

# The Maintenance Engineering Society of Australia

A Technical Society of the Institution of Engineers Australia  
ABN 745 190 391 07 Registered No.A0032527A

## GUIDELINES FOR MAIL-OUTS OR THE ENDORSEMENT OR ACCREDITATION OF LEARNED ACTIVITIES AND CONTINUING PROFESSIONAL DEVELOPMENT

### INTRODUCTION

The Maintenance Engineering Society of Australia may allow the use of its mailing list, or can arrange the endorsement or accreditation, for matters which meet learned society standards. MESA allows the mail out of information and endorses activities of a suitable standard which are of interest to members and industry and arranges through IEAust **Engineering Education** the accreditation of activities which are appropriate for the Continuing Professional Development (**CPD**) of members.

Mail out, Endorsement or accreditation is not allowed lightly. The proposal is scrutinised for content integrity and relevance, and for the qualifications and experience of presenters. Proposals should be put forward on the annexed **Application Form** below.

Providers seeking mail-outs, endorsement or accreditation are invited to allow a discount to MESA members, provide MESA material to participants and supply MESA with details of those participating in the activity, for post activity assessment.

The Society may make available its membership lists and other target lists (subject to privacy legislation) to a secure mail house, provide information to members, and allow the **Endorsement** or **Accreditation** (under IEAust rules) to be printed on brochures. The activity provider covers an application fee and all printing, mailing and associated costs.

**For further detail contact the Maintenance Engineering Society of Australia via Council members or the response form "Contact MESA" at this site {[www.mesa.org.au](http://www.mesa.org.au)} or the Webmaster (see below at site footer) or through the Secretariat at {[Societies@ieaust.org.au](mailto:Societies@ieaust.org.au)} or by calling internationally on Ph: +61 6270 6555, or nationally on Ph: 1300 365 855. .**

**Endorsement or accreditation is NOT available for commercial, sales or related activities: The IEAust including MESA is not able to Endorse or Accredite in this area.**

### ACTIVITIES CONSIDERED

**Activities and material** that may be considered for Mail-Out, Endorsement or Accreditation include maintenance engineering information, training courses, workshops, case studies, properly structured seminars, conferences and study tours. Endorsement or Accreditation is not appropriate for commercial, sales or similar activities.

In these cases, Chapters at their own discretion may advise their members (by provider's leaflet mailed by Chapters to members, the mailing costs being payable by the provider). All such information is to be supplied to members in accordance with the Society Privacy Policy and with the disclaimer that "no endorsement is given or intended", in the same manner as in a "What's On" column of a newsletter.

**Endorsement** is offered to activities which satisfy the requirements of proven genuine usefulness at a professional standard to members and practitioners, and which do not have any perceived or real possibility of conflict of interest, as in the promotion of particular products or services.

**Accreditation** is through IEAust Engineering Education and is offered to activities which satisfy the higher level of Learned Professional Practice, and which contribute to the ongoing professional development of relevant qualifications, competence and knowledge for participants. Accreditation qualifies an activity for inclusion in the Institution of Engineers, Australia Continuing Professional Development (CPD) Program. Accreditation allows the use of a specific Institution logo and IEAust listing in Entrain.

## **APPLICATIONS**

The provider of the activity makes all proposals for Mail-Outs, Endorsement or Accreditation. The initial approach is made by the submission of the form annexed to these Guidelines. This initial approach should normally include opening discussions with a Maintenance Engineering Society of Australia National Council Member who will discuss the application with Councillors responsible for professional standards.

Following mutual agreement to consider the proposal, an evaluation will be carried out, in consultation where necessary with the Boards and Colleges or other appropriate bodies of the Institution of Engineers Australia.

Any endorsement or accreditation when given applies only to the activity or series of activities or the time period specified, and is not an endorsement or accreditation of the provider or any other entity or for any other activities offered by the provider.

## **EVALUATION**

Evaluation of an activity requires the examination of the following:

- Activity program including times, events, presenters, special arrangements and associated activities.
- Resumes in full for all presenters.
- Detailed plans for each part of the activity including processes and objectives.
- Copies of presentation notes and audiovisual material (or access to source where reproduction is not appropriate).
- Advice of people and resources (other than the provider and presenters) who have contributed or will contribute to preparation of the activity.
- Advice of past and planned future like or similar activities.
- Provider representative contact person, Mail and Email address, phone and facsimile details.

The evaluation process, given the above information, is carried out over a period of some weeks in strict confidentiality by competent persons appointed for this purpose. At the final stages of consideration, direct discussion with the providers may be required. A decision follows within days of such contact and is notified in writing (mail or email).

## **BENEFITS - COSTS**

Providers are invited to allow a discount to MESA members, to provide MESA related material to participants, and provide to MESA the details of participants in the activity to facilitate independent post attendance assessment. An application fee is specified in the Application Form annexed to these Guidelines.

To assist providers, the Society may make available a mail-out to its membership list and if required, to a wider list of engineers with an interest in Maintenance Engineering (including overseas entries as required in both cases). This must be done through a secure mail-house. MESA may allow the words **Endorsement**, or **Accreditation** to be included on brochures and course notes. Mailing, printing and associated costs are to the provider.

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## APPLICATION FORM FOR MAIL-OUT, ENDORSEMENT OR ACCREDITATION OF MAINTENANCE ENGINEERING LEARNED ACTIVITIES

### **Introduction**

Under separate **Guidelines** above which are to be consulted in making this application, the Maintenance Engineering Society of Australia (MESA) allows Mail-Outs and Eendorses activities of a suitable standard which are of interest to members and industry. MESA can arrange Accreditation of activities, through IEAust **Engineering Education**, where they are appropriate for the Continuing Professional Development (**CPD**) of members.

The Society may make available membership lists and other target lists (subject to Privacy Rules) to a secure mail-house, makes information available to members, and authorises the endorsement or accreditation to be printed on brochures. The activity provider covers the application fee and all mailing and associated costs.

Mail-outs, Endorsement or Accreditation is not given lightly and are scrutinised in terms of content, integrity and relevance

Providers seeking mail-outs, endorsement or accreditation are invited to allow a discount to MESA members, issue Society provided related material to participants and to supply details of participants for post activity assessment.

### **Proposal**

Please circle the appropriate word:

**Mail-Out**

**Endorsement**

**Accreditation**

**Provider Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone & Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Activity Name** \_\_\_\_\_

**Objective** \_\_\_\_\_

**Description** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

**Dates & Period** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Documentation Available:**

- |                               |                          |                              |                          |
|-------------------------------|--------------------------|------------------------------|--------------------------|
| Program for the Activity      | <input type="checkbox"/> | Times & Timetable            | <input type="checkbox"/> |
| Presenter's Resumes           | <input type="checkbox"/> | Location Plan for Activity   | <input type="checkbox"/> |
| Events List                   | <input type="checkbox"/> | Work Books & Course Notes    | <input type="checkbox"/> |
| Presentation Notes & Plans    | <input type="checkbox"/> | Audio Visual Aids to be Used | <input type="checkbox"/> |
| Support Persons List & Skills | <input type="checkbox"/> | Similar past activities      | <input type="checkbox"/> |

Planned Future Activities  \* Fee (incl. GST) of \$ ..... enclosed

\*MESA Endorsement \$88.00 / \*IEAust Accreditation (12 mth ENtrain listing) \$220.00.

**Presenter(s) or Author(s)**

Name(s) and Qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provider Representative :**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_  
Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorised by: \_\_\_\_\_  
Title & Position \_\_\_\_\_ Date \_\_\_\_\_

Further information is available from the **Guidelines** or from the **Webmaster** or by contacting MESA through the Secretariat at **<Societies@ieaust.org.au>** or by calling internationally on Ph: +61 (0)2 6270 6555 or nationally on Ph: 1300 365 855.

**Note: This Form can be used for mail outs but should NOT be used for any other sales or commercial activity. MESA is not able to Endorse or Accredite in this area.**