

TERMS OF REFERENCE

Terms of Reference: Committee

1. PURPOSE:

The mission of TrEd Healthcare College is to educate and prepare learners through the provision of excellent, holistic, and innovative educational programs in which learners become safe, knowledgeable, accountable, and culturally-responsive healthcare professionals who advocate for health and who collaboratively care for individuals, families, communities and populations throughout the life cycle in a variety of settings.

Our essential focus is to design learning opportunities to guide the education of our learners by highlighting personal and professional development in preparation for evidence-based practice and life-long learning.

2. ACCOUNTABILITY

The Board of Directors is responsible for directing and controlling the commercial business of the Company, inclusive of supervising and guiding its strategy and business interest in strict consonance with the legal responsibilities of the Corporations Act 2001.

The Board of Directors has delegated the entirety of its academic governance and responsibilities to the Academic Board. The Academic Board is responsible and accountable to the Board of Directors for the discharge of these academic responsibilities.

Academic Board approves the academic and student related policies and procedures that establish THC's VET education provider compliance with regulatory obligations. Academic Board reviews and monitors the performance of all academic areas of THC to assist with quality management and ensure continual improvement of those operational processes.

The Board of Directors has delegated the responsibility for operational policies to Executive Management.

The Chairperson of THC's Academic Board is also able to make executive decisions on behalf of the Academic Board should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to overall approval following an Academic Board meeting.

3. RESPONSIBILITIES

3.1 Primary Responsibilities of the Academic Board

Academic Board's primary responsibilities will include:

- Overseeing and reviewing the academic governance framework and structure, and recommending changes where necessary
- Overseeing major academic policy and procedural principles and reviews, consistent with legal and regulatory requirements and compliance obligations

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- Overseeing and monitoring the academic standards, activities and outcomes of the College within a quality and academic risk framework

In undertaking its primary responsibilities the Academic Board will determine, approve or advise on, any matters within its authority.

3.1.2 Functions of the Academic Board

The Academic Board holds authority over THC's academic governance through the following functions:

- Review, approve and monitor academic policies and procedures for THC to ensure that the quality of courses, processes and outcomes is maintained and compliance with all national registration and accreditation conditions of these courses is fulfilled
- Monitor and review the overall direction and academic mission of THC and its implementation, including through regular Strategic Plan reviews
- Establish internal and independent academic quality assurance, academic review and advisory mechanisms in order to monitor quality standards in academic staffing, scholarship, courses and outcomes, student participation and attainment and academic practice (particularly in learning and teaching)
- Provide advocacy and support for THC Vet sector, State and Commonwealth statutory authorities, where necessary for the purposes of submissions or responses to reports from these sectors
- Provide and demonstrate strategic educational leadership to TrEd Healthcare College (THC)
- Provide a forum to evaluate and transmit ideas and knowledge of the industry and its perception in the wider community, through communication with relevant peak professional bodies, alumni and current students
- Encourage further development of academic and industry-based knowledge through support of research and scholarship at THC and through links with other research institutions or funding bodies
- Critically evaluate the quality and effectiveness of educational innovations and proposals for innovation
- Ensure a strong working relationship with sub-committees through written and oral reports from the Chairpersons and seek information or take advice on relevant matters, as necessary
- Receive, approve and evaluate new academic and/or research programs and amended academic and/or research programs (where the course structure has been changed), including ratifying submission to regulators for accreditation
- Recommend conferral of Higher Education awards for graduation, ensuring courses of study completed by graduands are consistent with approved courses
- Inform the Board of Directors on any matters relevant to academic and/or research programs, standards, policies and procedures
- Evaluate and suggest revisions to the Academic Governance Framework for approval by the Board of Directors
- Consider and report on any matter referred to it by the Board of Directors.

4 OPERATIONS

4.1 Membership:

4.1.1 THC is a growing Vet Education provider, members of its Academic Board may include professionals relevant and qualified in Allied Health services, Nursing and Early Childhood Education.

The Chairperson will be an internal employee to THC and is appointed by the Board of Directors for a two year term. In appointing a Chairperson, the Board of Directors will consider the following:

- Extensive knowledge and experience in senior position in VET or higher education sector.
- Experience chairing academic boards and similar leadership committees
- Academic qualifications, research and experience in the review of academic policy and procedure and with national regulatory frameworks.

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- Leadership and Management experience in building company profile and supporting staff

4.1.2 Consultation with non-direct service areas of the organization will be made on an as-need basis e.g. Finance and Systems, Human Resources, Legal.

4.1.3 Membership will have a minimum of 8 members and may be expanded as deemed necessary by the Committee.

- Director of Studies
- Director of Operations
- Quality, Compliance and Governance Manager
- IT/Systems Manager
- Finance Manager
- A senior member of the Academic staff
- Legal Officer
- A frontline administration/student support staff member

In addition, up to two Heads of Department to be invited to attend each meeting on a rotational basis.

4.1.3 Continuity of team members is key. To achieve this, team members will be requested to fill this role for a minimum of two years. Members will serve a maximum of three terms.

4.1.4 Chairing of Meetings - A Deputy Chair will be appointed by the Chairperson and members of THC Academic Board to deputise on behalf of the Chair, as and when required.

4.2 Team Members:

4.2.1 Members are responsible for making arrangements with their supervisor for attendance at meetings and for preparation time prior to the meetings.

4.2.2 Team members are expected to attend at least 80% of meetings annually.

4.2.3 Members will champion quality improvement within the organization.

4.2.4 Roles of Academic Board Members

All Academic Board members are required to agree upon appointment:

- To act in accordance with this Academic Board Terms of Reference
- To act in accordance with the interests of THC as a whole
- To maintain confidentiality of all matters discussed at Academic Board meetings or in other situations where they are representing the Academic Board.
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In addition, the Chairperson will represent the Academic Board at meetings of the Board of Directors and will have rights of audience and debate at those meetings.

Meeting Schedule

The Academic Board will meet at least four times per annum. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties, to be scheduled at a time and date suitable to the majority of members.

Meeting Procedures

Members will be provided with a minimum of seven days' notice of the scheduling of a meeting. Academic Board is empowered to seek advice and information as necessary from such other staff members and independent stakeholders of THC as deemed appropriate. Such persons may be invited by the Chairperson of the Academic Board to be in attendance at meetings where appropriate. Staff and independent stakeholders

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of THC may request the opportunity to address the Academic Board at any time and this request will be considered and approved by the Chairperson of the Board.

Secretarial Arrangements

The Chairperson will nominate the Minute Secretary. The Minute Secretary will be in attendance at all meetings and will have responsibility, as directed by the Chairperson for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes.

The Minute Secretary will not have rights of debate or vote, but may be called upon throughout the meeting to provide clarity or context where relevant.

Agendas and Minutes

Minutes, agendas and supporting documents will be distributed to members of the Academic Board at least five working days prior to the forthcoming meeting.

Except with permission of the Chairperson agenda topics will not be accepted and included in the forthcoming meeting. All topics and agendas must be submitted to the Minute Secretary (or delegate) at least seven working days prior to the forthcoming meeting.

Responsibility for ensuring appropriate records management for the Board rests with the Minute Secretary under the direction of the Chairperson of the Academic Board. The Board will keep minutes of each meeting. All documentation will be retained in aXcelerate THC's primary electronic management system.

Induction Arrangements

New members will be asked to sign a Confidentiality Agreement prior to formally joining the Academic Board and/or sub-committee. Before the first scheduled meeting for the year, the Chairperson or their nominee will meet with any new Academic Board members and/or sub-committee members to induct them. A copy of all relevant governance documents will be provided. Such a briefing will also be provided to any new member who joins the Academic Board and/or sub committee during the year, preferably before the new member attends a meeting.

Sub-Committees

As outlined above, the Academic Board may also establish sub-committees to assist its work and functions to consider special issues. The Board of Directors will be advised when the Academic Board establishes sub-committees. Standing Sub-Committees of the Academic Board will be:

- Complaints and Appeals Committee (convened when required)
- Examiners' (also known as Assessment) Committee.

Other sub-committees may be established at any time according to the needs of the Academic Board. The Academic Board may co-opt independent persons as deemed appropriate to serve on its subcommittees. Sub-committees of the Academic Board will normally be chaired by a member of the Academic Board but may include other members who are not members of the Academic Board.

Reporting

In order to comply with the reporting requirements of the Board and the governance responsibilities, the following reporting will occur:

- Minutes of meetings will be submitted for consideration to the Board of Directors
- Minutes of meetings will be retained in THC's primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Academic Board will be subject to review at least every two years by the Board of Directors to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing

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relevance. The Academic Board will undertake a self-evaluation of performance on an annual basis. Areas requiring further attention in the following year will be highlighted and recommended to the Board of Directors.

THC Governance Structure

