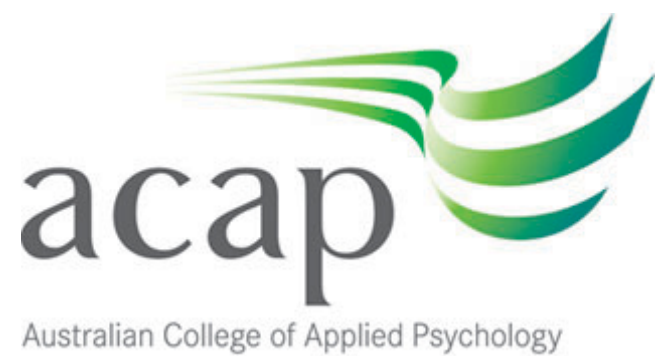




# College Governance



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## Document Notes

In this document

- Reference to General Manager, refers to General Manager, ACAP
- Reference to Dean, refers to Dean, ACAP
- Reference to Heads of Schools, includes Head of VET unless stated otherwise.

## Related Documents

- ACAP Articles of Association
- ACAP Standing Orders
- ACAP Committee Membership List

## INTRODUCTION

This document describes the governance framework for the Australian College of Applied Psychology Pty Ltd (ACAP). The governing body of ACAP is the Board of Directors. The constitution of ACAP specifically identifies the College Council and Academic Council as committees to which Board powers may be delegated. Through delegations from the Board of Directors, the College Council is empowered to be the effective governing body of ACAP, with overall responsibility for the pursuit of the vision and mission of ACAP as contained in the objects of the ACAP constitution:

The objects and purpose of the Company are to improve professional practice through the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship. The Company has the following principal functions for the promotion of its objects and purposes:

- a) To disseminate knowledge and promote scholarship;
- b) To provide courses of study or instruction across a range of fields in Australia and the Asia-Pacific region;
- c) To provide learning and teaching that encourage the advancement, development and application of knowledge informed by free inquiry;
- d) To maintain high standards of professionalism and ethics;
- e) To contribute to the community with a sense of integrity, equity and social justice;
- f) To confer, after appropriate assessment, educational awards as may be accredited by relevant educational bodies, authorities and agencies;
- g) To provide facilities and resources for the general welfare and development of enrolled students;
- h) To create an environment that empowers and supports the personal and professional development of enrolled students and staff of the Company;
- i) To foster a teaching and learning environment that is engaging, challenging, flexible, rewarding and encourages lifelong learning;
- j) To offer opportunities for development and further training to teaching and other staff of the Company;
- k) To meet the needs of employers, professional bodies and the community through graduating students who are ready to work;
- l) To provide programs and services in ways that reflect principles of equity;
- m) To develop corporate and academic governance, rules, admission and other policies, quality assurance and other processes and financial and other arrangements that are underpinned by the values and goals above and are sufficient to ensure the integrity of the Company's programs; and
- n) To provide returns to shareholders aligned with the expectations of being a commercial enterprise.

The College Council oversees the implementation of the Strategic Plan in pursuit of these objects.

The Academic Council is empowered by ACAP Board delegation to oversee the academic pursuits of ACAP. There is an important separation of powers between College Council and Academic Council. Whilst the Academic Council reports to the College Council, Academic Council has been created by ACAP Board delegation. Accordingly, Academic Council is independent of College Council with regard to academic matters.

The diagram herein shows the relationship between the various committees and sub-committees of ACAP. The governance committees of ACAP are the Board of Directors, College Council and Academic Council. All other committees and sub-committees are management committees overseen by the governance committees of ACAP.

The principal executive officer of ACAP is the General Manager who is a member of College Council and Academic Council, and also Chairperson of the Executive Committee. The Dean of ACAP is the Chairperson of the Academic Council and also a member of College Council and the Executive Committee.

The Standing Orders provide the framework in which the committees of ACAP can operate.

**1 Background****1.1 Purpose**

This document has been developed to assist the College Council and Academic Council and each Committee and working group appointed or overseen by College Council and Academic Council to fulfil its Membership functions and duties as outlined in the ACAP Standing Orders and Terms of Reference for the Committee, and describes the procedures that must be followed by the Committee in performing those functions and duties.

**1.2 Variation**

These protocols will be reviewed by College Council from time to time and will be varied as the College Council considers appropriate.

**2 Appointment and Skills of Committee Members**

2.1 The terms of appointment of Members of a Committee and working group appointed or overseen by College Council or Academic Council are determined by the Committee Chairperson, with the approval of College Council, and are intended to provide for continuity of membership and the contribution of fresh perspectives.

2.2 Committee members of each committee and working group appointed or overseen by College Council or Academic Council may be appointed and removed by the Committee Chairperson, with the approval of College Council.

2.3 Appointments of internal members of Committees should broadly reflect the mix of qualifications, seniority and experience suitable for functions of the Committee.

2.4 Appointments of external members to Committees should broadly reflect the diversity of the population as well as the seniority and appropriate experience suitable for functions of the Committee.

2.5 Appointments of internal and external members of a Committee should take account of gender representation and should also be representative of the rich diversity of the Australian higher education and vocational education sectors, and other constituents of importance to the College and its functioning.

2.6 A Committee member may resign from the Committee by notice in writing to the Committee Chairperson.

2.7 A Committee may co-opt members on the basis of their experience as necessary.

**3 Minutes**

3.1 The secretary appointed by the Committee must minute all Committee meetings and the Chairperson must sign the minutes within a reasonable time after the meeting.

3.2 The Chairperson is responsible for ensuring the minutes are accurately recorded prepared and distributed.

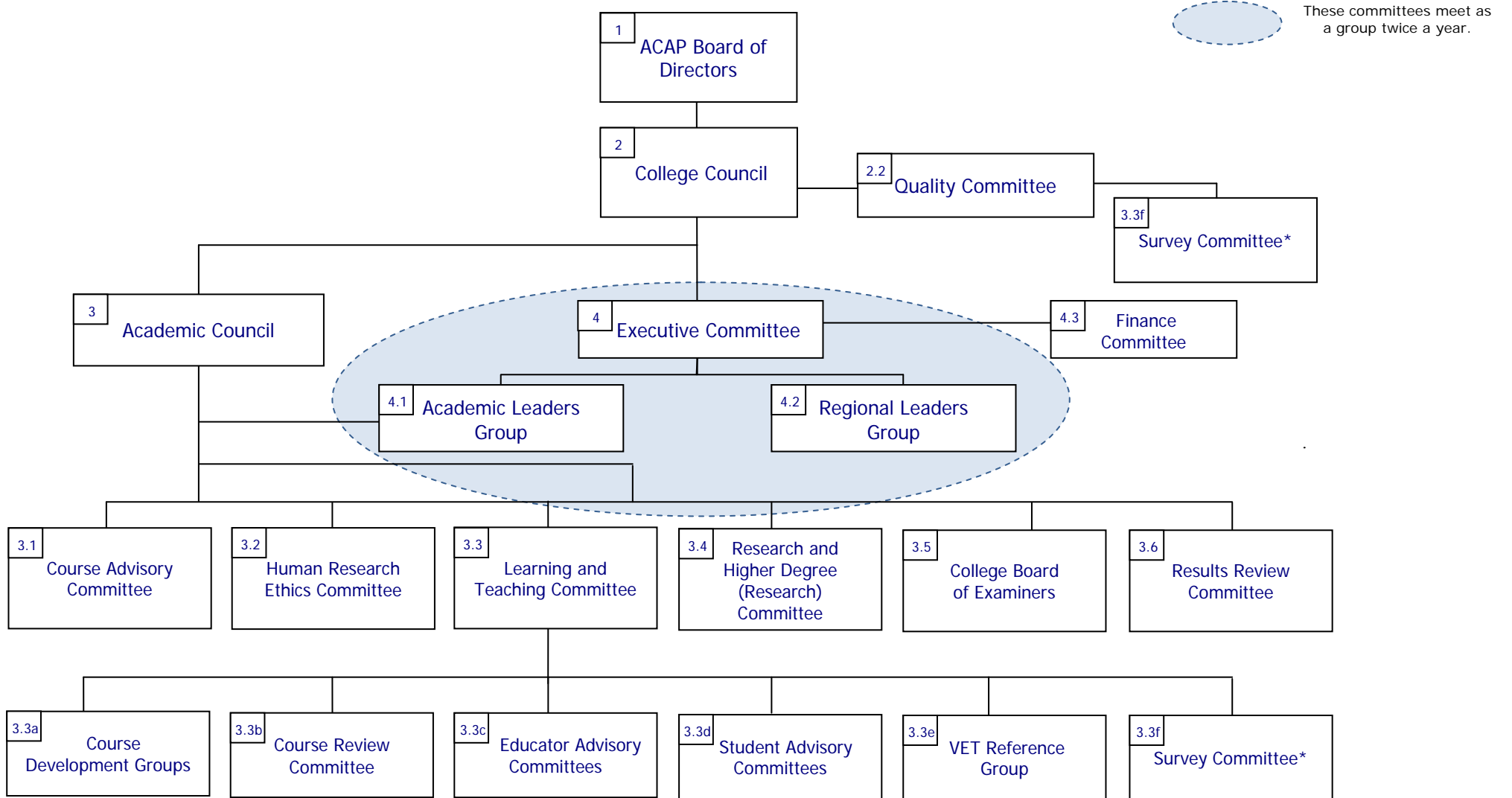
**4 Resourcing**

4.1 The College Council allocates internal human and financial resources at the reasonable expense of ACAP on request of the Committee Chairperson to enable the Committee to carry out its terms of reference.

**5 Independent Advice**

5.1 The College Council may commission independent advice or assistance at the reasonable expense of ACAP on request of the Committee Chairperson to further assist the Committee in carrying out its terms of reference.

**GOVERNANCE STRUCTURE OF THE COLLEGE**



\* There is only one Survey Committee, however, it has a dual reporting line and as such is shown in the diagram in two places.

## 1. BOARD OF DIRECTORS

### 1 Role

The Board of Directors is the governing body of the College. It has final governance responsibility of all matters associated with the College.

### 2 Functions

The functions of the Board of Directors are to:

Pursue the objects and principal purposes of the Australian College of Applied Psychology Pty Ltd (ACAP) which are to improve professional practice through the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship. ACAP has the following principal functions for the promotion of its objects and principal purposes:

1. To disseminate knowledge and promote scholarship;
2. To provide courses of study or instruction across a range of fields in Australia and the Asia-Pacific region;
3. To provide learning and teaching that encourage the advancement, development and application of knowledge informed by free inquiry;
4. To maintain high standards of professionalism and ethics;
5. To contribute to the community with a sense of integrity, equity and social justice;
6. To confer, after appropriate assessment, educational awards as may be accredited by relevant educational bodies, authorities and agencies;
7. To provide facilities and resources for the general welfare and development of enrolled students;
8. To create an environment that empowers and supports the personal and professional development of enrolled students and staff of ACAP;
9. To foster a teaching and learning environment that is engaging, challenging, flexible, rewarding and encourages lifelong learning;
10. To offer opportunities for development and further training to teaching and other staff of ACAP.
11. To meet the needs of employers, professional bodies and the community through graduating students who are work ready;
12. To provide programs and services in ways that reflect principles of equity;
13. To develop corporate and academic governance, rules, admission, and other policies, quality assurance and other processes and financial and other arrangements that are underpinned by the values and goals above and are sufficient to ensure the integrity of the ACAP's programs; and
14. To provide returns to shareholders aligned with the expectations of being a commercial enterprise.

The above functions of the Board of Directors of ACAP are delegated to the College Council and Academic Council by written resolutions pursuant to section 248A of the Corporations Act.

The College Council is delegated the powers and authorities to:

- Pursue the mission and vision of the College;
- Carry out the objects and purposes of the Company set out in the constitution of the Company; and

Undertake the functions set out in the constitution of the Company and all other functions which are incidental or convenient for the purposes of the above power and authority, including without limitation:

- Provide advice regarding the overall operations of the College from a strategic perspective;
- Monitor the implementation of the College's Strategic Plan;
- Oversee and monitor the overall quality of the College's services;
- Oversee the Academic Council;
- Confer academic awards;
- Establish any necessary committees to meet the College's requirements; and
- Initiate reviews and improvements.

The Academic Council is delegated the powers and authorities to:

- Approve new courses and changes to existing courses consistent with registration and accreditation requirements;
- Monitor and approve student results and scholarships;
- Oversee and monitor the academic quality of programs and courses;

- Initiate academic reviews and improvements;
  - Develop, approve and implement academic policies and procedures; and
  - Report to the College Council,
- consistent with the objects and purposes of ACAP.

### **3 Membership**

The Board of Directors consists of:

- Rod Jones, Chief Executive Officer of Navitas Limited, the parent company of ACAP;
- Lyndell Fraser, Executive General Manager, Navitas Workforce Division; and
- Andrew Little, General Manager, ACAP.

The Navitas Company Secretary, Hugh Hangchi, is responsible for recording, preparing and distributing the minutes for each meeting.

### **4 Frequency of meetings**

The Board of Directors meets on a date and time according to a pre-established schedule.

**1 Role**

Through delegation from the ACAP Board of Directors, the College Council is empowered to be the effective governing body of ACAP, with overall responsibility for the pursuit of the vision and mission of ACAP as contained in the objects of the ACAP constitution. The College Council is delegated the powers and authority to:

- Pursue of the Mission and Vision of the College;
- Carry out the objects and purposes of the Company set out in the constitution of the Company.

**2 Functions**

The College Council undertakes the functions set out in the constitution of the Company and all other functions which are incidental or convenient for the purposes of the above power and authority, including without limitation:

- Provide advice regarding the overall operations of the College from a strategic perspective;
- Monitor the implementation of the College's Strategic Plan;
- Oversee and monitor the overall quality of the College's services;
- Oversee the Academic Council;
- Confer academic awards;
- Establish any necessary committees to meet the College's requirements; and
- Initiate reviews and improvements.

**3 Membership**

The College Council consists of:

- Executive General Manager, Navitas Workforce Solutions Pty Limited;
- General Manager, ACAP;
- Dean and Chair of the ACAP Academic Council;
- Senior Staff member of University Programs Division, Navitas; and
- Three-five external independent members.

The Chairperson of the College Council is the Executive General Manager, Navitas Workforce Solutions Pty Limited.

**4 Frequency of meetings**

The College Council meets quarterly on a date and time according to a pre-established schedule.

**5 Sub-committees**

- Academic Council
- Executive Committee
- Quality Committee

## 2.2 QUALITY COMMITTEE

### 1 Role

The role of the Quality Committee is to ensure that the College develops continuous quality improvement and an internal system of quality assurance to maintain and improve the quality of the educational programs provided by the College.

### 2 Functions

The functions of the Quality Committee are to:

- Oversee the quality assurance systems of the College;
- Provide advice on preparation for external educational audits including the AUQA audit;
- Review the outcomes of the annual VET self audit;
- Review the outcomes of the annual National Code self audit;
- Provide advice on outcomes of College reports, including program quality reports from international licensees; and
- Review long term trends in student outcomes and monitor benchmarking procedures.

### 3 Reporting

The Quality Committee reports to the College Council.

### 4 Membership

The Committee consists of:

- A member of the Academic Council;
- The General Manager;
- The Chairperson, Learning and Teaching Committee;
- The Head of VET
- The Director Melbourne Campus;
- The Registrar;
- The Director Marketing;
- The Senior Manager Quality and Accreditation; and
- The Dean.

The Chairperson of the Quality Committee is the General Manager.

### 5 Frequency of meetings

The Quality Committee meets quarterly on a date and time according to a pre-established schedule.

### 6 Sub-committees

Survey Committee

**1 Role**

The role of the Survey Committee is to recommend guidelines for College surveys including purpose and methodology. The Committee consults with external consultants, on an as needs basis regarding design, delivery and analysis of surveys. The Committee is also responsible for identification of emerging themes across survey results.

**2 Functions**

The functions of the Survey Committee are to:

- Develop policies, procedures and protocols for College surveys and monitor their adherence;
- Keep a record of regular surveys conducted by the College;
- Advise on options for administration of College surveys;
- Advise survey consultants on issues such as survey design, methodology, research methods and sample size;
- Develop and monitor implementation strategies and time lines for College surveys;
- Develop survey reporting mechanisms;
- Advise on the most effective way to communicate survey results across the organisation; and
- Provide advice on the development of in-house capacity to design, conduct and analyse surveys.

**3 Reporting**

The Survey Committee reports to the Quality Committee and Learning and Teaching Committee.

**4 Membership**

Membership of the Survey Committee consists of:

- The Registrar;
- The Director Marketing;
- The Director Blended Learning;
- The Head of School of Counselling;
- The Senior Manager Quality and Accreditation;
- Two Managers of Academic Programs;
- The Manager of Student Placement;
- The Director Marketing;
- The Postgraduate Programs Coordinator; and
- The Coordinator of Student Services, Sydney.

The Chairperson of the Survey Committee is the Registrar.

**5 Frequency of meetings**

The Survey Committee meets at least six times per year.

**6 Sub-committees**

Nil.

## **3 ACADEMIC COUNCIL**

### **1 Role**

The Academic Council oversees the educational processes involved in designing, delivering and assessing College programs.

### **2 Functions**

The functions of the Academic Council are to:

- Approve new courses and changes to existing courses consistent with registration and accreditation requirements;
- Monitor and approve student results and scholarships;
- Oversee and monitor the academic quality of programs and courses;
- Initiate academic reviews and improvements;
- Develop, approve and implement academic policies and procedures; and
- Report to the College Council, consistent with the objects and purposes of ACAP.

### **3 Reporting**

The Academic Council reports to the College Council.

### **4 Membership**

The Council consists of:

- Dean;
- Four independent academics;
- Heads of School;
- General Manager, ACAP;
- One Campus Director;
- Chairperson of the Learning and Teaching Committee
- Two student representatives (being one undergraduate representative and one postgraduate representative, one of whom must have studied at least one module by the online mode of study) to be nominated by the Student Advisory Committees; and
- Two teaching staff representatives to be nominated by the Heads of Schools.

The Chairperson of the Academic Council is the Dean.

### **5 Frequency of meetings**

The Academic Council meets six times per year on a date and time according to a pre-established schedule.

### **6 Sub-committees**

- Academic Leaders Group
- Course Advisory Committees
- Learning and Teaching Committee
- Human Research Ethics Committee
- Research and Higher Degree (Research) Committee
- Results Review Committee.

## 3.1 COURSE ADVISORY COMMITTEES

### 1 Role

The role of each Course Advisory Committee is to provide the College's Academic Council with academic and industry (including employer and professional association) advice and guidance as needed in the development of College courses. Course Advisory Committees are convened by the relevant Head of School or VET under delegation of the Academic Council for specific courses as needed.

### 2 Functions

The functions of each Course Advisory Committee are to advise the Academic Council on:

- The expected outcomes, curriculum and modes of delivery of College courses;
- The consideration and monitoring of educational benchmarks to inform course development;
- The alignment of outcomes with relevant Australian Qualifications Framework (AQF) levels and relevant professional standards where applicable;
- Recent developments and trends in specific fields of study and research, government policy changes and directions in course development; and
- The implications of changing government policy and procedures within the VET and Higher Education sectors and how these may relate to or impact upon ACAP courses and programs.

### 3 Reporting

Each Course Advisory Committee reports to the Academic Council and guides the work of the Course Development Group.

### 4 Membership of Course Advisory Committees

Each committee consists of:

- The Dean (ex officio);
- The relevant Head of School or VET or their delegate as Chairperson;
- At least one other relevant member of academic staff of the College (ensuring appropriate representation of all Schools with a role in the development and/or implementation of the course); and
- A minimum of two independent external members with relevant expertise (ensuring appropriate academic, industry, employer and professional association representation).

### 5 Frequency of meetings

Each Course Advisory Committee meets on a date and time according to a schedule to meet the College's needs for course development, reaccreditation and accreditation of course/s or, in the VET sector, additions to the scope of registration.

### 6 Sub-committees

Nil.

### 1 Role

The role of the ACAP Human Research Ethics Committee (ACAP HREC) is to assess and determine whether proposed human research studies of ACAP students and staff meet the guiding ethical values and principles set-out in the [National Statement on Ethical Conduct in Human Research 2007](#).

No human research project undertaken by an ACAP student or staff member may proceed without prior consideration and approval via a written protocol of this Committee.

The committee will abide by and ensure that the protocol and procedures for the research comply with the Values and Principles of Ethical Conduct outlined in the National Statement on Ethical Conduct in Human Research [March 2007], issued by the National Health and Medical Research Council (NHMRC) in accordance with the NHMRC Act, 1992 (Cth.), the Australian Code for the Responsible Conduct of Research jointly issued by the NHMRC, the Australian Research Council and Universities Australia (2007), the Value and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (NHMRC 2003), and all other relevant Acts and legislative requirements including the Guidelines Under Section 95 of the Federal Privacy Act, 1988, and the NSW Privacy and Personal Information Protection Act, 1998.

### 2 Functions

The functions of the ACAP HREC are to:

- Advise the College in relation to its commitment to meeting the highest standards of ethical and professional behaviour with respect to research involving humans, such as to protect the interests of research participants, investigators and the College, with due regard to applicable Australian legislative and contractual obligations, and national, international and professional codes of conduct and community standards and expectations;
- Advise the College in relation to its development, establishment or revision of working policies and procedures to assist in the function and performance of the Committee, including the Committee's establishment of regular or ad hoc sub-committees or working parties and/or the appointment of regular or ad hoc committee delegate(s);
- Liaise with the Research and Higher Degree (Research) Committee as required to ensure ethical standards for all research and scholarship activities are maintained;
- Assess the research merit and ethical integrity of staff research proposals involving humans and determine whether they are acceptable on scholarly or scientific and ethical grounds;
- Assess the research merit and ethical integrity of student research proposals involving humans and determine whether they are acceptable on scholarly or scientific and ethical grounds;
- Ensure the College maintains a register of proposed and approved research projects involving human participants and communicate information on request to appropriate national bodies;
- Monitor the progress of ACAP HREC approved human research projects to ensure continued compliance with ethical standards through the receipt and consideration of the annual human research progress reports submitted to the Committee by current holders of ACAP HREC ethics approval for conducting research;
- Report annually to Academic Council via the Dean; and
- Advise the College in relation to content for Human Ethics Research related reports that the College is required to provide to external authorities, including the annual report to the National Health and Medical Research Council (NHMRC).

### 3 Reporting

The ACAP HREC reports to the Academic Council.

### 4 Membership and Meeting Protocols

The minimum membership ([National Statement on Ethical Conduct in Human Research, 2007, Section 5.1](#)) of a Human Research Ethics Committee (HREC) is eight members, being men and women, comprising:

- Chairperson, with suitable experience, whose other responsibilities will not impair the HREC's capacity to carry out its obligations under this National Statement;
- At least two lay people, one man and one woman, who have no affiliation with the College, and are not currently involved in medical, scientific, legal or academic work;
- At least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (eg social worker, clinical psychologist, or allied health professional);
- At least one person who performs a pastoral care role in a community (eg. an Aboriginal elder, a minister of religion);
- At least one lawyer, where possible one who is not engaged to advise the institution; and

- At least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend. These two members may be selected, according to need, from an established pool of inducted members with relevant expertise.

No member may be appointed in more than one of the categories listed above, but the College may establish a pool of inducted members in each category.

Wherever possible one or more of the members of the Committee should be experienced in reflecting on and analysing ethical decision-making.

The College Dean on the advice of the Committee Chairperson shall ensure the Committee has access to the expertise necessary to enable it to address the ethical issues arising from the categories of research it is likely to consider, and this may necessitate going outside the Committee membership.

The Chairperson of the Committee is elected by the members of the Committee. The Chairperson is elected for a period of two years renewable for an additional third year.

The Committee Secretary, as nominated by ACAP from time to time, is responsible for providing administrative support to the Committee, including:

- Recording, preparing and distributing the minutes of each meeting; and
- Maintaining the College's Register of Proposed and Approved Research Projects involving Human Participants, and ensuring the Committee is advised of the currency status of this Register at each Committee meeting.

## **5 Frequency of Meetings**

The ACAP HREC meets at least once per term in a three term academic year.

## **6 Quorum**

Unless otherwise prescribed by external regulatory requirements, the quorum for meetings shall be 4, including the Chairperson, provided that members unable to attend have had sufficient opportunity to consider agenda items and provide their views.

## **7 Sub-committees**

The Committee may establish regular or ad hoc sub-committees or working parties to assist in its performing its role, including to expedite ethical appraisal of minimal risk research projects. The sub-committee or working party Chairperson should be appointed from members of the Committee.

Sub-committee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Committee.

### 3.3 LEARNING AND TEACHING COMMITTEE

#### 1 Role

The Learning and Teaching Committee supports achievement of the College's academic goals.

#### 2 Functions

The functions of the Learning and Teaching Committee are to:

- Enhance the learning experience of students by fostering academic excellence and encouraging improvement in learning and teaching practices;
- Enhance and advance the level of academic scholarship for students and academic staff;
- Advise and make recommendation to the Academic Council on academic matters;
- Review and guide development of learning and teaching policies;
- Promote effective design of learning, teaching and assessment including use of technology;
- Oversee and report on effective implementation of the College's academic policies and programs; and
- Respond to requests from the Academic Council related to learning and teaching.

#### 3 Reporting

The Learning and Teaching Committee reports to the Academic Council.

#### 4 Membership and meeting protocols

The Committee consists of:

- The Dean (ex officio);
- One Head(s) of School (Higher Education);
- One Head of School (VET)
- The Registrar;
- The Director Blended Learning;
- One Campus Director;
- A minimum of one faculty members/Senior Staff Educators representative;
- One Manager of Academic Programs;
- The Manager, Publication Unit;
- One Student Services/Support representative; and
- Two student representatives sought from the Student Advisory Committees, and be appointed at the discretion of the Learning and Teaching Committee so as to ensure representing views from both VET/Undergraduate and Postgraduate students, and also On Campus and Flexible Delivery students.

Members are appointed for a two year term where functional representation is used. Membership is rotated between functional representatives based upon consultation between the Dean and academic staff and / or Campus Directors.

The Chairperson of the Academic Council will appoint a Chairperson from among the senior academic staff of Professor or Associate Professor level.

#### 5 Frequency of meetings

The Committee meets every month on a date and time according to a pre-established schedule.

#### 6 Sub-committees

- Course Development Groups
- Course Review Committee
- Educator Advisory Committees
- Student Advisory Committees
- VET Reference Group
- LTC Reference Group.

### 3.3A COURSE DEVELOPMENT GROUPS

#### 1 Role

The role of each Course Development Group is to manage the development and implementation of new courses under the guidance of the Course Advisory Committee. Course Development Groups are convened by the relevant Head of School or VET under delegation of the Academic Council for specific courses as needed.

#### 2 Functions

The functions of a Course Development Group are to follow the advice and guidance of the Course Advisory Committee to:

- Develop course materials and documentation to ensure the course meets standards of rigour and depth appropriate to the award, and that course rationale and content are consistent to reflect best practice; and
- Develop the implementation plan for the course, including identification of resources and the roll-out schedule; and
- Provide advice as required to Course Advisory Committees on relevant Australian education legislation and standards, (including those communicated in the Australian Qualifications Framework (AQF), Vocational Education and Training Quality Framework, National Protocols for Higher Education Approval processes and Higher Education Standards Framework of the Tertiary Education Quality Standards Agency).

#### 3. Reporting

Course Development Groups report to the College Learning and Teaching Committee with recommendations regarding implementation resources being drawn to the attention of the Executive.

#### 4 Membership

Each Course Development Group consists of:

- The Dean (ex officio);
- The relevant Head of School (or delegate) as Chairperson;
- The Director Student Administration and Registrar Services (or delegate);
- The Senior Manager Quality and Accreditation (or delegate); and
- At least three other members, drawn from academic and administrative staff with relevant expertise to meet the specific development and implementation needs of the course.

#### 5 Frequency of meetings

The Group meets regularly during course development and on an ad hoc basis as needs arise.

#### 6 Sub-committees

Nil.

### 3.3B COURSE REVIEW COMMITTEE

#### 1 Role

The role of each Course Review Committee is to review College courses as required and develop relevant recommendations. Course Review Committees are convened by the relevant Head of School or VET under delegation of the Academic Council for specific courses as needed.

#### 2 Functions

The functions of a Course Review Committee are to:

- Undertake the review of College courses, taking into consideration feedback obtained from external and internal sources and benchmarking activities;
- Make recommendations for adjustments to ensure the quality of the relevant course is maintained and that it remains current, relevant and at the appropriate Australian Qualification Framework (AQF) level;
- Provide advice by way of recommendations to the Academic Council, via the College Learning and Teaching Committee, for adjustment or modification of College course/s and to the Executive about the resource implications of implementing the Course Review Committee's recommendations; and
- Receive reports from Schools and VET and monitor the implementation of the recommendations of the review.

#### 3 Reporting

Course Review Committees report to the Academic Council, via the College Learning and Teaching Committee, with recommendations regarding implementation resources being drawn to the attention of the Executive.

#### 4 Membership

Each Course Review Committee consists of the following members, and can co-opt additional members if required to ensure adequate representation of all facets of the course:

- The Dean (ex officio);
- The relevant Head of School or VET (or their delegate) as Chairperson;
- At least three other members, drawn from academic and administrative staff of the College with relevant expertise to meet the specific needs for review of the course; and
- At least one external member with expertise in the content of the course being reviewed.

#### 5 Frequency of meetings

The Course Review Committee meets regularly during the course review.

#### 6 Sub-committees

Nil.

### 3.3C EDUCATOR ADVISORY COMMITTEES

#### 1 **Role**

The role of the Educator Advisory Committee is to provide a forum for feedback from educators on the College academic, curriculum and assessment processes.

#### 2 **Functions**

The functions of an Educator Advisory Committee are to:

- Provide a forum for educators to actively participate in the academic life of the College and contribute to continuous improvement in the teaching and learning environment; and
- Make recommendations to the Learning and Teaching Committee in regard to the learning and teaching environment of the campus including library, curriculum, assessment systems, student recreational facilities, teaching resources and learning materials.

#### 3 **Reporting**

The Educator Advisory Committees report to the Learning and Teaching Committee.

#### 4 **Membership and meeting protocols**

The Committee consists of:

- A Chairperson;
- A secretary;
- Key academic staff; and
- Educator representatives.

The Directors of campus, through the Learning and Teaching Committee, have overall responsibility for reporting on the proceedings of campus-specific Educator Advisory Committees to the Academic Council.

The Chairperson of the respective campus committee is the Director of that campus.

#### 5 **Frequency of meetings**

The Educator Advisory Committee meets every three months or once per term on a date and time according to a pre-established schedule.

#### 6 **Sub-committees**

Nil.

### 3.3D STUDENT ADVISORY COMMITTEES

#### 1 Role

The Student Advisory Committee is a forum composed of key academic staff, educator and student representatives whose task is to consider, evaluate and monitor the quality and effectiveness of academic, administrative and student support services and functions. A Student Advisory Committee functions in each College campus. Student Advisory Committees are accountable to the Learning and Teaching Committee and assist the Learning and Teaching Committee in implementing, monitoring and evaluating systems of continuous improvement and quality assurance in learning and teaching.

#### 2 Functions

The functions of a Student Advisory Committee are to:

- Review and monitor the effectiveness of academic, administrative and student support functions and procedures;
- Monitor the ethical and professional delivery of education in accordance with the College's Code of Practice and Code of Practice in Teaching and Learning;
- Provide a forum for students to actively participate in the academic life of the College and contribute to continuous improvement in the teaching and learning environment; and
- Make recommendations to the Learning and Teaching Committee in regard to the learning and teaching environment of the campus viz a viz library, curriculum, assessment systems, student recreational facilities, teaching resources and learning materials.

#### 3 Reporting

The Student Advisory Committees report to the Learning and Teaching Committee.

#### 4 Membership and meeting protocols

The Committee consists of:

- A Chairperson;
- A secretary;
- Key academic and student support staff of the campus;
- An educator representative; and

A minimum of two student representatives (being one undergraduate or VET representative and one postgraduate representative, one of whom must have studied at least one unit or module by Flexible Delivery/Online mode) to be nominated by the Student Advisory Committees;

The Registrar has overall responsibility for reporting on the proceedings of campus-specific Student Advisory Committees to the Academic Council.

The Chairperson of the Sydney campus Committee is the Director Sydney Campus. The Chairperson of each other campus Committee is the Manager Academic Programs of that campus.

The Chairperson of the Student Advisory Committee in each campus convenes the Committee at the beginning of each academic year and organises a system for educator and student representation on the Committee.

#### 5 Frequency of meetings

The Student Advisory Committee meets every once per term on a date and time according to a pre-established schedule.

#### 6 Sub-committees

Nil.

### 3.3E VET REFERENCE GROUP

#### 1 Role

The VET Reference Group is charged with progressing continuous improvement issues in relation to the College's provision of vocational education and training.

#### 2 Functions

The functions of the VET Reference Group are to:

- Oversee continuous improvement activities related to the Vocational Education and Training Quality Framework of the Australian Skills Quality Authority (ASQA);
- Review and address the outcomes of continuous improvement activities related to the Vocational Education and Training Quality Framework; and
- Provide advice to responsible decision makers on matters relating to the provision of vocational education and training at the College.

#### 3 Reporting

The VET Reference Group reports to the Learning and Teaching Committee.

#### 4 Membership

The VET Reference Group consists of:

- The Head of School of VET;
- The VET Coordinators from each Campus;
- The Senior Manager Quality and Accreditation (or delegate);
- The Dean;
- The Sydney Campus Administration Manager;
- The Flexible Delivery Coordinator;
- The Student Recruitment Coordinator;
- The Manager Publication Unit;
- The Manager Academic Programs, Brisbane Campus; and
- An Educator Representative.

The Chairperson of the VET Reference Group is the Head of School of VET.

#### 5 Frequency of meetings

The VET Reference Group meets once per month, at least one week prior to the following meeting of the Learning and Teaching Committee.

#### 6 Sub-Committees

This Group will form ad hoc Working Groups for specific purposes as required.

**1 Role**

The role of the Research and Higher Degree (Research) Committee is to provide advice and guidance regarding the promotion of a research environment and culture focused on progressing the College's research profile.

**2 Functions**

The functions of the Research and Higher Degree (Research) Committee are to:

Research:

- Develop and oversee the implementation of a strategic research plan that will cultivate a research culture within the College;
- Support high levels of scholarship across all academic activities within the College;
- Support and encourage staff and student research;
- Encourage staff and student publication, and attendance at conferences to present papers;
- Identify and promote sources of research and scholarship funding;
- Support the process of applying for external funding by staff and students;
- Identify professional development opportunities for research;
- Liaise with the ACAP Human Research Ethics Committee to ensure ethical standards for all research and scholarship activities are maintained; and
- Develop and review Codes of Conduct pertaining to research.

Research Higher Degrees:

- Develop and oversee the implementation of a policy for the supervision of higher degrees by research students;
- Develop and oversee the implementation of a training program for all Faculty staff engaged in the supervision of student research;
- Develop and oversee the implementation of a Register for certified supervisors and the processes for inclusion and possible exclusion from the Register;
- Develop a policy for scholarship and research support for higher degree by research students;
- Oversee all higher degree by research within the College including admission to candidature, approval of research topics, monitoring progress during year, the annual review of candidates, approval of examiners, and decisions regarding thesis outcomes; and
- Develop and review Codes of Conduct pertaining to higher degree by research students.

General:

- On an annual basis review and recommend to Academic Council changes that may be required to the Terms of Reference and Membership of the Research Committee;
- Produce a research report documenting the research activities of the College; and
- Develop and oversee policy regarding Intellectual Property linked to research activities.

**3 Reporting**

The Research and Higher Degree (Research) Committee reports to the Academic Council.

**4 Membership and Meeting Protocols**

The Chairperson of the Research and Higher Degree (Research) Committee is a faculty staff member at Level D or E with a postgraduate research degree.

The Committee consists of:

- The Dean;
- A Representative of Academic Council (separate to the Dean);
- Two members of Faculty with research higher degrees or equivalent experience<sup>1</sup>; and
- A Postgraduate student engaged in a research higher degree<sup>2</sup>.

**5 Frequency of meetings**

Six meetings will be scheduled each year on a Tuesday two weeks prior to Academic Council meetings.

**6 Sub-committees**

Nil.

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<sup>1</sup> Note that these two members of Faculty should be appointed to ensure that in conjunction with the Chairperson of the Committee there is representation from the Schools within the College.

<sup>2</sup> The status of membership of the postgraduate student may need to be such that they are not in the room when any decisions regarding appointment of examiners and student progress are made.

## 3.5 COLLEGE BOARD OF EXAMINERS

### 1 Role

The role of the College Board of Examiners is to examine, review and consider final module and unit academic marks at the conclusion of each teaching season.

The Academic Council has delegated its authority to the College Board of Examiners to approve the release of marks to students.

### 2 Functions

The functions of the College Board of Examiners are to:

- Review all student marks across units.
- Identify any unexpected performances based on student profiles and seek information from School(s) as appropriate
- Make changes to student marks in the light of overall performance
- Review mark distributions for each unit and seek explanations from Schools if distributions differ greatly from expected distributions
- Approve marks/grades for release to students

### 3 Reporting

The College Board of Examiners Review reports to the Academic Council.

### 4 Membership

The Chairperson of the College Board of Examiners is the Dean.

- Dean
- Head of School of VET or senior nominee of Head
- Head of School of Counselling or senior nominee of Head
- Head of School of Psychological Sciences or senior nominee of Head
- Chair, Learning and Teaching Committee
- Registrar

The College Board of Examiners should also have a Minute Secretary assigned to it (Faculty Administrative Officer).

### 5 Frequency of meetings

The College Board of Examiners meets at least four times a year at the end of each teaching session (Summer school, Trimesters 1, 2 and 3).

Note: It is expected that prior to forwarding results to the College Board of Examiners, each School will have held its own meeting (e.g., Committee of Assessors) that will have reviewed student results including making decisions about students whose result for a unit falls on category boundaries, students who have requested special consideration and general distributions of grades for each unit.

## 3.6 RESULTS REVIEW COMMITTEE

### 1 Role

The role of the Results Review Committee is to examine, review and compare and analyse student results for approval to the Academic Council.

### 2 Functions

The functions of the Results Review Committee are to:

- Analyse and recommend approval of student results prior to their release to the Academic Council;
- Develop appropriate standards in relation to results, including the pattern of outcomes regarding grade descriptors, and determine student status (Fail grade);
- Set return dates for results to facilitate timely processing of assessment;
- Review results for conditional student enrolments;
- Review results for international students;
- Review progression rates and the distribution of results in each of the College's program areas;
- Benchmark results across campuses and modes of delivery; and
- Determine exclusions and report such determinations to the next meeting of Academic Council, in line with the ACAP Course Progression Policy.

### 3 Reporting

The Results Review Committee reports to the Academic Council.

### 4 Membership

The Chairperson of the Results Review Committee is the Registrar.

The Committee consists of:

- The Registrar;
- The Director Sydney Campus;
- The Heads of School;
- Two Manager Academic Programs;
- The Postgraduate Programs Coordinator;
- The Undergraduate Programs Coordinator; and
- The Manager Quality and Accreditation.

### 5 Frequency of meetings

The Results Review Committee meets once a term on a date and time according to pre-established schedule.

### 6 Sub-committees

Nil.

**1 Role**

The Executive Committee is responsible for the efficient conduct of the College's business and is the primary operational decision-making body of the College. This Committee oversees: College operations; directs the College in the implementation of its Strategic Plan and reviews the implementation of its one-year Operational Plan on a quarterly basis.

**2 Functions**

The functions of the Executive Committee are to:

- Exercise an executive decision-making and coordination role in relation to College business;
- Oversee and implement strategic planning processes to ensure the College is a quality assured learning and teaching organisation for all stakeholders including students and staff;
- Authorise policies and procedures that go to College Council for final endorsement;
- Monitor the College's human resource performance including OH&S, EEO and staffing and resource issues; and
- Review and analyse resourcing requirements for the College.

**3 Reporting**

The Executive Committee reports to the College Council.

**4 Membership**

The Committee consists of:

- The General Manager;
- The Dean;
- One Senior Academic;
- One Campus Director;
- The Director Blended Learning;
- The Director Administration and Registrar Services;
- The Business Manager;
- The Director of Marketing; and
- The Human Resource Manager.

The Chairperson of the Executive Committee is the General Manager.

**5 Frequency of meetings**

The Executive Committee meets monthly on a date and time according to a pre-established schedule.

**6 Sub-committees**

- Academic Leaders Group
- Regional Leaders Group
- Finance Committee.

## 4.1 ACADEMIC LEADERS GROUP

### 1 Role

The role of the Academic Leaders Group is to provide academic leadership to the College across all areas including strategic planning, curriculum development, accreditation of courses, and the development of a strong research culture within the College.

### 2 Functions

The functions of the Academic Leaders Group are to:

- Develops academic strategy in alignment with College vision and mission;
- Provides a forum for discussing academic matters impacting on each of the College's Schools in higher education and vocational education;
- Provides academic leadership in the areas of teaching, learning, research, professional development, policy formation;
- Ensure the promotion and practice of excellence in all areas of academic activity of the College
- Generates ideas for new courses and changes to existing courses consistent with registration and accreditation requirements;
- Contribute to policy formation and planning whilst encouraging continuous development and excellence in teaching and learning;
- Advise the Executive Committee and Academic Council on academic matters and course development opportunities; and
- Advise on educational processes involved in designing, delivering and assessing College programs.

### 3 Reporting

The Academic Leaders Group reports to the Academic Council for academic matters and to the Executive Committee for corporate matters.

### 4 Membership

The Committee consists of:

- The Dean;
- The Heads of School;
- The Chairperson, Learning and Teaching Committee; and
- The General Manager.

The Chairperson of the Academic Leaders Group is the Dean.

### 5 Frequency of meetings

The Committee meets every month on a date and time according to a pre-established schedule.

## 4.2 REGIONAL LEADERS GROUP

### 1 Role

The role of the Regional Leaders Group is to advise the Executive Committee on regional matters impacting on the College, so that it delivers on the strategic and operational plans in the regions in which the College operates.

### 2 Functions

The functions of the Regional Leaders Group are to:

- Ensure high quality service delivery at the regional level consistent with national principles, policies and procedures;
- Develops and extends the College presence through developing key regional relationships that contribute to the growth and good reputation of the College;
- Ensure that regional community needs are brought to the attention of the College e.g. local professional associations, employer groups, community interest groups and tertiary education providers;
- Developing a coordinated strategy in building relationships with regional regulators;
- Advise the Executive on regional matters and business development opportunities;
- Optimise the student experience for the flexible delivery students in the region and on campus students; and
- Implement regional aspects of the Learning and Teaching Plan.

### 3 Reporting

The Regional Leaders Group reports to the Executive Committee.

### 4 Membership

The Committee consists of:

- The General Manager;
- The Campus Directors;
- The Director Blended Learning;
- The Director Student Administration and Registrar Services; The Business Manager; and
- The Director Marketing (or delegate).

The Chairperson of the Regional Leaders Group will be the General Manager.

### 5 Frequency of meetings

The Committee meets every two months on a date and time according to a pre-established schedule.

## 4.3 FINANCE COMMITTEE

### 1 Role

The Finance Committee is responsible for ensuring that the College provides returns to shareholders aligned with the expectations of being a commercial enterprise. This Committee advises the Executive Committee on: College finances; the implementation of its financial plans and reviews the implementation of its rolling plan on a quarterly basis.

### 2 Functions

The functions of the Finance Committee are to:

- Oversee the development of the rolling plan;
- Ensure the College and departmental rolling plans are aligned with the strategic and operational plans;
- Monitor and report on the financial performance of the College and its constituent parts against rolling plan and prior corresponding periods;
- Review significant proposals for financial viability including assessing the value that is added by the expenditure and the return on investment;
- Formulate strategies for improving the College's financial position; and
- Periodically review the effectiveness of the finance function at ACAP.

### 3 Reporting

The Finance Committee reports to the Executive Committee.

### 4 Membership

The Committee consists of:

- The General Manager;
- The Business Manager;
- The Director Student Administration and Registrar Services;
- The Director Finance, Navitas Workforce Division; and
- The Finance Manager.

The Chairperson of the Finance Committee will be the General Manager.

### 5 Frequency of meetings

The Committee meets every month on a date and time according to a pre-established schedule.

ACAP is a nationally registered training organisation (RTO) and registered higher education provider (HEP) and provider of higher education for overseas students in the States of New South Wales, Queensland and Victoria.  
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