



Education Council

1. Purpose

The purpose of the Education Council is to provide oversight of education and training standards on behalf of the College Board in areas related to curriculum, training, assessment, and certification. The Council aims to ensure these remain in alignment with the College mission and strategic directions.

2. Scope and Responsibilities

- To deliver strong leadership to guide College education and training programs and activities
- To consider reports, recommendations and issues raised by the reporting College Committees and their respective subcommittees and ad hoc working groups; to provide feedback and expert advice; and, to make recommendations to the Board as required
- To provide a forum for informed debate, ideas sharing, peer review and act as a clearing house on education matters between representatives of the reporting College Committees
- To provide advice and support to staff, committees and working groups to support the development of appropriate curricula, educational resources, tools, and products
- To guide and oversight development of education and training standards and education and training programs with a view to integration/minimised duplication and to providing programs aligned to the College mission and strategic directions.
- To support the role of the Censor-in-Chief by continually seeking opportunities to improve the education and training standards, including the effectiveness by which they can be implemented and adjudicated
- To identify and refer standards and policy issues to relevant Committees for development and/or advice
- To provide recommendations and advice to the College Board regarding the accreditation of third parties who seek delegation of ACRRM authorities to deliver education or training
- To provide representation of the College on external committees as and when appropriate and report back to the College through the designated channels.
- To report to the ACRRM Board after every meeting as well as provide analysis and advice regarding policy and recommendations from reporting College Committees.
- To monitor and respond as appropriate to relevant information from College evaluations

3. Delegated Authorities and Reporting

The Education Council has no specific delegated authorities or independent decision-making powers. The Education Council reports and provides recommendations to the Board. The Board retains responsibility for setting all policy and standards related matters for the College.

4. Membership

Members of the Education Council will consist of:

- Chair, appointed by the College Board
- Education and Training Committee Chair
- Assessment Committee Chair
- IMG Assessment Committee Chair

ACRRM acknowledges Australian Aboriginal People and Torres Strait Islander People as the first inhabitants of the nation. We respect the traditional owners of lands across Australia in which our members and staff work and live, and pay respect to their elders past present and future.

For further information, please contact ACRRM: Level 1, 324 Queen Street, Brisbane QLD 4001
P: 07 3105 8200 or 1800 223 226 • E: acrrm@acrrm.org.au • W: www.acrrm.org.au



- Registrar Committee Chair or nominee
- Community representative
- Up to six Fellows of the College (taking due account of geographic location, scope of practice, and gender)

Ex-officio members:

- Censor in Chief
- General Manager (Education Services)

The Council may invite College staff and/or outside relevant expertise including individuals in their capacity as community representatives to attend meetings to observe or provide advice, or as co-opted members.

All determinations for membership will consider representation of the diverse perspectives of the College membership including, the balance of gender, geography, age, and other factors as appropriate.

Member terms

The period of appointment for the Chair and members shall be for three years or the period of time the member holds office in the Assessment Committee, Education Council or Censor-in-Chief position. Chairs may serve additional or extended terms as set by the Board. Member's terms may be renewed for a second term if approved by the Board, with a maximum of two consecutive terms.

Members who do not attend two meetings in a row without approved leave of absence will be written to by the Chair concerning their ongoing involvement with the Council. Should they fail to attend the following meeting (third) they will relinquish their position.

5. Professional Conduct

Members shall comply with the College's Code of Conduct and [Respectful Workplaces Framework](#)

Confidentiality

Meeting discussions and meeting papers shall be treated as confidential and not for broader circulation or publication except by formal agreement of the Council.

Public representation

Members will not speak publicly on behalf of the Council or the College other than in accordance with the College policies on media representation and social media.

Conflicts of Interest

Members will declare any conflicting interests at meeting commencement and as pertinent to issues that arise in Council interactions. The Council will determine and take any appropriate action.

6. Meetings

Timing and Frequency

The Council will meet at least six times per year.

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Decision Making

Questions or motions arising at any meeting of the Council shall be by consensus

Agenda Deadline

A minimum of seven days' notice specifying the place, the day and hour of each meeting shall be given to all members accompanied by a meeting agenda and papers relevant to the meeting discussion.

Meeting Attendance

Meetings will be face-to-face or by videoconference, teleconference, or other appropriate electronic means. Members participating through electronic means shall be deemed to be personally present.

Administration

A dedicated secretariat officer who is an ACRRM staff member appointed by the CEO, shall coordinate meetings including venue, minute taking and distribution, and record keeping.

Minutes and Actions

The Council shall cause minutes to be made:

- Of the names of the members attending the meetings of the Council
- Of any conflict of interest noted by the members of the Council, and
- For all proceedings at all meetings of the Council

Meeting Quorum

A quorum of 50% of the committee members will be required to conduct meetings.

7. Revision of Terms of Reference

The Terms of Reference will be revised every 2 years. The secretariat officer shall be responsible for initiating and managing this process. A succession planning review led by the Chair, shall be undertaken at the first meeting of each calendar year and included in Council reporting.

8. Document Control Management

8.1 Policy Information

Policy Contact and Author	Kyra Moss	Approving Body:	Board
Status:	Board approved	Review period:	2 years
Policy No and Version:	G3 V2.0//2021	Next review date:	December 2023
Effective Date:	December 2021	Document Location:	ACRRM Admin/Policies/Governance Policies
Responsible Officer:	Kyra Moss	Policy System Manager:	Mary Jane Streeton

8.2 Document History

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Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V2.0	Dec 2021	K Moss	Clearing house function in scope IMGA committee member added Clarification of member terms for committee representatives Reference to Code of Conduct	Feb 22	OCEO, GM(ES)
V1.0	Apr 2021	K Moss	Revised TORs template	Apr 2021	Board, OCEO
Previous system	Jan 2021	K Moss	Included Community representative	Jan 2016	Board, OCEO, Ed Council
Previous system	July 2016	GM Ed Services	Revised TORs template	Jan 2016	Board, OCEO, Ed Council

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