Committee administers the assessment scheme under these By-Laws. The composition of the Assessment Committee shall consist of at least three Assessors appointed by the Professional Engineers Division Committee. The Assessment Committee is supported by the Professionals Australia Registrar. The Assessment Committee shall:

1. Ensure that the Guidelines as published in these By-Laws are continually updated and remain best practice against domestic and international standards.
2. Recommend suitable applicants to the PE Division for approval as Assessors subject to their meeting stringent requirements for competence outlined herein. Following approval from the PE Division the Assessment Committee can appoint new assessors.
3. Appoint a panel of auditors from the list of approved and accredited assessors.
4. Consider and review assessment findings and recommendations of Assessors and determine applications for registration and renewal.
5. Manage consider and determine appeals against unsuccessful assessments.
6. Ensure maintenance and publishing of the Approved list, and the Australian Professional Engineers Register of professional engineers registered under the RPEng scheme.
7. Produce induction materials for Assessors and auditors and conduct testing against those induction materials with those Assessors and auditors. These materials shall include matters which relate to these By-Laws, their operation, and all relevant legislative requirements.
8. Prepare Continuing Professional Development activities to be completed by Assessors on an annual basis.
9. Prepare all materials necessary for the conduct of assessment, application, and appeal, in particular the Guidelines and Appendices to these By-Laws.
10. Ensure the quality and competence of all Assessors and auditors.
11. Provide and maintain a centralised recording mechanism for continuing professional development.
12. Ensure all applications for registration are responded to within four weeks of receipt and that all applications are assessed within eight weeks of receipt unless varied by notifying.
13. Undertake periodic review, at least every 12 months, of the assessment procedures and processes, materials, By-Laws, guidelines, and appendices to ensure the scheme remains efficient and effective.
14. Provide reports to the PE Division on a quarterly basis, unless otherwise advised by the PE Division on the performance of the Assessment and registration schemes. Contents of the reports will be defined by the PE Division in consultation with the Assessment Committee.

## 2.22 Professionals Australia Registrar

The role of the Professionals Australia Registrar is to:

1. Administer the day-to-day functions of the assessment scheme.
2. Undertake an initial review of application documentation.
3. Provide information and advice to applicants.
4. Allocate applications to Assessors for assessment.
5. Monitor the progress of assessments with assessors.
6. Provide support to assessors and auditors during the assessment, appeal, and auditing processes.
7. Provide the recommendations from assessors to the Assessment Committee for review and confirmation.
8. Maintain the Approved list and the Australian Professional Engineers Register of applicants and the outcomes of assessments.
9. Communicate assessment outcomes to applicants, and where successful, issue letters for forwarding to relevant State Authorities.
10. Administer the appeal process.
11. Provide advice to the relevant State Authorities every 12 months identifying those who have not maintained their eligibility for registration.

## 2.23 Monitoring and Improvement

Professionals Australia will undertake the following processes for monitoring and improving the assessment processes carried out under this scheme:

- **Audit of assessments:** At least 20% of assessments will be audited each year. The audits will be undertaken by the Assessment Committee supported by an accredited assessor where appropriate to determine whether assessments have been undertaken in accordance with these By-laws and guidelines and who will report their findings to the Assessment Committee. Selection for an assessment audit will be based upon risk and random selection. The audit of an assessment is to be undertaken by an assessor in the area of engineering of the assessment. The auditor shall make a conflict of interest and bias declaration and must not be the assessor who undertook the original assessment. Where an audit or other reviews identify that an assessment has not been undertaken in accordance with these By-Laws, the relevant State Authority will be notified within 7 days. If a review of an assessment identifies any deficiencies in the assessment, the matter will be reported to the Assessment Committee who will determine further training, monitoring or cessation of their role as an assessor.
- **Operations review:** A review of the administration of this scheme will be undertaken each year by a person not directly involved in the scheme who will submit a report to the Assessment Committee and the PE Division. The relevant State Authority will be advised of the outcomes of the review and any potential areas of improvement identified.
- **Report to relevant State Authorities.** Professionals Australia will submit a report to the relevant State Authorities by the 30 March each year which includes:

- i How assessments were selected for audits
- ii outcomes of audits of persons who were registered for participation in the continuing registration requirements.
- iii outcomes of audits of assessments undertaken.

## **2.24 Conflict between By-Laws**

Where there exists a conflict between these By-Laws and Professional Engineer Registration legislation, regulation and literature, the requirements of the Professional Engineer Registration Act 2019 will prevail.

## **2.25 Complaints**

Complaints about this assessment scheme, processes, assessments, assessors, or auditors should in the first instance be referred to the Manager responsible for overseeing the administration of the assessment and registration scheme who will refer them to the Assessment Committee for investigation and response. A report on the complaints received and the outcome of the investigations for each complaint is to be provided to the PE Division on a quarterly basis.

## **2.26 Reporting to State Authorities**

Where Professionals Australia is an accredited assessment entity it will notify the relevant state Authority in writing:

- Within three months after 30 June each year of the results of its audit program for the previous financial year including the –
  - number of audits that were conducted.
  - audit selection criteria and process, and
  - results of the audits conducted.
- Within seven days if a person selected for an audit refuses to participate in the audit for a period of more than 30 days after being requested to do so, and
- Within seven days if a review of an audit identifies an error in an audit.

### 3. Continuing Professional Development [CPD]


Registered engineers are required to undertake a breadth of Continuing Professional Development (CPD) activities. Continuing professional development may include:

- a) **Formal Postgraduate Education** – Formal postgraduate education aligned to your work which can attract an award on completion from a higher education institution. This may include individual units of postgraduate study, which may be on or off campus and can include lectures, tutorials, lab work, research, and must involve some form of assessment. *[No limit]*
- b) **External or Employer provided training** - Education and training provided by your employer or by a provider that is not a higher education provider but that aligns with your work or profession. *[No limit]*
- c) **Conferences, seminars, industry technical presentations** - Attendance at a conference, seminar, or technical society meeting. Can include webinars, podcasts, technical presentations normally delivered by recognised practitioners in the field. *[No limit]*
- d) **Presentations** - presenting at a conference or meeting outside of normal employment aligned to your work and profession and can include presentation and preparation of material. *[limit [45 hours/paper presentation]*
- e) **Workplace Learning/on the job training** – Workplace learning involving theories, concepts, practices, that extend your knowledge. Normal work activities using current knowledge cannot be claimed. *[Limit 75 hours]*
- f) **Published works** – Producing a published paper for a university, conference, engineering organisation relevant to the profession, can include research and preparation. *[limit 75 hours where peer reviewed, 45 hours/paper presentation]*
- g) **Private research/study** - Extension of your knowledge of legislation, regulations, codes, standards, practices, and processes through research at work or private study, or research. *[limit 75 hours, research limit 57 hours, private study/reading limit 18 hours]*
- h) **Contribution to the profession** - Contribution to the profession such as acting as a mentor, being an assessor for an engineer registration scheme, being on a board or committee relating to the profession. *[limit 50 hours]*

Please refer to **Professionals Australia Continuing Professional Development Practice Notes** for comprehensive notes detailing the expectations and eligibility criteria for acceptable CPD.

- **Career break consideration** - In circumstances of career breaks, reduced or part-time work applicants must still provide evidence of 150 hours of professional development however, the Assessment committee is prepared to exercise discretion in regard to the limits imposed in the various categories and/or extend the period of time in gaining the 150 hours by the period of the break(s) in practice to no more than 5 years.
- For those engineers who are only seeking renewal of registration with the BLA Victoria, If the applicant worked part-time as a registered practising professional engineer or took a career break – 90 hours of structured CPD in the last three years irrespective of the area/s in which they are registered.

*A career break is a period of a minimum of three months during the last three years during which a person does not work as a professional engineer due, for example, to illness, travel, parental or carers leave, sporting commitments, cultural or ceremonial commitments, broadening knowledge and skill or unemployment.*



### **Teaching and academic research**

For registered engineers employed in tertiary teaching or academic research a minimum of 40 hours industry involvement is required. This would be included in category E Workplace learning.

Note: A professional engineer registered as non-practising during the last three years is required to undertake 90 hours of structured CPD.

## 4. Definition of an Engineering Service and further information

Engineers seeking further information regarding registration in Victoria under the Professional Engineers Registration Act 2019 and information detailing:

- The requirements for engineers to obtain registration,
- The definition of a professional engineering service; and
- The definition of a prescriptive standard,

should refer to the Business Licensing Authority Victoria website: [consumer.vic.gov.au/engineers](https://consumer.vic.gov.au/engineers)

## 5. Guidelines - Engineering Disciplines

Descriptions of the various engineering disciplines for which Professionals Australia is an accredited assessment entity are described in clauses 5.1 to 5.6.

If an applicant is unclear as to the correct discipline, they are advised to contact the Professionals Australia Registrar who can provide additional advice, or when required, seek advice from the Assessment Committee.

Additional details are available in the BLA Guidelines on areas of engineering. Particularly note cross over areas of Engineering

### 5.1 Civil Engineering

Civil engineering involves the research, design, construction, and maintenance of the physical and natural built environment. It covers:

- structures (including those made from steel, concrete or timber), for example, roads, railways, bridges, airports, pipelines, dams, canals, harbours, dockyards, towers, and buildings.
- analysing the likely behaviour of soil and rock when placed under pressure by proposed structures and designing above and below ground foundations.
- environmental impacts, for example, transport, urban development and municipal services, resource protection of building and construction of other infrastructure and service industries, and
- collecting sewage and industrial wastes.

Civil engineering has many different areas of focus or speciality areas. As a guide, some of the main areas of focus are:

- structural engineering
- geotechnical engineering, and
- hydrology engineering.

Professional engineers providing professional engineering services in any of the above or other areas of

focus must be registered in the area of civil engineering.

A civil engineer who intends to work in the building industry must:

- be registered as a professional engineer in the area of civil engineering, and
- have their registration endorsed to work in the building industry in the area of civil engineering.

Civil engineers working in the building industry can work with foundations and footings systems, construction materials and structural systems, and hydraulic supply and waste systems.

## 5.2 Mechanical Engineering

Mechanical engineering is concerned with the research, design, construction, analysis, manufacture and maintenance of devices, machines and mechanical structures and systems that may include mechanical equipment, cranes, weigh bridges, lifts, conveyors, air conditioning plants, production plants, ventilation systems, lathes, hoppers, pipelines, wind turbines and manufacturing systems.

It also involves the production and usage of heat and mechanical power for the design, production, and operation of systems, machines, and tools.

Mechanical engineering has many different areas of focus. As a guide, some of the main areas of focus are:

- acoustic engineering
- aerospace and aeronautical engineering
- equipment engineering (including automotive and manufacturing)
- piping engineering, and
- structural analysis engineering.

Professional engineers providing professional engineering services in any of the above or other areas of focus must be registered in the area of mechanical engineering.

A mechanical engineer who intends to work in the building industry must:

- be registered as a professional engineer in the area of mechanical engineering, and
- have their registration endorsed to work in the building industry in the area of mechanical engineering.

Mechanical engineers working in the building industry can work with mechanical systems for vertical transport, heating ventilation, air conditioning and refrigeration (HVAC-R) and smoke control, thermal and environmental systems, and systems to aid the disabled.



### 5.3 Structural Engineering

Structural engineering is an area of focus of civil engineering.

It primarily deals with the research, design, construction, monitoring, maintenance, rehabilitation, and demolition of permanent and temporary structures. Structures include, for example, buildings, bridges, in-ground structures, footings, large tanks, silos, mining structures and various plants, and frameworks and space frames.

A structural engineer who intends to work in the building industry must:

- be registered as a professional engineer in the area of structural engineering, and
- have their registration endorsed to work in the building industry in the area of structural engineering.

As with civil engineers, structural engineers working in the building industry can work with foundations and footings systems, construction materials and structural systems.

### 5.4 Electrical Engineering

Electrical engineering is concerned with the design, application, manufacture and maintenance of equipment, devices, plant, and systems which use electricity, electronics, and electromagnetism.

These activities can apply to electricity generation, transmission, distribution, electrical installations in buildings and on industrial sites, electrical equipment manufacture, instrumentation and control system applications in industry, communications networks, electronic plant, and equipment, and also the integration and control of computer systems.

Electrical engineering has many different areas of focus. As a guide, some of the main areas of focus are:

- power engineering
- control engineering
- electronics engineering, and
- telecommunications engineering (such as signal processing, signalling and communications and radiofrequency engineering).

Professional engineers providing professional engineering services in any of the above or other areas of focus must be registered in the area of electrical engineering.

An electrical engineer who intends to work in the building industry must:

- be registered as a professional engineer in the area of electrical engineering, and
- have their registration endorsed to work in the building industry in the area of electrical engineering.

Electrical engineers working in the building industry can work with electronic data transmission, security and communications systems, lighting systems and control systems for vertical transport, HVAC-R and fire detection.

## 5.5 Cross-over areas of focus


An **environmental engineer** must be registered in **civil engineering** to provide professional engineering services in that area but is not required to be registered to provide professional engineering services in chemical engineering.

A **biomedical engineer** must be registered:

- in the area of **electrical engineering** if the professional engineering services they provide are exclusive to that area of engineering, or
- in the area of **mechanical engineering** if the professional engineering services they provide are exclusive to that area of engineering, or
- in the areas of **both electrical and mechanical engineering** if the professional engineering services they provide span both of these areas of engineering.

A **materials engineer** must be registered:

- in the area of **civil engineering** if the professional engineering services they provide are exclusive to that area of engineering, or

- 
- in the area of **electrical engineering** if the professional engineering services they provide are exclusive to that area of engineering, or
  - in the area of **mechanical engineering** if the professional engineering services they provide are exclusive to that area of engineering, or
  - in a **combination of the areas of civil, electrical, and mechanical engineering** depending on the areas of engineering in which they provide professional engineering services.

## Appendix A: Professionals Australia's Professional Engineers' Code of Ethics

Professional Engineers' Code of Ethics demonstrates Professionals Australia members' responsibility and commitment to society and professional engineering. The Code of Ethics is not a behavioural guide or rulebook. It provides the foundations of an ethical culture, sets ethical benchmarks, and inspires society's confidence in Professionals Australia members.

Registered Professional Engineers of Professionals Australia shall:

- At all times further the standing of the engineering profession through conducting themselves with professionalism and by displaying integrity, diligence, and decency.
- Uphold the safety, health, and wellbeing of the community.
- Practice solely in their areas of competence and communicate to relevant stakeholders when the scope of work falls outside their area of competence.
- Understand the environmental impact of their engineering services and adhere to environmentally sustainable practices.
- Provide engineering services beneficial to the economy.
- Communicate honestly and clearly to their employers and clients in relation to safety, risk, cost, time, fitness for purpose, quality, reliability, environmental impact, and economic benefit.
- Put foremost the interests of public safety when there is a conflict of interest between the interests of the public and the instructions of your employer.
- Bring evidence of poor public and private decision-making to light to authorities or the public more generally when compelled by poor practice, instruction, or negligence.
- Continue professional development in their chosen areas of competence and remain informed of major changes within their industry.
- Provide mentoring and training to ensure knowledge and skills are transferred to others.
- Not behave in a manner that would damage the reputation of themselves and others.
- Report unlawful/unethical behaviour and conflicts of interest.
- Promote ethical behaviour.
- Comply with relevant Government legislation and regulations.
- Abide by the rules of disclosure and use of classified information.
- Not misuse company, public and private property.