# ACS COURSE ACCREDITATION APPLICATION FORM

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| INSTRUCTIONS FOR APPLICANTS |
| Each accreditation application form requires the following:   * Completed copy of *Form 1: Summary of Application* * For each program that is to be accredited, completed copies of the following forms are required:   + *Form 2: Program Outline*   + *Form 2A: Program Structure (Recommended Format)*   + *Form 3: Overall Rationale for Program (Recommended Format)*   + *Form 4: Mapping of Units to CBOK with Blooms Levels (Recommended Format)*   + *Form 5: CBOK Program Coverage (Recommended Format)*   All details are to be sent to the Accreditation Administration Manager: Australian Computer Society (together with the initial documentation) in one complete package*.* |

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| SUBMISSION OF INITIAL DOCUMENTATION |
| A copy of the documentation should be bound in one or more volumes, and include a Table of Contents clearly indicating the structural layout of the submission.  The Institution should provide an electronic copy of the initial documentation.  The initial documentation should be accompanied by:   * The Institution’s Calendar; * The Handbook, Calendar supplement, or other official publication relating to the School, and containing the public statement of program details; * Major current items of promotional literature concerning ICT programs and/or website references to these items.   The Institution should ensure that the Institution-nominated member of the Panel has a full copy of all documentation. All documentation should be submitted to:   |  |  | | --- | --- | | **Australian Computer Society** |  | | Accreditation Administration Manager  [accreditation@acs.org.au](mailto:accreditation@acs.org.au)  PO Box 534  Queen Victoria Building  Sydney NSW 1230  Australia |  |   The Accreditation Administration Manager will arrange distribution of documentation to the individual Panel members.  Documentation should be received by the Society 12 weeks prior to the scheduled visit date. |

# ACS COURSE ACCREDITATION

# Form 1 : Summary of Application

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| **University:** | *Please provide the full name under which the Institution operates. If other organisations are involved in the delivery of programs included in this application, details will be sought on an additional form. This should be the name of the Institution conferring the award. You are also required to provide other details about the Institution.* |
| *Name of Institution* |  |
| *CEO* |  |
| *Institution Address* |  |
| *Telephone* |  |
| *Web Site* |  |

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| **Organisation Unit:** | | *This section**requires you to provide details of the college/faculty/school/department offering the program(s) for accreditation. If more than one organisation unit is involved, provide only the name of the unit conferring the degree. Room is provided to allow a three level description of the organisation unit - in the first column provide the type of unit (e.g. faculty or department) and in the second column the title of the unit (e.g. Computing and Mathematical Sciences).* |
| *Level 1* |  |  |
| *Level 2* |  |  |
| *Level 3* |  |  |
| *Head of Unit:* | |  |
| *Address* | |  |
| *Web Site* | |  |
| *Telephone* | |  |
| *E-mail address* | |  |

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| **Programs:** | *Please provide a list of programs submitted for accreditation. Level refers to the type of award (e.g.* ***D****iploma,* ***B****achelor,* ***GD****,* ***PGD****,* ***M****asters) and Type refers to the ACS accreditation sought (e.g.* ***P****rofessional). You are also required to complete a* **Form 2: Course Outline** *for each program subject to accreditation.* | | | |
| *Title of Course* | | *Level* | *Type* | *File Name for Form 3: Program Details* |
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| **Institution Contact:** | *Please provide details of the primary contact and person responsible for this application. All contact from the Association will be through this person. Two telephone numbers should be provided to facilitate contact.* | |
| *Name* |  | |
| *Title* |  | |
| *Address* |  | |
| *Telephone Number(s)* |  |  |
| *Facsimile Number* |  | |
| *E-mail address* |  | |

# ACS COURSE ACCREDITATION

# Form 2 : Program Outline

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| *This form is required for all programs that are to be accredited. A new form is required for each program.*  *The intention of this Form and Form 3 with Appendix 2A is to provide the panel members with information to assess the program for subject content, depth breadth and intellectual effort required. The information in this form and associated forms and appendices and documents will be evaluated against the criteria for accreditation.* |

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| **Program Details** | *Please provide program code (normally used within the Institution) and Program Title as used on the testamur and academic transcripts. Course level refers to Bachelor, Graduate Diploma etc. Indicate here whether majors / specialisations are designated on testamurs and/or transcripts.* |
| *Program Code* |  |
| *Program Title* |  |
| *Program Level* |  |
| *EFT Years of Study* |  |
| *Program Coordinator* |  |

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| **Program Objectives** | *Please provide any published or approved objectives for this program. It is expected that a significant objective is to educate ICT professionals.* |
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| **Campus** | *List all campuses at which you seek accreditation. Please include off-campus (in any mode) as a separate campus.* | |
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**Form 2 Continued**

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| **Compulsory Units** | | *Provide a list of all units of study/subjects that are mandatory for the completion of this program. Please provide in semester/year order commencing from Semester 1/Year 1. The percentage column requires you to advise the percentage this unit is of the total program requirement. Designate by \* (beside the unit code) all units claimed as «advanced», and by ^ all units claimed to be a capstone.* | | | | |
| *Code* | *Unit Title* | | *Yr* | *Sem* | *%* | *Filename for Unit Detail* |
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**Form 2 Continued**

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| **Elective ICT Units** | | *Provide a list of all ICT units of study/subjects that are available to be taken as electives in this program. Please provide in semester/year order commencing from Semester 1/Year 1. The percentage column requires you to advise the percentage this unit would constitute of the total program requirement. Designate by \* (beside the unit code) all units claimed as «advanced», and by ^ all units claimed to be a capstone.* | | | | |
| *Code* | *Unit Title* | | *Yr* | *Sem* | *%* | *Filename for Unit Detail* |
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# ACS COURSE ACCREDITATION

# Form 2A: Program Structure (Recommended Format)

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| *This format allows the applicant to provide a graphical view of the program structure to assist the Accreditation Panel in its analysis of the program content, especially in terms of breadth and depth of the content. If you use this format, please use the colour codes provided at the bottom of the form to indicate* ***mandatory*** *and* ***elective*** *ICT units of study as opposed to* ***non ICT units****. It would also assist if prerequisite subject are linked in some way (a* ***red*** *line is suggested). If units are not of equal weighting, please indicate with the name of the unit, the percentage that the unit constitutes of the whole program.* |

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| **YEAR 1** | | |
| *Semester 1* | *Semester 2* | *Semester 3* |
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| **YEAR 2** | | |
| *Semester 1* | *Semester 2* | *Semester 3* |
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| **YEAR 3** | | |
| *Semester 1* | *Semester 2* | *Semester 3* |
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| **YEAR 4** | | |
| *Semester 1* | *Semester 2* | *Semester 3* |
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**Mandatory ICT Units Elective ICT Units Non-ICT Units**

# ACS COURSE ACCREDITATION

# Form 3: Overall Rationale for Program – SFIA mapping

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| *This format allows the applicant to demonstrate how the program addresses at least one ICT skill at:*   * *SFIA level 3 or above in a specific area related to the intended career role for Professional level accreditation* * *SFIA level 5 or above in a specific area related to the intended career role for Advanced Professional level accreditation* |

***Please repeat the information below (ICT Job Role, SFIA skills that support the job role and associated table for EACH job role claimed for the program..***

**ICT Job Role:**

[Please justify the intended ICT job role of the graduates.]

**SFIA Skills that support the ICT job role:**

[For each ICT job role please justify up to 3 SFIA skills required for that job role. [Note the ACS ICT Skills while paper may be useful here https://www.acs.org.au/information-resources/ict-skills-white-paper]

For each of the SFIA skills identified above, please use the table below to indicate which units support that skill.

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| *SFIA Category* | *SFIA Subcategory* | *SFIA Skill* | *Code* | *Level* | *Units supporting SFIA skill* |
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Please indicate compulsory units by a ‘c’; and advanced units by a ‘\*’

# Form 4: Mapping of Units to CBOK with Blooms levels for Professional level accredited programs

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| *Each unit should appear once in the following table.* |

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|  | **Problem Solving** | | **Professional Knowledge** | | | | | | **Technology Resources** | | | **Technology Building** | | | | **ICT Management** | | | | |
| **Course** | **Abstraction** | **Design** | **Ethics** | **Professional expectations** | **Teamwork concepts & issues** | **Interpersonal communications** | **Societal issues** | **Understand of ICT profession** | **Hardware & software fundamentals** | **Data & information management** | **Networking** | **Programming** | **Human factors** | **Systems development** | **Systems acquisition** | | **IT governance & organisational issues** | **IT project management** | **Service management** | **Security management** |
| Unit XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Lectures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Assignment s |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Laboratories |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Exam |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
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Notes:

* Show ALL units (both compulsory and elective) with lectures and each main assessment component
* Show an ‘X’ where the knowledge area is discussed but NOT explicitly assessed.
* Show the appropriate level from Bloom’s taxonomy where the knowledge area is assessed in that assessment component

[e.g. Security Management might be discussed in lectures but only assessed in Assignment 2. In this case place ‘X’ in lectures for Security Management and the appropriate Bloom’s level for Security Management against assignment 2.]

* The Accreditation panel would expect to see evidence supporting the mappings at the time of the accreditation visit. Evidence would include unit outlines, assignments, laboratory exercises and examination papers.

**Bloom's Taxonomy**

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| **Bloom's Level** | **Bloom's Category** | **Description** |
| 1 | Knowledge | Facts and figures can be recalled. |
| 2 | Comprehension | Information is understood well enough to explain it to others. |
| 3 | Application | Knowledge can be applied to new problems. |
| 4 | Analysis | Compare and contrast alternatives by decomposing a problem and understanding relationships. |
| 5 | Synthesis | Devise new approaches or understanding by reassembling and reconstructing existing knowledge and information. |
| 6 | Evaluation | Make judgements and recommendations based on an evaluation of available data and information. |

# Form 5: CBOK Program Coverage for Professional level accredited programs

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| **CBOK Area** | **Units providing basic knowledge of CBOK element** | **Units providing depth of knowledge of CBOK element** |
| **ICT Problem Solving** |  |  |
| Abstraction |  |  |
| Design |  |  |
| **Professional Knowledge** | | |
| Ethics |  |  |
| Professional expectations |  |  |
| Teamwork concepts and issues |  |  |
| Interpersonal communication |  |  |
| Societal Issues |  |  |
| Understanding of the ICT profession |  | |
| **Technology Resources** | | |
| Hardware and software |  |  |
| Data and information management |  |  |
| Networking |  |  |
| **Technology Building** | | |
| Programming |  |  |
| User centred design |  |  |
| Systems development |  |  |
| Systems acquisition |  |  |
| **ICT Management** | | |
| IT governance & organisational issues |  |  |
| IT project management |  |  |
| Service management |  |  |
| Security management |  |  |

Please indicate compulsory units by a ‘c’; and advanced units by a ‘\*’

Note: To demonstrate that a unit is advanced, the unit must:

* require pre-requisite knowledge from at least one other unit for one of the three main SFIA skills required for the ICT job role of the graduates; and
* use assessments that demonstrate cognition at the Application Level (Level 3) or higher in Bloom's Taxonomy (see below); however, they should also require elements of analysis, evaluation and synthesis (Levels 4, 5 and 6) of the taxonomy. This should be evident from Form 4 (Mapping of Units to CBOK with Blooms levels).

# Form 6: Mapping of Units to CBOK Professional Knowledge with Blooms levels for Advanced Professional level accredited programs

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| *Each unit should appear once in the following table.* |

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|  | **Professional Knowledge** | | | | | |
| **Course** | **Ethics** | **Professional expactations** | **Teamwork concepts & issues** | **Interpersonal communications** | **Societal issues** | **Understand of ICT profession** |
| Unit XXX |  |  |  |  |  |  |
| Lectures |  |  |  |  |  |  |
| Assignment s |  |  |  |  |  |  |
| Laboratories |  |  |  |  |  |  |
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Notes:

* Show ALL units (both compulsory and elective) with lectures and each main assessment component
* Show an ‘X’ where the knowledge area is discussed but NOT explicitly assessed.
* Show the appropriate level from Bloom’s taxonomy where the knowledge area is assessed in that assessment component

[e.g. Societal Issues might be discussed in lectures but only assessed in Assignment 2. In this case place ‘X’ in lectures for Societal Issues and the appropriate Bloom’s level for Societal Issues against assignment 2.]

* The Accreditation panel would expect to see evidence supporting the mappings at the time of the accreditation visit. Evidence would include unit outlines, assignments, laboratory exercises and examination papers.

**Bloom's Taxonomy**

|  |  |  |
| --- | --- | --- |
| **Bloom's Level** | **Bloom's Category** | **Description** |
| 1 | Knowledge | Facts and figures can be recalled. |
| 2 | Comprehension | Information is understood well enough to explain it to others. |
| 3 | Application | Knowledge can be applied to new problems. |
| 4 | Analysis | Compare and contrast alternatives by decomposing a problem and understanding relationships. |
| 5 | Synthesis | Devise new approaches or understanding by reassembling and reconstructing existing knowledge and information. |
| 6 | Evaluation | Make judgements and recommendations based on an evaluation of available data and information. |

# Form 7: CBOK Professional Knowledge Coverage for Advanced Professional level accredited programs

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| **CBOK Area** | **Units providing basic knowledge of CBOK element** | **Units providing depth of knowledge of CBOK element** |
| **Professional Knowledge** | | |
| Ethics |  |  |
| Professionalism |  |  |
| Teamwork concepts and issues |  |  |
| Interpersonal communication |  |  |
| Societal Issues |  |  |
| Understand the ICT profession |  | |

Please indicate compulsory units by a ‘c’.

# Version History

**AUTHORS**

|  |  |  |
| --- | --- | --- |
| Graham Low |  |  |

**VERSION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Document**  **Version** | **Revision History (reason for change)** | **Author /Reviser** |
| 3 Feb 2014 | 1.0 | Creation of original document |  |
| 18 March 2015 | 1.1 | Minor updates | Graham Low |
| 26 Oct 2015 | 1.2 | Addition of Form 6 and Form 7 | Graham Low |
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**APPROVALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date approved** | **Version:** | **Approved By** | **Date in force** | **Date of Next Review** |
| 15 Dec 2015 | 1.2 | Professional Standards Board | 15 Dec 2015 | n/a |

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| --- | --- |
| **Custodian title & e-mail address:** |  |
| **Responsible Business Group:** |  |
| **Distribution:** | Public document |
| **Content Security:** | N/A. |