

## VET Curriculum and Quality Committee

The VET Curriculum and Quality Committee (VETCQC) is a committee of the University's Academic Board.

### Terms of Reference

#### 1. Purpose

- a) To have broad responsibility in the domain of new courses, review and accreditation of programs and integrity of education offerings in Vocational and Education Training (VET).
- b) To ensure the achievement of the highest possible quality standards in VET teaching and VET practice at Federation University Australia.
- c) To ensure the ongoing compliance of the University with all aspects of VET regulation including the requirements of the Australia Qualifications Framework, Australian Skills and Quality Authority (RTO Standards), and other relevant state regulators.
- d) To recommend all additions to and deletions from the University's Scope of Registration.
- e) To oversee the development of the VET Quality Assurance system at the University.

#### 2. Responsibilities

- a) Receive, consider and respond to reports from, and provide advice to the University on all aspects of VET curriculum design and assessment.
- b) Recommend to Academic Board and the CEO Federation University Australia, all additions and to and deletions from the Scope of Registration as recommended by Federation TAFE School Boards.
- c) Oversee the development of the University's VET Quality Assurance system.
- d) Oversee the maintenance of registration with ASQA and the VRQA and ensure the University's compliance with auditing requirements from all VET regulatory bodies.
- e) Ensure the University's compliance with all VET regulatory standards
- f) Oversee VET assessment processes, practices and outcomes.
- g) Recommend, advise and inform the Academic Board on State and National VET regulatory developments.
- h) Oversee and receive reports from the ongoing internal audits of VET regulatory compliance.
- i) Identify and refer to the appropriate body the need for new/revised legislation/policy relating to VET programs, admissions, assessment and student progress and the implementation and oversight of existing legislation/policy.
- j) Consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor and President, and Deputy Vice-Chancellors.

#### 3. Composition of VET Curriculum and Quality Committee

##### Ex officio members

Pro Vice-Chancellor, VET and Chief Executive Officer TAFE (Chair)  
Chair, Academic Board

Chair, Higher Education Curriculum Committee or nominee  
Manager, Policy and Quality Services  
Director TAFE Learning, Teaching & Quality  
Director Operations, Federation TAFE  
Chief Operating Officer or nominee  
General Manager, Federation TAFE  
Manager, Registrar Services  
Education Manager, Federation College

#### **Elected members**

Two members of the TAFE delivery team

#### **Co-opted members**

The committee may co-opt any member of the University community or an external expert where particular expertise or insights are required. The term of their appointment will be determined by the committee when appointed, and they can be re-appointed.

### **4. Appointment of Chair and Deputy Chair**

#### a) Chair

The Chair of the committee is the Pro Vice-Chancellor, VET and Chief Executive Officer TAFE. The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

#### b) Deputy Chair

The committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term. The Deputy Chair will take on the role in addition to their current position on the committee which will not fall vacant due to their election. The Deputy Chair is eligible to stand for re-election at the end of their term, for a maximum of three consecutive terms.

### **5. Elections**

a) Elections for positions on the committee are conducted in accordance with Statute 7 of the University's Statutes and Regulations.

b) The election amongst members for the Deputy Chair role is conducted in accordance with Statute 7.2 of the University's Statutes and Regulations.

### **6. Terms of office**

a) Ex officio members hold office by right of the position they hold in the University.

b) Elected staff members hold office for a term of two-years, with a maximum of three consecutive terms.

c) Where an elected member of the committee ceases to meet the eligibility criteria for their appointment, their membership on the committee will cease and a casual vacancy will be created.

d) Co-opted members hold office for a term determined by the committee at the time of appointment.

### **7. Removal and resignation of members**

a) Where a non ex officio member expects to be absent for three or more meetings in a year, they must resign from their position by writing to the Chair. Leave of absence may be granted at the discretion of the Chair, if requested.

- b) The committee may remove any non ex officio member from office if:
  - they fail to attend three meetings without the approval of the Chair;
  - their performance on the committee is considered by the committee to be unsatisfactory;
  - they are found to have engaged in misconduct of a serious or recurrent nature.
- c) A non ex officio member may resign from the committee by tendering their resignation in writing to the Chair.
- d) The Chair may resign from the committee by tendering their resignation in writing to the Chair of Academic Board.
- e) Any vacancy on the committee will be filled according to the procedure for filling casual vacancies, except in the case of a member's term of office expiring.
- f) A vacancy which arises for any reason other than the expiration of a term of office, will be called a casual vacancy.

## **8. Filling casual vacancies**

- g) An election will be held to fill any casual vacancy for the remainder of the term of office.
- h) If the casual vacancy occurs within three months of a member's term of office expiring, the position may be left vacant for the remainder of the term.
- i) Members elected to fill a casual vacancy will assume office at the next committee meeting.

## **9. Working parties**

The Chair of the committee may establish working parties of an ad hoc nature and direct inquiries to any element of the University to fulfil their purpose. Membership of the working party can be drawn from within the committee and/or outside of the committee

## **10. Meetings**

Meetings will comply with the Standing Orders of Academic Board.

## **11. Related documents**

[Standing Orders of Academic Board \(pdf, 177 kb\)](#)

[Federation University Australia Statute 2.2 Academic Board \(pdf, 32kb\)](#)

[Federation University Australia Regulation 2.2.2 Academic Board \(pdf, 37kb\)](#)

[Federation University Australia Statute 1.3 Meetings \(pdf, 10kb\)](#)

### **For further information**

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URL: <http://federation.edu.au/staff/governance/academic-board>