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## 1 ESTABLISHMENT

This committee forms part of the University's academic governance structure, and as a sub-committee, will provide reports and/or advice to the relevant Course Committee.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Ensure qualifications under the remit of the Committee comply with the [Australian Qualifications Framework \(AQF\)](#) and [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth\)](#).
- 2.2 Manage the qualification registration process as per the [Vocational Education and Training \(VET\) Qualifications Scope of Registration Policy and Procedure](#), ensuring that validation occurs and all documentation is checked and compliant before submission of the relevant AIMS proposal.
- 2.3 Ensure that continuous improvement processes are applied before approving documents for authorised upload to the discipline site or the University's learning management system, Moodle.
- 2.4 Manage teaching employee attendance and participation at validation activities, in line with the University's Validation Schedule.
- 2.5 Coordinate the shared development of Australian Skills Quality Authority (ASQA) compliance assessment tools and training material across team members.
- 2.6 Promote consistency across the organisation; ensuring decisions on ASQA-compliant materials are made via the Committee and that decisions are communicated to all team members for implementation at all locations.

- 2.7 Ensure training and assessment strategies are updated to reflect current course delivery.
- 2.8 Plan expenditure for discipline activities when completing the discipline budgeting process.
- 2.9 Communicate updates to National Training Packages and accredited programs to team members.
- 2.10 Complete and approve VET course administration information to ensure that consistent and correct information is provided in the CQUni Handbook, StudentOne Availabilities, Student Guides and Marketing activities.
- 2.11 Provide information to the relevant Course Committee to assist with articulation agreements and internal pathways in accordance with the [Articulation Policy and Procedure](#).
- 2.12 Ensure any non-conformance with Committee decisions is referred to the Dean of School.

### **3 REFERRAL OF MATTERS**

The Committee may refer any item to the Course Committee that this committee reports to for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

### **4 MEMBERSHIP AND TERMS OF OFFICE**

The Committee shall comprise:

Ex-officio members:

- VET Manager/Director College of Trades
- Lead Vocational Teacher/Head of Course

Nominated members:

- At least one teacher in the relevant qualification area from each delivery location, nominated by the Lead Vocational Teacher/Head of Course

Co-opted members:

- VET educators and/or academic and/or professional employee representatives independent from the qualifications under the committee's remit, co-opted by the Chair
- Additional members the Committee may co-opt over time to provide input into particular matters.

All members are expected to represent and maintain effective communications between their organisational area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee with the Chair's approval.

Nominated members shall serve for a term of two years.

### **5 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Rights of audience and debate may participate in meetings, but have no voting rights.

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

## **6 OBSERVERS**

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **7 CHAIR AND DEPUTY CHAIR**

The Chair shall be VET Manager/Director College of Trades.

The Chair shall nominate a Deputy Chair if the Chair is unable to attend a scheduled meeting.

## **8 SECRETARY**

The Dean of School (or equivalent)/head of the organisational area shall nominate the Secretary.

## **9 CASUAL VACANCIES**

A casual vacancy shall be filled in accordance with the original nomination requirements.

## **10 REMOVAL OF A MEMBER FROM OFFICE**

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Committee to have their membership reinstated.

## **11 QUORUM**

The quorum for a committee meeting shall be 50% of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.

## **12 CONFLICT OF INTEREST**

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## **13 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Meetings shall be held at least four times per year, spread throughout the year. This Committee shall determine its meeting schedule annually in advance and meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

Meetings are not considered professional development; they are a part of normal teaching duties.

## 14 WORKSHOPS

Additional workshops for professional development and/or validation activities can be initiated as determined by the Director College of Trades, VET Manager, Lead Vocational Teacher/Head of Course, or as requested by the Dean of School or Coordinator VET Quality and Language Literacy and Numeracy Services.

## 15 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

## 16 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Course Committee it reports to, along with any information the Course Committee requests to facilitate its review of the Committee's performance and its membership.

## 17 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Director Governance
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Approval and Amendment History	Details
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Amendment Authority and Date	
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