



AIRAH
PROFESSIONAL
ENGINEER
REGISTER

APER

ACT Guidelines

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Australian Institute of Refrigeration, Air Conditioning and Heating

AIRAH has operated since 1920 and is the leading specialist membership association for professionals in the heating, ventilation, air conditioning, and refrigeration (HVAC&R) building services industry.

This hidden, innovative industry employs over 298,000 people in Australia, is worth \$38 billion, uses more than 24 per cent of the country's electricity, and accounts for 11.5 per cent of our carbon dioxide emissions.

AIRAH's primary aim is to develop the competence and skills of industry engineering professionals and practitioners so that they can better meet society's evolving health, safety, and environmental demands, and the challenges of a rapidly changing world. AIRAH encourages world's best practice within the industry through continuing professional development, accreditation programs and a wide range of technical publications.

AIRAH is also the only body solely focussed on representing mechanical engineer – HVAC&R building services professionals.

The AIRAH Professional Engineer Register – ACT (APERACT) accredits professionals in the mechanical engineer discipline who work in the HVAC&R building services industry in accordance with the *Professional Engineers Act 2023*.

For more information on AIRAH and the Institute's membership benefits, visit airah.org.au

What is APERACT?

The AIRAH Professional Engineer Register – ACT (APERACT) Assessment Scheme offers professional accreditation for engineers seeking registration as a professional engineer in ACT, and who operate in the HVAC&R building services industry.

This document will assist you with your application for an assessment of qualifications and experience for registration under ACT's *Professional Engineers Act 2023*. It should be read in conjunction with the AIRAH Registered Professional Register – ACT Assessment Scheme guidelines.

APERACT accredits professional engineers in
mechanical engineer – HVAC&R building services.

Those operating in mechanical engineer – HVAC&R building services are engineering professionals who plan, design, install, commission, operate, tune, and maintain machines and systems in the built environment. This may include air conditioning plants, ventilation systems, chillers, cooling towers, refrigeration plants and cool rooms, fire and smoke systems, fans, pumps, and control systems.

The AIRAH Professional Engineer Register – Australian Capital Territory (APERACT) Assessment Scheme accreditation provides a public demonstration that an engineer is qualified, competent, committed, and ethical.

airah.org.au/APERACT

Mechanical engineer – HVAC&R building services

AIRAH is focussed on representing
mechanical engineer – HVAC&R building services professionals.

Professional engineers in mechanical engineer – HVAC&R building services are those whose work is associated with, but not restricted to, the heating, ventilation, air conditioning, and refrigeration (HVAC&R) building services industry.



Mechanical engineer – HVAC&R building services is rapidly changing and multi-faceted. The mechanical engineering discipline can crossover with other disciplines, for example, energy management systems / sustainability / ESD / resilience. As a result, we also ask APER applicants to identify, if relevant, sub-areas of practice that apply to their engineering activities. This is not, however, a mandatory requirement of the application.

See Appendix 1 for a description of mechanical engineer – HVAC&R building services.

Eligibility requirements

Applying for APERACT Assessment Scheme accreditation requires evidence that you have the required qualifications, knowledge, and professional experience and competence.

To be eligible for APERACT status, you must have successfully completed either:

Qualifications:

- (a) An under-graduate Bachelor of Engineering degree or post-graduate Master of Engineering degree in either **mechanical** or related area of engineering that is accredited by a signatory to the Washington Accord 1989, as amended from time to time.

Note:

- *These qualifications comprise all qualifications accredited at the level of 'Professional Engineer Washington Accord' including those that are no longer offered at that level.*
- *For Australia, these qualifications are listed in the 'Accredited Engineering Program Directory' at <https://www.engineersaustralia.org.au/About-Us/Accreditation/Accredited-Engineering-Program-Directory>*
- *Overseas qualifications accredited under the Washington Accord are listed on Washington Accord signatory websites, which can be accessed from <https://www.ieagreements.org/accords/washington/signatories/>*

OR

- (b) An Australian or overseas non-Washington Accord academic qualification in mechanical or related area of engineering that has been assessed as substantially equivalent to an accredited Washington Accord under-graduate Bachelor of Engineering degree or a post-graduate Master of Engineering degree by:
 - The signatory to the Washington Accord 1989, as amended from time to time, for the country where the qualification was obtained, or
 - An assessing authority listed in the Commonwealth:
 - Migration (LIN 19/051: *Specification of Occupations and Assessing Authorities*) Instrument 2019
 - Migration (LIN 19/260: *Assessing Authorities for Subclass 494 Visas*) Instrument 2019, or
 - Migration (LIN 19/049: *Specification of Occupations and Assessing Authorities— Subclass 186 Visa*) Instrument 2019

Where the applicant is applying for a visa under the Australian Government Skilled Migration Program.

Note:

- *A list of signatories to the Washington Accord and links to their websites is available at <https://www.ieagreements.org/accords/washington/signatories/>*
- *Engineers Australia is the migration assessing authority for the areas of structural, civil, electrical, mechanical and fire safety engineering. A list of the skilled occupations and the assessing authorities is available at <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>*
- *An assessment scheme must require a person applying for assessment of the equivalency of an academic qualification to pay all fees associated with the assessment by the assessing authority.*

AND

Experience

For the mechanical engineering discipline for which you are applying for registration and endorsement, if applicable, you have –

- (a) Gained five years of engineering experience in the relevant mechanical engineering discipline, of which at least four years must be post-graduate experience. If you are applying for registration as a ‘practising’ professional engineer, the experience must have been gained in the last 10 years.
- (b) Specific to assessment in ACT, demonstrated competency in the following five elements of competence from the ‘Australian Engineering Competency Standards Stage 2: Experienced Professional Engineer’ in mechanical engineering:
 - Element 1 – Deal with ethical issues
 - Element 2 – Practise competently
 - Element 4 – Develop safe and sustainable solutions
 - Element 6 – Identify, assess and manage risks, and
 - Element 13 – Engineering knowledge – according to their area of practice including a knowledge of standards and practices.

Demonstrating competence in the five competence elements listed above can be done by meeting the competence and commitment requirements of your application as outlined in the Competence and Commitment section of these guidelines.

AND

- Have at least two suitable engineers who can vouch for your work experience.
- Be able to demonstrate a commitment to the engineering profession by:
 - Committing to undertaking 150 hours of continuing professional development (CPD) over a three (3) year period;
 - Continuously complying with the APERACT Code of Professional and Ethical Conduct

OR

Competencies

As an alternative to the qualification and experience requirements specified above, you may show that you have been 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 – as amended from time to time, as having demonstrated substantial equivalence with the competencies and outcomes of:

- (a) A Washington Accord undergraduate Bachelor of Engineering degree or postgraduate Master of Engineering degree, **and**
- (b) the experience requirement set out above.

Note:

→ A list of signatories to the Washington Accord and members of International Engineering Alliance competency agreements and links to their websites is available at:

- <https://www.ieagreements.org/accords/washington/signatories/>
- <https://www.ieagreements.org/agreements/ipea/>, and
- <https://www.ieagreements.org/agreements/apec/>

In your application you will need to show documentary proof that you have been successfully certified, and also include with your resume:

- Evidence reports from work experience
- Evidence of completion of top-up courses

You will be required to complete all requirements and steps in the APERACT application process outlined below.

Application process

Assessment to become an APERACT requires you to demonstrate that you're qualified and competent. You will need to provide documentation in support of your application.

Your application is submitted online. Physical documents will have to be scanned and saved. Please ensure you have prepared your documentation and have it ready to upload.



Documents should be uploaded as a PDF and be under 10MB in size.

The online application process is designed so you can see the steps in the process, including which steps you have completed. You can return to your application if interrupted and you can view the documents you have uploaded at any time.



Your first step is to create an online account and prepare your documentation. [Click here](#) to create an online account to begin your APERACT application.

Once you are ready, begin the online application process. There are three stages consisting of eight steps, which can be viewed on the following page.

The eight steps (referred to as "units") need to be completed before recognition can be obtained. You can view your progress at any time during the application process. You will need to confirm each step is completed and include the date of completion to be able to proceed.

Once you have uploaded your detailed resumé, your application will be reviewed by the AIRAH Registrar for eligibility and completeness. The AIRAH Registrar will mark this step as "complete", then distribute your application to an Assessor who will be in contact to conduct the interviews.

The online application process involves three stages (A–C) and eight (1–8) steps.

A Create account and enrolment

1 Create account

You must create an online account on the [AIRAH website](#).

2 Contact details and identity verification

You must confirm your contact details and, if applicable, indicate an area of specialisation in which you operate within mechanical engineer – HVAC&R building services.

3 Identity verification

You are required to confirm your identity in accordance with the recognised 100-point identity check utilised within relevant state and federal government agencies. Supporting documents will need to be certified by an authorised witness.

B Eligibility and experience

4 Qualifications

You will need to input qualifications or other historically equivalent or internationally recognised equivalent qualifications that satisfy the requirements of the [Washington Accord](#) for recognition as a professional engineer and upload documentary proof.

5 Professional and ethical conduct

You will be asked to confirm your commitment to the APERACT Code of Professional and Ethical Conduct.

6 CPD diary

You will need to download and submit your continuing professional development activities from the online AIRAH Diary or use your own list of activities and upload it as a separate document.

7 Resumé

You will need to upload your detailed resumé containing work experience, demonstration of your competence and commitment, and referee details. This step requires the most information. A [resumé template is available for download](#) to help you with this step.

C Assessment**8 Interview and assessment**

You will be contacted to arrange an interview. Your professional referees will also be interviewed.

Qualifications

You need to provide a certified copy of your bachelor's degree or other historically equivalent or internationally recognised equivalent qualification that satisfies the requirements of the [Washington Accord](#) for recognition as a professional engineer.

All qualifications must be submitted in English and must be certified by an authorised witness. Only authorised witnesses as set out by the Australian Attorney-General will be accepted.

You can view the list of acceptable authorised witnesses by visiting ag.gov.au and searching authorised witnesses.

For translated documents, please note the following:

If the documents are translated in Australia...

- The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) – naati.com.au
- The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provides a current list of qualified, active AUSIT members who have NAATI accreditation in translating – 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) provides a list of translation associations, some approved by authorities to provide certified translation – fit-ift.org

Detailed resumé

As part of your application for APERACT you must prepare a detailed resume providing evidence that you have gained adequate professional work experience; that your experience has translated into engineering competence; and that you are committed to high standards of professional and ethical conduct.

To help you prepare your resumé, AIRAH has created a template which can be downloaded at airah.org.au/APERACT/resources

Work experience

Your resume must provide:

- Name of your employer(s)/organisation(s);
- Summary of the services/products provided by each employer/organisation;
- Job title;
- Length of employment;
- Brief description of your role;
- Examples of your work activities at each employer/organisation; and
- Demonstration that your experience has resulted in competence in the APERV defined areas (outlined below, under competence and commitment).

Your work experience should outline your use of theories, concepts, and practices to solve real-world problems related to your discipline. You will need to show that you have the required professional experience of the law, codes, and standards; can identify, assess, and manage risks; know and can apply engineering principles; can analyse problems and develop safe and sustainable solutions; and can work with others and make sound decisions.

Competence and commitment

Your competence and commitment should demonstrate that your experience has translated into engineering competence and that you are committed to high standards of professional and ethical conduct.

You will need to provide evidence which attests to your ability to carry out and take full professional responsibility for professional engineering services without supervision. You will need to show:

1. Evidence you apply mechanical engineer – HVAC&R building services technical knowledge and understanding to your engineering activities, specifically:
 - a) Applying appropriate theoretical and practical methods to identify or define problems, opportunities, or projects;
 - b) Combining ideas and contributions of different people and disciplines to arrive at appropriate engineering and technical solutions;
 - c) Developing creative and innovative solutions, designs, and technological approaches to engineering problems;
 - d) Undertaking technical evaluation and optimisation to address the brief you were given or requirements you identified;
 - e) Planning and execution of technical work and projects.

2. Evidence you can handle the wider implications of your work as a mechanical engineer – HVAC&R building services, specifically the ability to handle:
 - a) Health, hazard, and safety aspects and meet legal and legislative requirements;
 - b) Sustainability and resilience aspects and to work effectively with other disciplines to achieve optimum outcomes for the built environment;
 - c) Commercial and economic aspects.
3. Evidence of your interpersonal, leadership, and communication skills, specifically:
 - a) Managing interpersonal relationships;
 - b) Demonstrating leadership in a professional role;
 - c) Communicating ideas and plans by report writing and oral presentation.
4. Evidence of your personal commitment and of working to high standards of professional and ethical conduct, specifically:
 - a) Undertaking continuing professional development – a diary of CPD activity must be provided in your application as a separate document;
 - b) Working in an ethical manner – complying with the APERACT Code of Professional and Ethical Conduct.

Professional and ethical conduct

Adhering to the APERACT Code of Professional and Ethical Conduct demonstrates your responsibility and commitment to society and professional engineering.

[View the APERACT Code of Professional and Ethical Conduct on the AIRAH website](#)

Continuing professional development (CPD)

We need to make sure that engineers who hold APERACT status are of the highest standard of contemporary practice. Relevant CPD is a vital pillar of our scheme. APERACT applicants must submit a record of any CPD activities undertaken in the last three (3) year period.

The CPD requirements of APERV meet expectations of the government, profession, industry, and public.

To meet the APERACT CPD requirements on renewal, APERACT registrants will need to provide a record of at least 150 hours of completed CPD over the last three (3) years, of which at least **70 per cent must relate to technical matters relevant to your engineering discipline.**

CPD can be completed in a range of different ways.

AIRAH provides APERACT applicants with an easy-to-use online CPD diary. Applicants can use this tool to collate and update their CPD activities in preparation for upload and submission alongside their APERACT application.



Types of CPD activity

The 150 hours required to be undertaken over a three-year period by a successful APERACT applicant may include:

Formal post-graduate education – Formal post-graduate education (at a higher learning institution), aligned to your current role and responsibilities or related to the HVAC&R building services industry. This may include individual units of post-graduate study that involve some form of assessment, such as lectures, tutorials, lab work and research.

There is no limit to the hours claimable within a three-year period, but you must demonstrate additional CPD activities in other categories.

Professional development education – Formal training programs offered by Registered Training Organisations (RTOs) and other education providers. Short courses, workshops, webinars, seminars and discussion groups, conferences, technical inspections and meetings. Online courses and private study can be used to claim CPD if they are aligned to your current role and responsibilities or are related to the HVAC&R building services discipline.

There is no limit to the hours claimable within a three-year period, but you must demonstrate additional CPD activities in other categories.

Conferences and technical meetings – Attendance or participation at conferences, site visits and technical meetings. These must be linked to your work, profession, current role and responsibilities, or they must be related to the HVAC&R building services discipline.

There is no limit to the hours claimable within a three-year period, but you must demonstrate additional CPD activities in other categories.

Learning activities in the workplace that extend competence in the regulated or a related area/s of engineering – In-house and on the job learning activities.

Limited to 75 hours of CPD claimable within a three-year period.

Research which extends knowledge and skills – Activities claimed must contribute to expanding existing knowledge and skills.

Limited to 57 hours of CPD claimable within a three-year period.

Service to the engineering profession (leadership positions, mentoring, volunteer professional participation activities) – Active participation on an AIRAH or an allied organisation committees and for the advancement of the engineering profession, mentoring of engineers. You must be able to demonstrate how your involvement in professional activities enhanced your knowledge and support of the industry.

Limited to 50 hours of CPD claimable within a three-year period.

Publishing of articles – In technical forums and preparation and presentation of papers for courses, conferences, seminars.

Limited to 45 hours of CPD claimable per paper or 75 hours per paper for papers subject to critical peer review before publication.

Professional engineers employed in tertiary teaching or academic research and registered as ‘practising’.

Limited to 40 hours of CPD claimable within a three-year period.

Informal learning activities (private study) – Activities claimed must contribute to expanding your existing knowledge and skills. They can include extending knowledge of legislation, regulations, codes, standards and specifications through work or private study. Sources may include reading technical or

industry publications; digital information sources; online technical forums; technical manuals; and learning to use industry-specific computer software. You will need to cite sources (title of publication, date published, author, etc.) and provide sufficient evidence to support how these activities enhanced your knowledge.

Limited to 18 hours of CPD claimable with a three-year period.

If you are registered under a mandatory statutory registration scheme for professional engineers in another Australian state or territory or New Zealand that requires you to complete an equivalent amount of CPD, it is not required in accordance with the PER Act to complete additional CPD to renew your registration as an APERACT.

The APERACT CPD requirements can also be viewed at airah.org.au/APERACT/CPD

Referees

In your application for APERACT, you must provide contact details for at least two professional referees. The referees are required to verify that the work you have outlined in your resumé was undertaken by you and that it is true and accurate. The referees must meet strict eligibility requirements.

You must ensure the professional referee details are accurate and current, and that the referees are aware of their nomination and that they will be contacted in relation to the application.

The professional referees must satisfy one of the following requirements:

- Be registered on the APERACT, or hold RPEng, CPEng, CP, RPEQ, or equivalent professional status.
- Be an engineer with a Bachelor's degree (or other historically or internationally recognised equivalent, or higher qualification, under the Washington Accord) in the discipline or in a similar discipline to which the applicant is seeking accreditation. They must have seven or more years of work experience in the discipline or in a similar discipline to which the applicant is seeking accreditation.

For each referee you will be required to provide the following information:

- Name
- Company
- Position
- Phone (business and home/cell)
- Email
- Accreditation status (e.g., APERACT, RPEng, CPEng, RPEQ, CP)
- Academic qualifications
- Work relationship (e.g., manager, supervisor, colleague)
- Period of relationship (minimum of 12 months required)

Assessor interviews

After the Assessor has reviewed the information and verified its acceptability, they will commence the interviews.

You will be interviewed, as will your professional referees. The interviews may be conducted over the phone or in person.

Outcome of application

Once the interviews have been completed, the Assessor will review the information provided in the application against the information obtained in the interviews. They will then decide on your suitability for AIRAH Professional Engineer Register – Australian Capital Territory (APERACT) status.

Once a decision has been made, it will be presented to the Assessment Committee for final approval.

Successful applicants

If successful, you will be provided with a testamur and a letter of assessment certifying your AIRAH Professional Engineer Register – Australian Capital Territory accreditation.

You will then be entitled to use the APERACT post-nominal.

AIRAH members who have been successfully accredited to the APERACT will also be entitled to use the AIRAH Registered Professional Engineer, ARPEng membership post-nominal.

Unsuccessful applicants

If your application was unsuccessful, you shall be notified as to the reason(s) why and will be given the opportunity to appeal against the decision or, alternatively, to reapply for accreditation in 12 months.

A different Assessor will be used for the appeal and assessment of a new application.

Appeals must be made within one (1) calendar month of the date of notification that you were unsuccessful.

Appeals shall be addressed “APERACT appeals” and emailed to registrar@airah.org.au

You should detail the reason you believe the Assessor’s decision warrants appeal and, if appropriate, provide further information to support the application.





You are permitted to make one appeal per application. If unsuccessful, you are encouraged to address the reasons you were unsuccessful and to reapply in 12 months.

Responsibility as an APERACT

As an APERACT you have a duty to uphold the APERACT Code of Professional and Ethical Conduct, and the ACT Code of Conduct for Professional Engineers and to maintain your competence as an engineering professional.

Retention of APERACT status

Persons recommended for APERACT must provide evidence of continuing eligibility no later than one (1) month after its expiration date.

To remain an APERV, you are required to:			
			
Maintain adherence to the APERACT Code of Professional and Ethical Conduct.	Abide with the APERACT Assessment Scheme.	Continue to practise as a professional engineer.	Meet the 150-hour CPD requirements over the previous three-year period.

3

Assessment recommendations for registration are valid for three years after the conferral date.

To remain an APERACT, you must provide evidence of your continuing eligibility by submitting a written proposal consisting of:

1. Current contact details and employment position;
2. An outline of your work experience as a mechanical engineer – HVAC&R building services over the previous three years;
3. A record of continuing professional development of at least 150 hours over the past three (3) years, with a minimum of 50 hours in any one year.

Cancellation of APERV status

Your APERACT status shall be cancelled by the APERACT Assessment Committee if you:

1. Are no longer paying the APERACT accreditation fee;
2. Provide written notification that you wish to no longer be an approved APERACT;
3. Fail to provide required details to retain APERACT status within the outlined timeline;
4. Are not recommended for continuing eligibility by the Assessor appointed to review your proposal for continuing APERACT status;
5. Have been found to have engaged in unprofessional conduct.

After cancellation, your rights and privileges of accreditation shall cease. You must not represent yourself as an accredited APERACT and must cease to use the APERACT post-nominal.

Notification of the cancellation shall be provided by the APERACT Assessment Committee stating the reasons for cancellation, as well as any further obligations of the individual.

Appendix 1

Mechanical engineer – HVAC&R building services

Those working in mechanical engineer – HVAC&R building services work in the field of comfort, health, and safety in controlled built environments. Mechanical engineer – HVAC&R building services are those engineering professionals who plan, design, install, commission, operate, tune, and maintain mechanical machines and systems in the built environment that include air conditioning plants, ventilation systems, chillers, cooling towers, refrigeration systems for food production and preservation applications, transport cooling systems, fire and smoke systems, medical facilities, and control systems.

Work experience

Applicants shall have a minimum of five years of engineering experience as a mechanical engineer – HVAC&R building services, of which at least four years must be post-graduate experience. For applicants applying for registration as a ‘practising’ professional engineer, the experience must have been gained in the last 10 years, in areas such as:

- Plan, design, and supervision of the installation and commissioning of refrigeration, heating, air conditioning, and ventilation systems
- Maintenance management of existing and new HVAC&R building services plant and equipment
- Interpretation and application of relevant Australian legislation, building codes, Australian Standards, and International Standards during the design of HVAC&R building services systems
- Application of state workplace health and safety requirements for safety in design to integrate hazard identification and risk assessment methods early in the design process to eliminate or minimise risks of injury throughout the life of a product
- Interpretation and application of life safety requirements and standards covering refrigerants, smoke control, and the use of ventilation and air conditioning in buildings
- Interpretation and application of the mechanical services systems standards for maintenance of fire protection systems and equipment
- Participation in detailed engineering design involving application of theory, mathematical calculations, writing of specifications and drafting of mechanical drawings specific to mechanical components, machinery, and plant
- Performance of computer-simulated building information modelling and analysis of resultant data on reaction of key mechanical systems subjected to thermal load and acoustic performance, including heat load calculations, energy simulations, and computational fluid dynamics
- Adherence to applicable mechanical engineering processes and practices to ensure realisation of products and services
- Evaluation of mechanical design solutions against the requirements of original specifications
- Undertaking life-cycle costing to inform decisions on the capital and ongoing cost of HVAC&R building services design options
- Supervision of paraprofessionals, technicians and mechanical tradespeople during the manufacturing, installation, and commissioning of HVAC&R building services systems
- Assessment of the condition of existing mechanical machinery and report writing highlighting recommendations on safety, maintenance, remaining life expectancy, and replacement
- Writing of plans, standards, procedures, work instructions, and forms
- Review and proposal of amendments to relevant Australian legislation, Australian Standards, and International Standards
- Investigation and documentation of the causes of mechanical failure, providing subsequent recommendations on how to eliminate future occurrences

- Specification, evaluation, and purchasing of engineering products and services
- Improving existing engineering products, processes, and services
- Creating an awareness of new mechanical technology and, where applicable, attaining intellectual property rights
- Liaising with architects; building certifiers; and civil, structural, hydraulic, vertical transportation, electrical, and fire engineers to ensure optimum integration of mechanical systems with other services.

Contact AIRAH



**Australian Institute of Refrigeration,
Air Conditioning and Heating**

airah.org.au/APERACT

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