

TERMS OF REFERENCE

VOCATIONAL EDUCATION COMMITTEE

1. Purpose and background

The Vocational Education Committee ("the Committee") is established pursuant to part 4 of the RMIT Statute No. 1 (Amendment No. 2).

The Committee is a formally constituted standing committee of the Academic Board ("the Board") and has been established to provide advice and recommendations to the Board on policies, procedures and quality assurance relating to Vocational Education Learning and Teaching.

The Committee provides leadership in academic governance to support the University to achieve its academic mission as defined by the Royal Melbourne Institute of Technology Act 2010.

2. Functions

The functions of the committee are as follows:

2.1 To provide academic leadership for Vocational Education at an institutional level.

2.2 To oversee, monitor and advise the Board on:

- a) The achievement of internal and external academic quality standards across all Vocational Education teaching and learning activities;
- b) Student progression, academic conduct and academic integrity;
- c) Course and Program review cycles and quality assurance processes, and their effectiveness in upholding excellence in teaching and learning;
- d) The University's strategy as it relates to Vocational Education and the development and promotion of innovation and excellence in learning and teaching;
- e) The development, implementation and review of academic policies and procedures, including monitoring their effectiveness in upholding excellence and integrity in teaching and learning practices and outcomes;
- f) Developments in the external environment including policy, strategy, trends and innovations related to Vocational Education;
- g) Academic risk, including relevant findings and recommendations arising from internal and external audits;
- h) Ongoing compliance of the University with Vocational Education legislative and regulatory requirements.

- 2.3 To oversee and monitor the ASQA Delegations Panel subject to the ASQA delegated functions and report to the Board on changes to the RMIT Scope of Registration.
- 2.4 The Committee may establish working parties and other such consultative mechanisms to progress business as required.
- 2.5 The Committee may establish formal subcommittees, subject to the approval of the Board.

3. Reporting

The Committee operates in accordance with an annual workplan approved by the Board. The Committee will report annually to the Academic Board on its performance including completion of its work plan.

The minutes and/or a report of each Committee meeting must be submitted to the next Academic Board meeting. This should include the Committee's minutes, any formal resolutions or decisions taken by the Committee and any other issue of which the Committee believes the Academic Board should be informed.

The Committee will receive minutes and/or a regular report on academic matters from the ASQA Delegations Panel.

4. Membership

4.1 The membership of the Committee is:

- a) The Chair, elected in accordance with section 5 of these Terms of Reference;
- b) Deputy Vice-Chancellor Education;
- c) Associate Deputy Vice-Chancellor Education;
- d) Associate Deputy Vice-Chancellor Education (Quality and Enhancement);
- e) Pro Vice-Chancellor Vocational Education;
- f) Deputy Pro Vice-Chancellor (Learning and Teaching), College of Business and Law;
- g) Deputy Pro Vice-Chancellor (Learning and Teaching), College of Design and Social Context;
- h) Deputy Pro Vice-Chancellor (Learning and Teaching), College of Science, Engineering and Health;
- i) Academic Registrar, or nominee;
- j) Chief Audit and Risk Officer, or nominee;
- k) President of the RMIT University Student Union;
- l) One (1) Vocational Education Staff member, elected by and from the Teaching staff of the College of Business and Law for a two (2) year term of office;
- m) One (1) Vocational Staff member, elected by and from the Teaching staff of the College of Design and Social Context for a two (2) year term of office;

- n) One (1) Vocational Staff member, elected by and from the Teaching staff of the College of Science, Engineering and Health for a two (2) year term of office;
- o) One (1) student enrolled in a Vocational Education program, elected by and from the Vocational Education students of the College of Business and Law for a one (1) year term of office;
- p) One (1) student enrolled in a Vocational Education program, elected by and from the Vocational Education students of the College of Design and Social Context for a one (1) year term of office;
- q) One (1) student enrolled in a Vocational Education program, elected by and from the Vocational Education students of the College of Science, Engineering and Health for a one (1) year term of office;
- r) One (1) Nominee of the Chair of the Academic Board
- s) One (1) Vocational Education Head, Dean or Executive Dean of School from each Academic College nominated by the Chair of the Academic Board; and
- t) One (1) Aboriginal and/or Torres Strait Islander teacher or senior educator nominated by the Chair.

4.2 The Committee may co-opt members with specific expertise who have voting and speaking rights for the duration of their co-option.

4.3 In discharging their responsibilities, committee members have a duty to act in the best interests of the University as a whole, irrespective of personal, professional, commercial or other interests, loyalties or affiliations.

5. Chairing

5.1 The Chair of the Vocational Education Committee shall be elected by and from the non-executive members of the Academic Board for a one-year term of office.

5.2 Academic Board members who wish to have the eligibility requirement waived may develop a case for consideration in accordance with section 6 of the Academic Board Regulations.

5.3 At any meeting of the Committee where the Chair is absent a member elected by a majority of the members present shall preside.

6. Meeting procedure

6.1 Standing invitation with right of audience and debate

- a) Chair of the Higher Education Committee
- b) Chair of the Programs Committee
- c) Chair of the Research Committee
- d) Chair and Deputy Chair of the Academic Board

6.1 The University Secretary, or nominee is the secretary of the Vocational Education Committee.

6.2 The Committee will meet no less than six (6) times per year.

Any aspect of meeting procedure not covered above is subject to the Academic Board Standing Orders.