



## **acquire Practitioner and acquire Manager Continuing Accreditation Process**



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## Section 1

### acQure Practitioner and acQure Manager Accreditation

To attain acQure Practitioner Accreditation, a person needs to be assessed as competent for all units in the acQure Practitioner Accreditation Package (aQ1004). *Refer to Section 1.2 for more details.*

To attain acQure Manager Accreditation, a person needs to be assessed as competent for all units in the acQure Manager Accreditation Package (aQ1005). *Refer to Section 1.3 for more details.*

#### 1.1 Accreditation

When assessed as competent for all units in the aQ1004 or aQ1005 accreditation package, a person will be accredited by acQure Technology Solutions. The accreditation is valid for a period of, at least, 2 financial years. A financial year is from 1 July of one year to 30 June of the following year. This means that accreditation is issued for between 2 years and 2 years and 255 days, depending on when the person is assessed as competent. For example, a person who is assessed as competent for acQure Practitioner Accreditation on 1 April 2009 will have their accreditation valid from 1 April 2009 to the 30 June 2011.

To continue accreditation, before the end of the accredited period, a person must submit an application form for continuing acQure Practitioner or acQure Manager Accreditation. *Refer to Section 2 for details of the application process.*

#### 1.2 acQure Practitioner Accreditation Package (aQ1004)

The units of competency that are required to be completed for the acQure Practitioner Accreditation Package (aQ1004) are listed in the table that follows. To be accredited as an acQure Practitioner, a person needs to be assessed as competent for all the units in this package.

<b>acQure Practitioner Accreditation Package (aQ1004) units of competency</b>
aQ201 acQure Practitioner

Competency requirements and a unit outcome statement for this unit can be obtained from the Learning and Development Group at acQure Technology Solutions [training@acquire.com.au](mailto:training@acquire.com.au)

### 1.3 acQuire Manager Accreditation Package (aQ1005)

The units of competency that are required to be completed for the acQuire Manager Accreditation Package (aQ1005) are listed in the table that follows. To be accredited as an acQuire Manager, a person needs to be assessed as competent for all the units in this package.

acQuire Manager Accreditation Package (aQ1005) units of competency
aQ202 acQuire Manager

Competency requirements and a unit outcome statement for each of these units can be obtained from the Learning and Development Group at acQuire Technology Solutions [training@acQuire.com.au](mailto:training@acQuire.com.au)

### 1.4 Accreditation Card

An accreditation card is issued by acQuire Technology Solutions to each Accredited acQuire Practitioner (AAP) and Accredited acQuire Manager (AAM). This accreditation card is proof of current acQuire competency. The accreditation card provides:

- Person's name
- Valid dates for accreditation. This is for two financial years, for example 1 July 2010 to 30 June 2012
- Accreditation number
- Authorisation signature
- Signature panel for the acQuire Practitioner's or the acQuire Manager's signature

#### Accreditation Number

The accreditation number on the card is a unique code for each person. The number also indicates the time period for the accreditation.

The number consists of:

- Three letter code for the type of accreditation (e.g. AAP – Accredited acQuire Practitioner, AAM – Accredited acQuire Manager).
- Two number code for the end of financial year the person's accreditation is valid to (e.g. 12 – the accreditation is valid to the end of the 2012 financial year, that is 30 June 2012). This will change when a new card is issued.
- Five number code for the personal identification number (e.g. 00046 – this is the personal ID number for the person).

For example, AAP12-00046.

#### Important Note

The accreditation number can be quoted as proof of acQuire competency.

## Section 2

### Application for acQuire Accreditation

After the initial accreditation period, if you would like to maintain acQuire accreditation, you need to re-apply for the acQuire Practitioner/acQuire Manager accreditation. You should apply for this accreditation at least one month before the current acQuire accreditation expires.

#### 2.1 Application Requirements

For your application to be considered, you are required to:

- Maintain high level skills and knowledge in acQuire.
- Participate in continuing acQuire professional development.
- Have current acQuire accreditation (Practitioner or Manager).
- Apply for acQuire Practitioner or acQuire Manager Accreditation by completing the application form, at least one month prior to the expiry of your current acQuire accreditation. The application form can be obtained by contacting [training@acquire.com.au](mailto:training@acquire.com.au).

#### acQuire Professional Development

At a minimum, acQuire professional development must include participation at an acQuire Technology Solutions training session for any new versions of acQuire that are released.

Other professional development could include, but not be limited to:

- Participation at an acQuire Users Group
- acQuire configuration work
- Attendance at an acQuire conference

#### 2.2 Application Fee

The application fee to apply for acQuire Practitioner or acQuire Manager Accreditation for the 2010-2011 financial year (1 July 2010 – 30 June 2011) is AUD\$1200.00.

#### Fee waiver

This fee will be waived if you have during the financial year prior to the year of the accreditation application:

- Participated and paid for any one-day acQuire training session.
- Attended and paid for the 2 day Annual acQuire Conference (e.g. Perth Conference 8-9 November 2010). At the conference participants should register and participate in the 'New acQuire Modules' and 'Focus on the Future' workshops.