

Academic Governance Framework

Australian College of Natural Medicine Pty Ltd

FIA FITNATION
FITNESS INSTITUTE AUSTRALIA

ENDEAVOUR
College of
Natural Health



Academic Governance Framework

Contents

Introduction	4
Underlying Principles	4
Roles of Australian College of Natural Medicine Pty Ltd Governing Bodies	5
External Obligations.....	5
Committees	5
Policy and Procedures for Performance Evaluation of Academic Council	6
Evaluation Framework	6
Quorum Arrangements	6
Terms of Membership	6
Invited Guests	7
Induction Arrangements.....	7
Secretarial Arrangements	7
Agendas and Minutes	8
Dissolution of a Board or Committee	8
Independence of members	8
Academic Council	9
Dual Sector Academic Governance Structure.....	10
Education Board	16
Academic Discipline Committees	20
Examiners Committee – Higher Education	24
Subject Advisory Sub-Committees – Higher Education	27
Course Development Sub-Committees – Higher Education.....	30
Human Research Ethics Committee (HREC).....	33
VET Advisory Board	37
VET Health Industry Advisory Group.....	41
VET Fitness Industry Advisory Group	45
Misconduct and Appeals Committee – Higher Education and VET	49
Definitions	52
Abbreviated Terms	54

Copyright in the whole and every part of this document belongs to Australian College of Natural Medicine (ACNM) Pty Ltd and may not be used, sold, transferred, adapted or modified or reproduced in whole or in part in any manner or form or in any media, to any persons other than in written agreement with ACNM Pty Ltd.

This document remains the confidential information of Australian College of Natural Medicine and should not be used for any other purpose other than that expressly approved by ACNM at the time the document was provided by ACNM.

© *Copyright Australian College of Natural Medicine Pty Ltd*

Introduction

This executive level document outlines the governance framework through which Australian College of Natural Medicine Pty Ltd (ACNM) delivers its study programs and academic priorities.

Australian College of Natural Medicine (ACNM) Pty Ltd trading as Endeavour College of Natural Health and FIAFitnation is a dual-sector provider of higher education and vocational education and training, servicing the natural health, wellbeing, and fitness sectors. The term 'College' within this document should be considered as the collective of all trading names.

ACNM Corporate Board (ACNM Board) has delegated responsibility for all academic matters to its Academic Council consistent with the *Higher Education Standards Framework (Threshold Standards) 2015* (Cth) (HES Framework). ACNM Board will also receive feedback from the student body on the operations of the College through student representation on Academic Council and its subsequent report to the ACNM Board.

ACNM recognises the Australian Standard 8000-2003 Corporate Governance, as follows:

Corporate governance generally refers to the processes by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.

This Academic Governance Framework sets out the structure and terms of reference for each academic governing body.

ACNM recognises that there are several key principles that are commonly regarded as the basis of good governance including:

- Good strategy, planning and monitoring of the vision, mission and organisational values
- Sound risk management and compliance processes
- Composition and membership of the Academic Council and its Boards and Committees
- The promotion and assurance of Academic Council, Education Board and VET Advisory Board performance and effectiveness
- Continual improvement of reporting and monitoring.

Underlying Principles

The following principles underpin the governance structure of the College:

- ACNM is committed to the establishment, maintenance and promotion of sound governance within the College, including responsible and accountable management of the College
- All international, national and state legislation, corporate responsibilities, accountability frameworks, regulations, codes of practice and standards that are applicable to the College form part of the governance framework
- All College rules, codes of practice, policies, associated procedures and plans form part of the governance framework
- All employees, students, sessional staff, contractors and agents of the College, by virtue of accepting employment, enrolment or other formal association with ACNM, agree to operate in ways that are in accordance with the ACNM governance framework.

Roles of Australian College of Natural Medicine Pty Ltd

Governing Bodies

Australian College of Natural Medicine Pty Ltd Board of Directors (ACNM Board) is the corporate governing body of the organisation. Responsibilities for academic governance have been delegated to the Academic Council, which in turn has delegated some academic decisions and responsibilities to the Education Board and its committees for higher education, and to the VET Advisory Board and its committees for vocational education and training (VET).

The Academic Council has nomination, induction and professional development processes in place for Council members, procedures for the conduct of the Academic Council, Education Board, VET Advisory Board and Committee meetings, guidelines to assist members to exercise their duties, and processes for review of overall and individual member performance and effectiveness. Academic Council and the ACNM Board have a joint meeting annually.

The Academic Council also receives advice from the student body by representation of a student member (also a member of the Student Voice) on the Council. While the Student Voice is not an official academic governance body and therefore not represented in this document, the Academic Council recognises the importance of student input into the academic operations of the College (particularly given the College Value of Student Centricity and ensuring it is embedded into all areas of College life), and welcomes input and advice from students.

External Obligations

Australian College of Natural Medicine Pty Ltd (ACNM) Board of Directors is bound to meet the responsibilities of a proprietary company under the *Corporations Act 2001* (Cth).

ACNM must comply with legislation enacted by State and Commonwealth Governments and is committed to doing so at every level.

Committees

Academic Council has established advisory Boards and Committees to assist in performing the academic functions of the College and providing timely advice to the Council.

- Each Board and Committee of ACNM will have Terms of Reference as determined by the Academic Council.
- The composition of Academic Council, Boards and Committees may include persons independent to the College, members of College staff, students and alumni of the College.
- The Education Board and VET Advisory Board may establish sub-committees to provide advice and recommendations, or make decisions, on matters within its Terms of Reference. The Boards may also establish working parties to consider special issues. Each Committee will have its own Terms of Reference as determined by the Education Board and VET Advisory Board, and Academic Council will be advised of their establishment and function.
- The establishing Board shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibility.
- *Ad hoc* Advisory Committees may be convened by the Council from time to time to advise on relevant matters.
- The Managing Director (MD) of ACNM Pty Ltd is authorised to attend any meeting of any of the bodies herein at their discretion.

Policy and Procedures for Performance Evaluation of Academic Council

Academic Council recognises that performance evaluation is fundamental to good governance. By regularly evaluating the performance of the itself, the Education Board and VET Advisory Board, Academic Council can identify any gaps and develop strategies and actions for improvement. In accordance with good governance practice and national protocols of governance, the Academic Council, Education Board and VET Advisory Board will review their own performance on an annual basis.

Evaluation Framework

- Academic Council will create measurement instruments for the purpose of self-review of itself and all its Boards.
- Annually, the Academic Council will evaluate its conformance with the HES Framework and Corporate regulations.

Each body within this governance framework must meet the following criteria:

- **Need** (must have a clear need for its existence and a clear purpose)
- **Unique Role** (must have a clearly-defined role that is well-differentiated from the roles of other elements)
- **Adds Value** (either by making important decisions or by providing high-level advice)
- **Primary Focus** of the College is to ensure all decisions and recommendations are to meet criteria for the best student experience at all times
- **Active** (meets regularly or periodically as well as makes decisions or recommendations)
- **Stakeholder Input** (affords an opportunity for the relevant stakeholders to provide meaningful input into decisions).

Any new sub-committee should not be established unless it meets these criteria.

Following annual review of this Academic Governance Framework, any structural changes recommended by the Academic Council are to be approved by the ACNM Board. On receipt of this approval, the changes are to be documented, actioned and this document updated and circulated by the Quality, Governance and Compliance team.

Quorum Arrangements

Overall, the quorum is half the membership plus one, of the filled positions. Vacant positions or co-opted members are **not** counted in calculating the quorum. The Chairperson or Managing Director may, in appropriate circumstances, declare the Academic Council quorate, so that the business of the College may continue in a timely manner.

In some cases, provision may be made to allow inquorate meetings of other Boards or Committees to proceed, especially if an urgent matter needs to be considered. The decisions of any inquorate meeting will be ratified by a majority of members by flying minute as soon as possible following conclusion of the meeting, and at least within 14 days of the meeting occurring.

It is the responsibility of the Chairperson of any meeting to determine quorum (or otherwise) for the purpose of that meeting and its minutes.

Terms of Membership

Terms of membership of all external and/or independent members of any academic governing body are outlined in each Terms of Reference (below).

Unless otherwise specified in a specific body's Terms of Reference, internal staff will remain on the relevant body while they continue to be employed in the relevant position listed in the membership of that Terms of Reference.

Unless otherwise specified in a specific body's Terms of Reference, staff who are members of a governing body as representatives of a group of staff will be elected by their peers in a fair and equitable nomination / election process. These representatives may be located on any campus around Australia.

Invited Guests

From time to time, guests (usually College staff) may be invited to participate in all or part of a meeting of an academic governing body. Invited guests will be listed as such on the minutes of that meeting.

Invited guests will be in attendance only to speak to relevant agenda items or to provide advice on certain items.

Invited guests will not:

- Be counted towards quorum
- Have rights of debate on matters (other than when their advice is sought by a member)
- Have rights to vote on meeting decisions.

Where a guest is invited regularly to attend a meeting of the Academic Council, Education Board or VET Advisory Board (more than half of the meetings in any 12 month period), the need for that guest to become a formal member will be considered as part of that body's annual self-evaluation.

Induction Arrangements

All new members will be asked to sign a Confidentiality Agreement prior to formally joining any academic governing body of the College. This Confidentiality Agreement will cover all academic governing body meetings that member attends for the full calendar year. The agreement will be renewed annually to ensure member details are updated and the College has relevant member biographical information for its website.

Before the first scheduled meeting of any committee for the year, the Chairperson or their nominee will meet with any new members to brief them on the Terms of Reference and schedule of business. A copy of all relevant governance documents will be provided to the new member.

Such a briefing will also be provided to any new member who joins a College academic governing body or working party during the year, preferably before the new member attends a meeting.

Secretarial Arrangements

A member of the Quality, Governance and Compliance team or the National Academic Administrator at the College will act as the Minute Secretary for every academic governing body, as noted within the Terms of Reference below. The Minute Secretary shall be in attendance at all meetings and shall have responsibility for:

- the compilation and circulation of agendas and accompanying papers for each meeting (in consultation with the Chair and/or other key members of the College leadership team)

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

- the recording and circulation of minutes.

Unless otherwise stated in the Terms of Reference, the Minute Secretary shall not have rights of debate or vote but may be called upon throughout the meeting to provide clarity or context where relevant to their role at the College.

Agendas and Minutes

Minutes, agendas and supporting documents shall be distributed to members of the relevant academic governing body at least five (5) working days prior to the forthcoming meeting. Meeting papers may be distributed in hard copy or electronically.

Except with permission of the Chairperson, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the relevant secretariat for the body at least seven (7) working days prior to the forthcoming meeting.

Records, due to their nature, are subject to the requirements of regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with good record management practice. Responsibility for ensuring appropriate records management for the academic governing body rests with the Minute Secretary under the direction of the Chairperson of the body. The College shall keep minutes of each meeting. Meetings may be recorded for minutes purposes only and recordings archived once minutes are confirmed. All documentation shall be retained in the College's primary electronic management system.

Dissolution of a Board or Committee

The ACNM Board has delegated power to the Academic Council to both form and dissolve academic governing bodies under this Framework.

If the Chair of any standing Board or Committee outlined in this Framework has just cause to believe that the Board or Committee is no longer working to the Terms of Reference outlined below or is not able to function appropriately or make decisions due to regular impasse among members, the Chair of that Board or Committee can request that the Academic Council dissolve the membership of the Board or Committee, effective immediately.

The process to dissolve an academic governing body and/or to re-constitute a body with new membership is outlined in the Governance Processes Handbook.

Independence of members

While the HES Framework does not require private higher education providers to have independent members on academic governing bodies, the College has a long history of including industry input into its academic course design and continues to consider independent members a vital part of its academic governance membership. The Tertiary Education Quality and Standards Agency (TEQSA) has outlined how it assesses 'independence' of members of institutional governing bodies¹ which the College has adopted for this Framework.

See [definitions](#) for further information on assessment of independence of members.

¹ TEQSA Guidance Note: Corporate Governance, version 2.4, 26 August 2019

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

Academic Council

Preamble

Australian College of Natural Medicine Pty Ltd Board of Directors (ACNM Board) is responsible for directing and controlling the commercial business of the Company, including guiding and monitoring its strategy and business affairs, in accordance with the legal responsibilities of the *Corporations Act 2001* (Cth).

The ACNM Board of Directors has delegated day to day business management of the operations of the College and policy responsibility jointly to the Managing Director (MD) and National Quality, Governance and Compliance Manager.

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

Academic Council approves the academic and student related policies and procedures that underpin ACNM's higher education and/or VET compliance with regulatory obligations. Academic Council reviews and monitors the performance of all academic areas of the College to assist with quality management, risk management, and continual improvement of those operational processes.

ACNM Board of Directors has delegated the responsibility for operational policies to Executive Management (MD and National Quality, Governance and Compliance Manager).

The Chairperson of Academic Council is also vested with the power to make executive decisions on behalf of the Academic Council should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent Academic Council meeting.

Structure

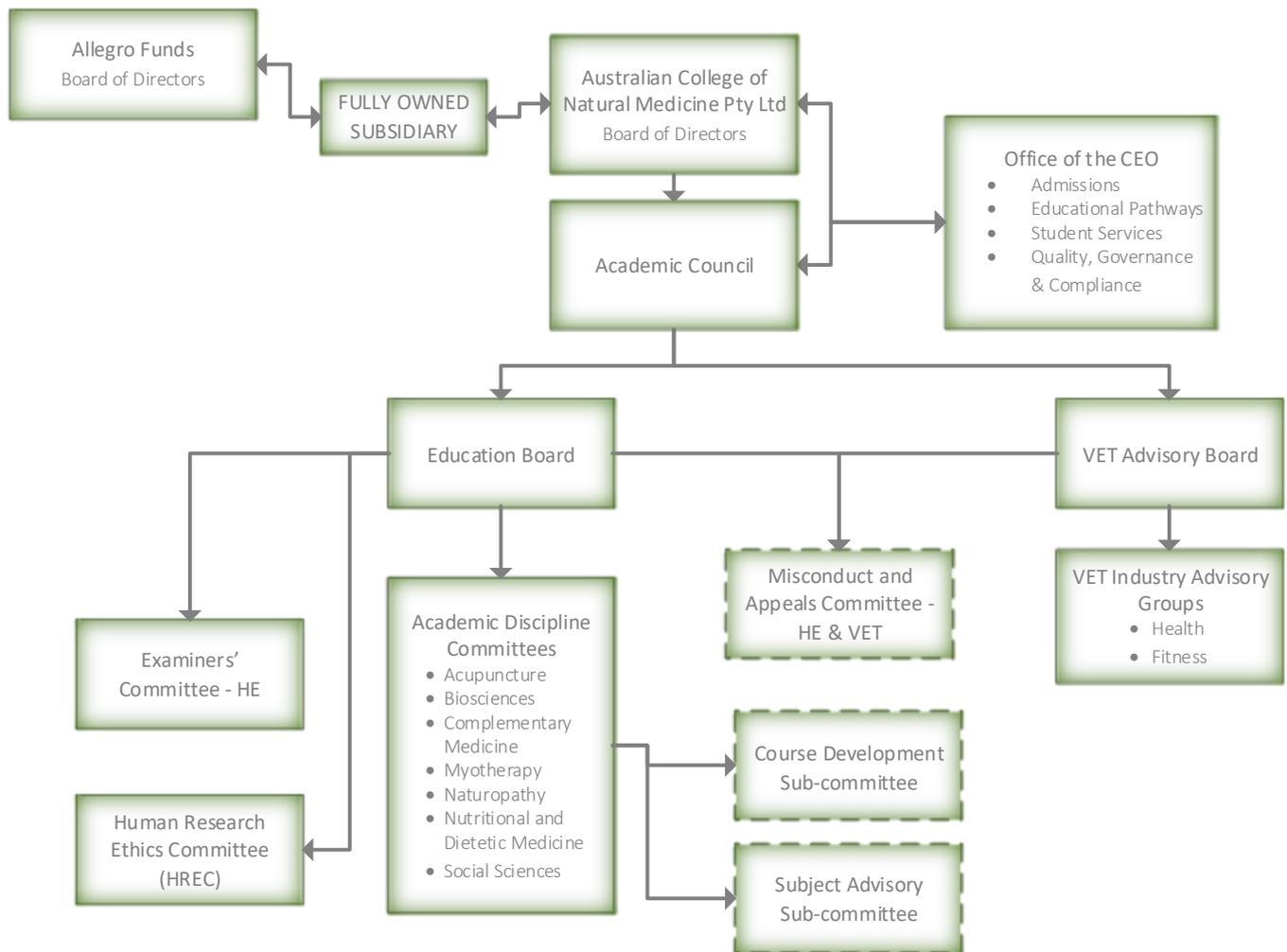
Academic Council considers advice from two advisory boards; the Education Board and the VET Advisory Board. Each board can have a number of sub-committees, which assist in meeting its obligations and objectives.

The Academic Council relies on the advice of the Education Board and VET Advisory Board to provide mechanisms by which progress and performance may be monitored and academic matters may be explored in order to provide Academic Council with the most appropriate recommended action for consideration. Academic Council will also seek input from the Human Research Ethics Committee, and the Quality, Governance and Compliance team where relevant. Academic Council will receive advice or recommendations from its Boards, referring Committees or Teams via its agenda to which will be appended comprehensive reports, analyses and supporting papers.

Academic Council is committed to reviewing its academic governance structure and Terms of Reference on a two yearly basis.

The diagram below outlines the Board and Committee structures of Academic Council.

Dual Sector Academic Governance Structure



Dashed border denotes standing committees, convened only when necessary

Membership

ACNM trades as national higher education and vocational education and training institutions; as such membership of its Academic Council will include members from around Australia and across the professions and fields of study inherent to its role.

In some instances of membership, a stipend may apply.

The Chairperson will be independent to the College and is appointed by ACNM Board of Directors for a three (3) year term, which is able to be extended a maximum of once (six (6) years maximum term). In appointing a Chairperson, the ACNM Board of Directors will consider the following:

- Considerable knowledge of and experience in senior positions in the higher education sector
- Experience chairing academic councils, boards and similar committees
- Experience in leadership and management roles within the higher education sector
- Academic qualifications, research and experience in the review of academic policy and procedure, with national regulatory frameworks
- Academic status – (preferably) an Emeritus Professor or Professor.

Other than the ACNM Board appointment of the Chairperson, the Academic Council itself has the authority to invite members to join and will be made up of the following:

- At least two (2) Professors or other senior academic staff from other higher education institutions (at least one of whom is research-active (see [definition](#)), particularly in the fields of complementary medicine, integrative medicine, health, allied health, community health and fitness or postsecondary pedagogy
- At least one (1) leading Practitioner from the range of disciplines aligned to ACNM's educational offerings
- At least one (1) representative from a large community health organisation (e.g., disability or aged-care health services)
- At least one (1) representative from a global health organisation or association
- Chairperson of VET Advisory Board (independent)
- Managing Director, ACNM
- Director of Education
- Director, Student Services & Retention
- Director, Clinic & Campus Operations
- National Quality, Governance & Compliance Manager
- One (1) Academic Staff Representative nominated biennially by ACNM academic staff members and appointed by the Academic Council
- One (1) Operational Staff Representative nominated biennially by ACNM operational staff members and appointed by the Academic Council
- Two (2) Student Representatives from two different Bachelor degrees at the College
- One (1) Alumni Representative
- One (1) Sessional Academic with continuous service to the College of at least two (2) teaching periods, nominated and appointed by the Academic Council

Any casual vacancy in membership may be filled on nomination of a replacement by the remaining members of the Academic Council until such time as the original position is up for renewal.

The Chairperson of the Academic Council or the Managing Director can at any time invite other relevant guests (internal or independent) to attend all or part of a meeting. These guests will not be counted in the calculation of a quorum. Where a guest has attended more than half of the Academic Council meetings held since last review of this Academic Governance Framework, Academic Council will consider at its next review the addition of that guest as a permanent member of the Academic Council.

The Chairperson of Academic Council will formally advise the ACNM Board of new membership to the Council by way of an Academic Council report or Academic Council minutes that are in turn included in the ACNM Board papers.

By nature of the delegation of powers, any member of the ACNM Board of Directors is eligible to attend a meeting of the Academic Council with rights of audience and debate at the meeting. It is expected that the Chairperson of the Academic Council will be notified in advance of this attendance by that Director.

Period of Office

Unless otherwise specified below, all Academic Council positions shall be for a period of three (3) years. The maximum number of terms that can normally be served by these members consecutively is two (2) terms (each of three (3) years), being a total of six (6) years.

Nominated and appointed Staff positions shall be for a period of two (2) years (not renewable). The Student representative must be currently enrolled in a College course of study and will attend

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

Academic Council as long as they remain a fully enrolled and active student (i.e. not deferred or suspended).

The Sessional Academic representative shall be invited to join the membership by the Academic Council based on the needs of the College and the representative's previous work for the College. The Sessional Academic representative will remain on the Academic Council while they continue to work at the College or for a period of two (2) years, whichever ends first (not renewable).

The Alumni representative shall be invited to join the membership by the Academic Council based on the skills mix in relation to other members and the representative's development in the field since graduation.

Academic Council may choose to increase the number of members at any time. The maximum number of positions shall be twenty (20) and the minimum number shall be eleven (11).

There shall be a majority of independent members (neither members of ACNM Board of Directors nor College staff or students) at all times.

Quorum

The quorum for meetings of Academic Council shall be half the membership holding office at the time plus one (providing it includes at least one independent member). Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Vacant positions are not counted in calculating the quorum. Co-opted members are not counted towards the quorum.

The Chairperson or Managing Director may, in appropriate circumstances, declare the Academic Council quorate, so that the business of the College may continue in a timely manner.

If Academic Council is inquorate, it will proceed 'in Committee' and the record of its deliberations at that meeting will be reviewed at the next quorate Academic Council meeting.

Chairing of Meetings

In the absence of the Chairperson, the Chairperson or Managing Director will appoint a proxy Chairperson for the meeting, who will assume the role and duties of the Chairperson. Where possible, that proxy Chairperson will be an independent member of the Academic Council.

Roles of Academic Council Members

All Academic Council members are required to agree upon appointment:

- To act in accordance with this Academic Council Terms of Reference
- To act in accordance with the interests of the College as a whole
- To maintain confidentiality of all matters discussed at Academic Council meetings or in other situations where they are representing the Academic Council.

In addition, the Chairperson will have rights of audience and debate as a representative of the Academic Council at meetings of the ACNM Board of Directors. The Chairperson of the Academic Council will attend an ACNM Board meeting at least once per year.

Accountabilities

The ACNM Board of Directors has delegated the institution's academic governance duties to the Academic Council. Academic Council is therefore primarily accountable to ACNM Board. Academic Council shall only account and report externally to others (e.g. regulators where the College delivers accredited courses) in accordance with, and subject to, the directions, delegations and limitations provided by the ACNM Board of Directors.

The Managing Director (MD), as a member of the Academic Council and officer reporting to the ACNM Board, will ensure regular communication between the Board and Academic Council.

To facilitate this relationship, effective communication and strong working relationships are encouraged between the ACNM Board of Directors, the Academic Council and its Boards / Committees. The Minutes (confirmed or unconfirmed) of the previous meeting of Academic Council will be included with the ACNM Board papers as a standing agenda item.

In addition, the Academic Council Executive (Chair, Director of Education, and National Quality, Governance and Compliance Manager) will meet 1 - 2 weeks prior to each meeting to confirm the agenda and meeting priorities.

Members are expected to attend meetings and to be accountable to the Academic Council for non-attendance by providing apology when unable to attend. If a member is aware that they will miss a meeting, they are expected to seek an approved leave of absence from the Chair for up to two (2) consecutive meetings. If a member does not attend up to three (3) consecutive meetings of the Academic Council (regardless of approval of leave of absence), the Academic Council may seek to replace that member in their position on the Council.

Primary Responsibilities of the Academic Council

Academic Council's primary responsibilities will include:

- Overseeing and reviewing the academic governance framework and structure, and recommending changes where necessary
- Overseeing major academic strategy, policy and procedural principles and reviews, consistent with legal and regulatory requirements and compliance obligations
- 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 Council will determine, approve or advise on, any matters within its authority.

Functions of the Academic Council

The Academic Council holds authority over the College's academic governance through the following functions:

- Review, approve and monitor academic policies for the College 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 the College 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)

- Monitor and evaluate courses, fields of study and whole of institution through data analyses (including QILT and other student experience data), and monitor annual operations data for academic risk mitigation and quality improvement
- Provide advocacy and support for the College to the Higher Education and VET sectors, 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 the College
- Provide a forum to evaluate and transmit ideas and knowledge of natural medicine and its perception in the wider community, through communication with relevant peak professional bodies, practitioners, alumni and current students
- Encourage further development of academic and industry-based knowledge through support of research and scholarship at the College 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 the Education Board and the VET Advisory Board 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 programs and amended academic programs (where the course structure has been changed), including ratifying submission to regulators for accreditation
- Monitor outcomes of appeals and misconduct processes, including nomination of a Chair of the Misconduct and Appeals Committee when convened
- Recommend conferral of Higher Education awards for graduation, ensuring courses of study completed by graduands are consistent with approved courses
- Note conferral of VET sector awards
- Receive reports and advice from the College's Human Research Ethics Committee (HREC) and act on such advice
- Regularly evaluate and revise as appropriate the Academic Governance Framework of the College and monitor the workings of all boards and committees through annual reporting
- Report to the ACNM Board any matters relevant to academic programs, standards, policies and procedures
- Consider and report on any matter referred to it by the ACNM Board of Directors.

Meeting Schedule

Academic Council shall meet at least four (4) times per annum, with an additional (fifth) meeting held annually with the Board of Directors, prior to budget development for the following year.

Additional meetings may be scheduled on a needs basis to enable the Council to discharge its duties, to be scheduled at a date and time suitable to the majority of members.

Meeting Procedures

For the purpose of this Academic Council Terms of Reference, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) and/or by audio-visual means.

Academic Council is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the Council to attend meetings where appropriate.

The secretariat of the Academic Council will be a member of the Quality, Governance and Compliance team.

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

Reporting

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

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

Review and Reference

Terms of Reference, governance and the functioning of Academic Council shall be subject to review at least every two years by the ACNM Board of Directors to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Academic Council will undertake an annual self-evaluation of performance at its last meeting of the calendar year biennially. Areas requiring further attention in the following year will be highlighted and recommended to the Board of Directors.

Education Board

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Education Board has an important role within the governance framework of ACNM. Academic Council views Education Board as a forum through which senior academic staff can provide advice to Academic Council on the College's core academic business activities in undergraduate higher education including teaching and learning, and which liaises with the and VET Advisory Board on matters relating to those Boards. The Council also looks to the Education Board to provide reports that ensure appropriate quality assurance processes are in place relating to higher education courses and services, and that academic standards are maintained.

Education Board shall be the academic forum for oversight, discussion and consideration of all academic matters, and for subsequently advising the Academic Council on all matters of academic relevance and on the development and recommendation of academic policies and procedures pertaining to the delivery of coursework higher education courses and services.

Academic Council and Education Board meet jointly on an annual basis.

The Chairperson of Education Board, in partnership with the Director, Student Services and Retention, are also vested with the power to make executive decisions on behalf of the Education Board should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent Education Board meeting.

Membership

- Director of Education (Chair)
- At least one (1) senior academic staff member from another higher education institution who is an expert in the field of complementary medicine, integrative medicine or pedagogy
- Director, Student Services and Retention
- Head of Teaching and Learning
- All Heads of Department
- One (1) Academic Supervisor representative (appointed by the Director of Education)
- One (1) Discipline Coordinator representative (appointed by the Director of Education)
- One (1) Academic Clinic Coordinator representative (appointed by the Director of Education)
- One (1) Academic staff representative with online teaching experience (appointed by the Director of Education)
- National Librarian
- One (1) Digital Learning Designer (nominated by the Head of Digital)

Period of Office

All independent / external Education Board positions shall be for a period of three (3) years. The maximum number of terms that can normally be served by these members consecutively is two (2) terms (each of three years), being a total of six (6) years.

Quorum

The quorum for meetings of the Education Board shall be half the membership holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

The Education Board shall provide general leadership in academic service delivery of approved higher education courses and is charged with the responsibility for:

- Monitoring of academic affairs including the student experience and the delivery of higher education courses
- Providing the Academic Council with clear guidance on the College's academic direction
- Maintenance of high academic standards in learning and teaching and student support services
- Monitoring compliance with the HES Framework and reviewing higher education courses and services in line with its Threshold Standards.

The Education Board shall be responsible to the Academic Council and will have the following functions in addition to any other functions delegated to it by the Academic Council:

- Consider and make recommendations to Academic Council on issues of strategic planning associated with the higher education academic affairs of the College, across all disciplines, campuses and centres
- Consider and make recommendations to the Academic Council on any issues affecting those policies of the College which relate to the College's higher education academic affairs
- Review matters arising from the Examiners Committee and recommend evidence-based changes to all College teaching and learning activities based on those reviews to ensure quality of curriculum
- Oversee and report on the quality and integrity of the College's academic activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning
- Develop and implement policies, procedures and guidelines for measuring all College teaching and learning activities
- Recommend and monitor all specific rules and regulations pertaining to the academic conduct of students in higher education courses
- Monitor any proposed improvement or enhancement of the student learning experience through capital works and other infrastructure developments, including physical and online learning environments
- Monitor approved specific rules and regulations for, and academic content of, all higher education courses and subjects offered at the College
- Monitor professional development of all academic staff (permanent and sessional)
- Actively encourage and consider nominations for excellence in teaching
- Recommend the establishment of new academic disciplines, including related, new higher education courses, and the disestablishment of existing academic disciplines, including existing higher education courses
- Consider and approve changes to course content at subject level (e.g. learning outcome change, assessment change) as recommended by Academic Discipline Committees, and recommend any course structure changes to Academic Council for approval
- Develop and implement policies and procedures for continuous quality improvement of the College's teaching and learning activities, which ensure the academic services provided

aspire to be of the highest standard, and which inform the Academic Council's response to all external quality audits of the College's operations

- Develop policies, procedures and guidelines to manage all student activities, including student prizes, medals and scholarships
- Receive and act on the advice of the Academic Council on long-term and short-term strategies for achieving the College academic objectives
- Receive and act on the advice of the Academic Council on any matters of an academic or nature which the Academic Council may wish to pursue.

The Education Board:

- May request and obtain information relevant to the College's academic affairs from any Board, Committee, Department or staff member of the College
- May constitute sub-committees, as appropriate, for the purposes of approved business. Such sub-committees shall report firstly to the Education Board on matters within their designated areas of responsibility according to a timeframe established by the Education Board
- Will report to the Academic Council after each meeting and on an annual basis and shall also report on matters submitted to it by Academic Council
- Will ensure that after approval, its decisions and recommendations are disseminated and implemented at the appropriate levels within the College.

Alternate Chairperson

The Chairperson shall nominate a proxy Chairperson if they are absent for a meeting.

Meeting Schedule

The Education Board shall meet at least six (6) times per annum prior to Academic Council meetings and, where possible, to coincide with calendar requirements for approval of higher education courses. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties.

Meeting Procedures

For the purpose of this Education Board Terms of Reference, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) and/or by audio-visual means.

Education Board is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the Board to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the Education Board at any time and this request will be considered and approved by the Chairperson of the Board.

The secretariat of the Academic Council will be a member of the Quality, Governance and Compliance team.

Sub-committees and Working Parties

As outlined above, the Education Board may also establish sub-committees to assist its work and functions or working parties to consider special issues. Academic Council will be advised when the Education Board establishes sub-committees or working parties.

Standing Sub-Committees of the Education Board will be:

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

- Examiners Committee
- Academic Discipline Committees
- Subject Advisory Sub-Committees (convened when necessary)
- Course Development Sub-Committees (convened when necessary)
- Misconduct and Appeals Committee – Higher Education (convened when necessary)

Other sub-committees may be established at any time according to the needs of the Education Board.

The Education Board may co-opt persons as deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

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

- Minutes of meetings shall be submitted for consideration to the Academic Council
- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Education Board shall be subject to review at least every two years by the Academic Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Education Board will undertake a self-evaluation of performance based on the template provided by Academic Council. Areas requiring further attention in the following year will be highlighted and recommended to the Academic Council.

Academic Discipline Committees

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Education Board shall establish Academic Discipline Committees (ADCs) in accordance with external higher education accreditation and registration requirements to oversee all based higher education courses.

ADCs are an important mechanism for connecting the College with industry and professional communities. These committees bring independent members' experience and perspective for the College to consider future academic options and monitor the quality of existing higher education courses and provide another measure of assuring the competitive quality and relevance of the College higher education course offerings. The College recognises the need for structural diversity as an essential element of the College. Since each profession is characterised by a specific range of disciplines and has unique requirements for professional accreditation, departments are encouraged to create specific ADCs that best suit their particular needs.

Academic Discipline Committees are established to:

- Provide advice on educational approaches/strategies in core/foundational subject areas, as well as in discipline-specific subject areas
- Provide advice on new course proposals
- Report on applications for accreditation of new courses and reaccreditation of existing courses
- Review existing courses.

Academic Discipline Committees shall advise the Education Board on matters pertaining to College higher education courses in accordance with these Committees' Terms of Reference.

Membership

ADCs should be composed primarily of members drawn from the external (independent) community. Independent membership should be reflective of the broad range of knowledge, skills, and/or attributes represented by the discipline profile. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the committee.

Independent Members:

- Two (2) persons from public or private sector higher educational institutions who offer similar courses of study or are familiar with the discipline (academic teaching or leadership at the external institution must be the primary employment)
- One (1) or more persons who broadly reflect the interests of potential employers of course graduates and the professional standards of the field of study
- One (1) member of the Alumni of the College who is a natural medicine practitioner in the relevant discipline.
- One (1) representative from each professional association (State or National) relevant to the discipline, as deemed appropriate by the Chair

Internal Members:

- Head of Department for the relevant discipline (Chair)

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

- Director of Education (or a representative)
- National Educational Pathways Manager
- Nominated discipline Liaison Librarian
- One (1) academic staff member from the relevant discipline who is located on a different campus to the Head of Department and with continuous service to the College of at least one (1) teaching period in the relevant discipline
- One (1) academic staff member from another discipline with continuous service to the College of at least one (1) teaching period
- One (1) Sessional Academic with continuous service to the College of at least two (2) teaching periods in the relevant discipline
- One (1) Student representative – course specific

Other persons with expertise in areas relevant to the Committee's work may be co-opted if required.

Period of Office

Elected and appointed members shall normally serve on the Academic Discipline Committee – Higher Education for a term of two (2) years. Members may serve consecutive terms if appropriate to their membership.

Quorum

The quorum for ADC meetings shall be half independent plus half internal (of the members holding office at the time) plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

ADCs are established in order to support the development and delivery of all higher education courses and awards to be conferred by the College.

ADCs shall be directly responsible to the Education Board. The ADCs will have the following functions:

- Consider and make recommendations in relation to the structure and content of course(s) and ensure the relevance to professional and community trends by acting as a strategic scanning mechanism and assisting the relevant discipline in identifying needs and opportunities in teaching, and making timely responses to changes in industry, professions or the community
- Provide advice on the comparability of the course(s) to similar courses at universities, other private higher education providers, or other registered training organisations
- Monitor issues relating to quality of the course(s), and make recommendations as to the quality of curriculum development and assessment
- Provide networking opportunities to benefit students, staff and alumni of the College through the establishment and maintenance of strong industry connections
- Provide advice on the validation of learning outcomes for graduating students
- Provide feedback on the course(s) with a view to future development
- Offer early input, advice and evaluative comment on new course proposals in terms of industry relevance and professional practice and report to the Education Board on whether the development of the course should continue
- Consider annual course reports from Heads of Department for the relevant discipline and cases for continuing courses and the proposed course improvements

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

- Assess any suggestions of major changes to a course and report to the Education Board on whether the changes should be supported
- Provide advice on opportunities to extend the effectiveness of collaboration with other tertiary institutions, professional associations, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the Education Board or the Director of Education (as relevant).

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The ADCs shall meet at least one (1) time per year, after which each Committee shall report to the Education Board at the next available meeting. Additional extraordinary meetings shall be called to consider further development of curricula and/or changes to the course(s) as part of the cycle of continuous improvement in curriculum development and delivery. Additional meetings may be scheduled on a needs basis to enable the Committees to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The ADCs are empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

The secretariat of the Academic Discipline Committees will be the National Academic Administrator.

Reporting

In order to comply with the reporting requirements of this ADC and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Education Board
- Minutes of meetings shall be retained in the College’s primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the ADCs shall be subject to a periodic review at least every two years by the Education Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the ADCs for each discipline will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Education Board.

Examiners Committee – Higher Education

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Examiners Committee - Higher Education (HE) shall advise the Education Board on outcomes of undergraduate Semester results and results of the online study cohorts which ended during that Semester. An External Moderator will be appointed to review a sample of results for monitoring of academic progress and the activities undertaken by the departments to assess students' achievement of learning outcomes for each subject in which they are enrolled, and to write an External Moderators Report on the academic outcomes of each semester. This report will be considered at a meeting of the Examiners Committee. As a result of the Minutes taken at meetings of the Examiners Committee - HE, and any issues highlighted in the External Moderator's reports, the departments will investigate issues and report to the Education Board on the results of these investigations and any further outcomes, particularly recommended changes to the delivery and/or assessment of subjects. These reports will then be tabled at Education Board and Academic Council for notation and approval.

The Executive of the Examiners Committee, being the Chairperson, the National Quality, Governance & Compliance Manager, the National Student Record Coordinator and a Head of Department (rotating position, nominated by the Chair) are, as a group, vested with the power to make executive decisions on behalf of the Examiners Committee. The Executive will meet between formal meetings to approve grade release for each teaching period throughout the year. Such decisions will be subject to ratification at a subsequent Examiners Committee meeting.

Membership

- Director of Education (Chairperson)
- Director, Student Services and Retention
- National Quality, Governance & Compliance Manager
- National Student Affairs Manager
- All Heads of Department (or nominated representative senior academic staff member)

Period of Office

Members shall serve on the Examiners Committee - HE for the period of time they hold the relevant position at the College, and will be replaced on the Committee by the new incumbent at such time as they relinquish that position.

Quorum

The quorum for meetings of the Examiners Committee – HE meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

The Examiners Committee - HE is established in order to support the ongoing academic rigour of all higher education courses and awards to be conferred by the College.

The role of the Examiners Committee is to ensure the assessment tasks and timing, moderation and release of grades are undertaken in a timely fashion, including student progression and achievement and performance at the subject level and course level.

The Examiners Committee – HE shall be directly responsible to the Education Board and will have the following functions:

- Consider Department Results Reports from each academic department and note any highlighted anomalies and positive outcomes
- Approve final grades for all students including those reviewed in detail and recommended by the Head of Department and those decided by the Examiners Committee – HE out of issue discussion
- Monitor issues relating to quality of the courses and assessment arising out of identified anomalies in Department Results Reports, and make recommendations as to the quality of assessment
- Report to the Education Board on outcomes of results of a teaching period, including any issues identified by the committee, outcomes of investigations emanating from these, and recommended changes to delivery and/or assessment of subjects as a result of this process
- Review proposed list of exclusions based on consistent failure to progress, maintain adequate GPA or repeat subject failures
- Consider and report on any matter referred to it by the Education Board, Academic Council or the Director of Education.

Secretarial Arrangements

For the purposes of the Examiners Committee – HE, the appointed Minute Secretary shall not have rights of audience, debate or vote.

The secretariat for the Examiners Committee will be the National Academic Administrator.

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Examiners Committee - HE shall meet at the end of each semester, prior to release of results for that semester. The Examiners Committee – HE shall also meet for post-results release moderation and consideration of external moderation reports at least eight (8) weeks into the following semester but before the end of that semester.

The Executive of the Examiners Committee – HE will meet regularly throughout the year to approve grade release for each teaching period. Additional meetings of the full committee may be scheduled on a needs basis to enable the Committee to carry out its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Examiners Committee - HE is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

Reporting

In order to comply with the reporting requirements of this Examiners Committee - HE and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory reporting and institutional management.
- A summary of actions and recommendations from Examiners Committee shall be reported to Education Board, appended with Education Board commentary, and forwarded to Academic Council for consideration, as part of the next practicable meeting cycle following each Examiners Committee meeting.

Review and Reference

The functioning of the Examiners Committee - HE shall be subject to review at least every two years by the Education Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the Examiners Committee - HE will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Education Board.

Subject Advisory Sub-Committees – Higher Education

Rationale

In line with its strategic goal to include innovative and future-thinking content that engages with industry in its courses, the College has identified that, in certain content areas, there may be the need to engage specialist expertise external to the College to provide further guidance and input into curriculum development.

Subject Advisory Sub-Committees - Higher Education (SACs) will be established in situations where consultation with a particular community or specialist group is required in the development or major revision of a subject. SACs will only be established on a case by case basis if deemed necessary by the relevant Director of Education or requested by another Board or Committee of the College (i.e. Academic Discipline Committee (ADC) or Education Board); other subject development will follow the usual process.

SACs are an important mechanism for connecting the College with specialist communities. These committees bring external members' experience and perspective for the College to consider subject content and delivery options for specialist subjects and assess the quality and relevance of existing specialist subjects (where deemed necessary by the Director of Education).

Subject Advisory Sub-Committees – Higher Education are established to:

- Provide advice on new specialist subject proposals
- Provide advice on educational approaches/strategies in specialist subject areas
- Review existing specialist subjects for currency and relevance, where they are identified through the normal review process as being particularly problematic for student outcomes.

Subject Advisory Sub-Committees – Higher Education shall advise the relevant party (Director of Education or relevant Board / Committee of establishment) on matters pertaining to higher education subjects in accordance with these Committees' Terms of Reference.

Membership

SACs should be composed primarily of members drawn from the external specialist community. External membership should be reflective of the range of knowledge, skills, and/or attributes represented by the specialist profile. Individual external members will be appointed for their specialist knowledge and their individual contributions to an appropriate mix of perspective across the committee.

External Members:

- Up to two (2) persons from public or private sector higher educational institutions who offer similar subjects or are familiar with the specialist area (one member could be substituted with another community member if the specialist area is emerging in higher education or has more of a community focus)
- Up to two (2) persons from industry or consumer groups representing the specialist area at State and/or national and/or international level (preferably one representing each State in which the subject is proposed to be offered)
- Any other specialist members deemed appropriate by the Chair

Internal Members:

- Director of Education (Chair)
- Head of Department for the relevant course / discipline
- One (1) proposed Subject Administrator or Curriculum Facilitator for the subject

Other persons with expertise in areas relevant to the Committee's work may be co-opted if required.

Period of Office

As this is an ad-hoc committee, there will be no formal period of office. However members may be requested to attend multiple meetings over the period of a subject's development or review.

Quorum

A quorum for SAC meetings shall require half of the external membership (of the members holding office at the time) to be present. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

SACs are established in order to support the development and delivery of specialist higher education subjects in a course offered by the College.

SACs shall be ultimately responsible to the Director of Education or the Committee of establishment (ADC or Education Board) and will have the following functions:

- Consider and make recommendations in relation to the structure and content of subject and ensure the relevance to specialist and community trends by acting as a strategic scanning mechanism, including making timely responses to changes in industry, professions or the community
- Provide advice on the comparability of the subject to similar subjects at universities, other private higher education providers, or other registered training organisations
- Provide advice on the appropriateness of subject learning outcomes for students
- Provide feedback on the subject with a view to future development
- Offer early input, advice and evaluative comment on new specialist subject proposals in terms of industry / community relevance, professional practice and appropriateness and report to the establishing party / committee on whether development of the subject should continue
- If relevant, assess any suggestions of major changes to the subject and report to the establishing party / committee on whether the changes should be supported
- Consider and report on any matter referred to it by the establishing party / committee.

Alternate Chairperson

The Head of Department shall be the Alternate Chairperson if the Chairperson is absent for a meeting.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The SACs are empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

The meeting may be sound-recorded for the purpose of keeping a full record of meeting discussions. A summary report of the meeting will be written by the relevant Head of Department or another staff member nominated by the Director of Education.

Reporting

In order to comply with the reporting requirements of this SAC and the governance responsibilities, the following reporting shall occur:

- Summary reports of meetings shall be submitted for consideration to the relevant ADC
- Summary reports of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference of the SACs shall be subject to a review at least once every two years by the Education Board for continuing relevance, with any areas of concern highlighted to the relevant ADC for consideration.

Course Development Sub-Committees – Higher Education

Rationale

In line with its strategic goal to include innovative and future-thinking content that engages with industry in its courses, the College has identified that, during the re-development of a course for reaccreditation or in the development of a new course in line with the College's strategic goals, there may be the need to engage specialist expertise external to the College to provide further guidance and input into course development.

Course Development Sub-Committees - Higher Education (CDCs) will be established in situations where consultation with a particular community or specialist group is required in the development or major revision of a course. CDCs will only be established on a case by case basis if deemed necessary by the Director of Education or requested by another Board or Committee of the College (i.e. Academic Discipline Committee (ADC) or Education Board); otherwise course development will follow the usual process.

CDCs are an important mechanism for connecting the College with specialist communities. These committees bring external members' experience and perspective for the College to consider course content, structure and delivery options for innovative and emerging content areas and assess the quality and relevance of existing specialist subjects to the course (where relevant).

Course Development Sub-Committees – Higher Education are established to:

- Provide advice on new course proposals
- Provide advice on educational approaches/strategies in specialist content areas
- Review existing courses for currency and relevance, where they are identified through the normal review process as being particularly problematic for student outcomes.

Course Development Sub-Committees – Higher Education shall advise the relevant party (Director of Education or relevant Board / Committee of establishment) on matters pertaining to higher education courses in accordance with these Committees' Terms of Reference.

Membership

CDCs should be composed primarily of members drawn from the external specialist community. External membership should be reflective of the range of knowledge, skills, and/or attributes represented by the specialist profile. Individual external members will be appointed for their specialist knowledge and their individual contributions to an appropriate mix of perspective across the committee.

External Members:

- Up to two (2) persons from public or private sector higher educational institutions who offer similar courses or are familiar with the specialist field (one member could be substituted with another community member if the specialist field is emerging in higher education or has more of a community focus)
- Up to two (2) persons from industry or consumer groups representing the specialist field at State and/or national and/or international level (preferably one representing each State in which the subject is proposed to be offered)
- Any other specialist members deemed appropriate by the Chair

Internal Members:

- Director of Education (Chair)
- Head of Department for the relevant discipline (or allocated senior staff member responsible for development of the new course)

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

- One (1) (proposed) Academic Discipline Coordinator or Curriculum Facilitator for the course

Other persons with expertise in areas relevant to the Committee's work may be co-opted if required.

Period of Office

As this is an ad-hoc committee, there will be no formal period of office. However members may be requested to attend multiple meetings over the period of a course's development or review.

Quorum

A quorum for CDC meetings shall require half of the external membership (of the members holding office at the time) to be present. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

CDCs are established in order to support the development / re-development and delivery of higher education courses offered by the College.

CDCs shall be ultimately responsible to the Director of Education or the Committee of establishment (ADC or Education Board) and will have the following functions:

- Consider and make recommendations in relation to the structure and content of a course and ensure the relevance to specialist and community trends by acting as a strategic scanning mechanism, including making timely responses to changes in industry, professions or the community
- Provide advice on the comparability of the course to similar courses at universities, other private higher education providers, or other registered training organisations
- Provide advice on the appropriateness of course learning outcomes for graduates
- Provide feedback on the course with a view to future development
- Offer early input, advice and evaluative comment on new course proposals in terms of industry / community relevance, professional practice, innovation and appropriateness and report to the establishing party / committee on whether development of the course should continue
- If relevant, assess any of suggestions major changes to the course and report to the establishing party / committee on whether the changes should be supported and why
- Provide advice on opportunities to extend the effectiveness of collaboration with other tertiary institutions, industry stakeholders, government and community organisations through the re/developed course
- Consider and report on any matter referred to it by the establishing party / committee.

Alternate Chairperson

The Head of Department shall be the Alternate Chairperson if the Chairperson is absent for a meeting.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The CDCs are empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate.

The meeting may be recorded for the purpose of keeping a full record of meeting discussions. A summary report of the meeting will be written by the relevant Head of Department or another staff member nominated by the Director of Education, for consideration by the relevant ADC.

Reporting

In order to comply with the reporting requirements of this CDC and the governance responsibilities, the following reporting shall occur:

- Summary reports of meetings shall be submitted to the relevant ADC
- Summary reports of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference of the CDCs shall be subject to a review at least once every two years by the Education Board for continuing relevance, with any areas of concern highlighted to the relevant ADC for consideration.

Human Research Ethics Committee (HREC)

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Human Research Ethics Committee (HREC) is a standing committee of the Education Board which shall consider ethical implications of proposed research projects involving College staff, students or affiliates and approve only those proposals which conform with the [National Health and Medical Research Council \(NHMRC\) *National Statement on Ethical Conduct in Research Involving Humans*](#) ("National Statement").

The "National Statement on Ethical Conduct in Human Research (2007)" is organized around four ethical values:

- respect
- research merit and integrity
- justice
- beneficence.

Of particular concern is the protection of participants in human research and taking their perspective in considering research proposals. The full National Statement is available at www.nhmrc.gov.au.

Membership

Membership of the HREC will be majority external / independent to the College and will comprise at least:

- Chairperson with appropriate research and ethics experience, appointed by the Education Board
- Two (2) lay people - one (1) lay male and one (1) lay female - who have no affiliation with the College, and are not currently involved in medical, scientific, legal or academic work.
- Two (2) academics from higher education institutions with knowledge of, and current experience in, areas of research that are regularly considered by the committee
- One (1) person with knowledge of, and current experience as, a health care professional in the health care industry, e.g. nurse, counsellor or allied health professional
- One (1) person who is a lawyer
- One (1) person who performs a pastoral care role in the community, for example, a minister of religion or an Aboriginal elder.

At any given time, the minimum membership of the HREC should be at least 8 people, comprising, where possible, equal numbers of men and women and with a majority of members external to the College.

Newly appointed members will be provided with induction training in accordance with the National Statement. During their tenure, members will be given the opportunity to attend training that is relevant to the work and responsibilities of the HREC.

Members will keep confidential all matters which arise during HREC business. Any conflicts of interest will be declared prior to the discussion of a research proposal.

Period of Office

Elected and appointed members shall normally serve on the Human Research Ethics Committee for a term of two (2) years. Members may serve consecutive terms if deemed appropriate by the Education Board.

Quorum

The quorum for meetings of the Human Research Ethics Committee shall be half the membership holding office at the time plus one, provided that this includes at least one member from each category of membership. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

If not all categories of membership are represented at a meeting, the Chair must be satisfied that all members have received all the meeting papers and have had an opportunity to contribute and have recorded their views before decisions are taken.

The withdrawal of a member due to a self-declared conflict of interest will be disregarded for quorum purposes.

Terms of Reference

The Human Research Ethics Committee shall be a standing committee of the Education Board, with direct responsibility to the NHMRC and Education Board, and will have the following functions:

- Consider ethical implications of proposed research projects and approve only those proposals which conform with the “National Statement”
- Correspond with applicants seeking the committee’s ethics approval about their proposals and the committee’s decisions thereon
- Ensure that all persons involved in research that use human participants are informed about and/or have access to NHMRC’s procedures relating to the ethical conduct of research
- Facilitate and promote high calibre ethical research through efficient and effective review processes
- Report annually to the NHMRC on its activities and on request, provide information on its activities or from its records to the NHMRC
- Report biannually on its activities to the Education Board
- Make recommendations to the Education Board on policies and procedures for monitoring College research involving human participants.

Agendas and Minutes

Minutes, agendas and supporting documents (e.g. presentation of research projects for ethical review) shall be distributed to members of the committee at least five (5) working days prior to the forthcoming meeting.

Except with permission of the Chairperson, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary at least seven (7) working days prior to the forthcoming meeting.

A HREC Register will record all research project applications presented to the HREC.

The unconfirmed minutes and action sheet should be distributed within five (5) working days of the conclusion of the meeting. Members will then have five (5) working days to provide feedback on and/or confirm the minutes.

Alternate Chairperson

The Chairperson shall nominate a Deputy Chairperson if they are absent for a meeting.

Meeting Schedule

The Human Research Ethics Committee shall meet on an ad hoc basis as research proposals are developed, but no less than two (2) times per year, normally before meetings of the Education Board.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Proxy votes are not permitted at a meeting of the HREC. The HREC will reach a decision by general agreement and any decision will be considered unanimous.

Conduct and structure of meetings and deliberations

All research proposals brought before the HREC shall be presented on the [Human Research Ethics Application](#) (HREA). The HREC will consider all proposals against the criteria within the “National Statement”. Each application and amendment will be given a final decision of:

- Approved
- Approval pending researcher’s response to HREC comments. In this instance, the response is considered by the full HREC membership
- Not Approved.

The Committee has the discretion to suspend or withdraw approval for any project which no longer complies with the approved research protocol or where the research ceases to be ethically acceptable.

Researchers or observers may only attend meetings with the permission of the Chair.

Timely consideration and review of applications

Once an application is received, after Education Board approval, a normal turnaround time would be four (4) weeks (20 working days) inclusive of responses to additional information requests or changes dependant on how quickly researchers can respond.

Complaints and review

Any concern or complaint about the conduct of a project should be directed to the attention of the Secretary of the HREC whose contact details will be quoted on all approved research projects’ Participant Information Statements. The Secretary will investigate complaints and consult with the Chair, HREC members and/or other personnel as required.

Any concern or complaint about the HREC’s review process or rejection of an application will be directed to the Chair of the Education Board who will investigate or delegate the investigation of the complaint.

Sub-committees and Working Parties

The HREC may also establish sub-committees to assist its work and functions or working parties to consider special issues. Education Board will be advised when the HREC establishes sub-committees or working parties.

Standing Sub-Committees of the HREC will be:

- Executive Ethics Committee (ad hoc – convened when necessary):

The Executive Ethics Committee will comprise three (3) HREC members. One (1) position must be the HREC Chair, the remaining two (2) positions will be occupied by one (1) internal and one (1) external HREC member. The constituency (except the Chair) of this sub-committee will be rotated every six (6) months.

Other sub-committees may be established at any time according to the needs of the HREC.

The HREC may co-opt persons as deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

In order to comply with the reporting requirements of this Human Research Ethics Committee and the governance responsibilities, the following reporting shall occur:

- Confirmed minutes of meetings shall be submitted for consideration to the Education Board
- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting
- An annual report shall be submitted to the NHMRC and the Education Board on the operations of the committee.

Review and Reference

Terms of Reference and the functioning of the HREC shall be subject to review at least every two years by the Education Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance to the NHMRC guidelines. Each year the HREC will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Education Board.

VET Advisory Board

Rationale

The College has a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Vocational Education and Training (VET) Advisory Board of ACNM has been established to provide leadership in shaping and reviewing College strategies as they relate to the vocational education sector and to support the implementation of the VET strategy. Academic Council views the VET Advisory Board as a forum through which senior VET staff can provide advice to Academic Council on the College's core business activities in VET including teaching and learning, and which liaises with the Education Board on matters relating to both sectors (to ensure a whole-of-College approach to these matters). The Council also looks to the VET Advisory Board to provide reports that ensure appropriate quality assurance processes are in place relating to VET programs and competencies, and that training package standards are maintained.

The VET Advisory Board will ensure appropriate teaching and learning standards of vocational education and training courses are met. The VET Advisory Board will liaise with the College's Quality, Governance and Compliance team to ensure the progression of continuous improvement in relation to the College's provision of vocational education and training.

The VET Advisory Board complements the work of the Education Board and other governing bodies of the College and will provide advice to the Academic Council, where relevant, on matters pertaining to the VET sector.

The Chairperson of VET Advisory Board, in partnership with the General Manager VET and Managing Director as the operational leaders, are also vested with the power to make executive decisions on behalf of the VET Advisory Board should urgent and/or time-sensitive matters arise between meetings. Such decisions will be subject to ratification at a subsequent VET Advisory Board meeting.

Membership

- VET Advisory Board Chairperson – appointed by the Academic Council (independent member with significant experience in the VET sector)
- General Manager VET
- National Manager, FIAFitnation
- Director, Student Services and Retention
- National Quality, Governance & Compliance Manager (or delegate)
- National Educational Pathways Manager
- One (1) VET Trainer and Assessor (staff representative) from each VET College currently delivering VET courses, elected biennially by staff members (maximum of three (3))
- One (1) VET Alumni representative

Period of Office

Elected and appointed members shall normally serve on the VET Advisory Board for a term of two (2) years. Members may serve consecutive terms, if appropriate.

Quorum

The quorum for meetings of the VET Advisory Board shall be half the membership holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Terms of Reference

The VET Advisory Board shall provide a general leadership role in training, assessment and delivery of approved VET programs and is charged with the responsibility for:

- Monitoring quality and compliance in line with the *Standards for Registered Training Organisations (RTOs) 2015 (Cth)* and the *Standards for VET Accredited Courses 2012 (Cth)* to ensure nationally consistent high quality training and assessment across the VET business
- Monitoring of the student experience and related support services within the delivery of approved VET programs
- Maintenance of high standards in training delivery
- Reviewing industry needs to determine additional qualification demand, either packaged or accredited and making recommendations to the Academic Council on such matters.

The VET Advisory Board shall be responsible to the Academic Council and will have the following functions in addition to any other functions delegated to it by the Academic Council:

- Consider and make recommendations to Academic Council on issues of strategic planning associated with the VET affairs of the College, across all disciplines, campuses and centres
- Consider and make recommendations to the Academic Council on any issues affecting those policies and procedures of the College which relate to the College's VET affairs, including educational development
- Recommend all specific rules and regulations pertaining to the conduct of students in VET programs which supports teaching and learning
- Ensure operational management are aware of industry changes around compliance and regulation of VET programs and units of competency, and that the resultant changes to College rules and regulations are presented to the VET Advisory Board
- Recommend the registration of additional qualifications to scope and if appropriate the removal of other VET programs from current scope
- Support all external accreditations and registration of VET courses and, in doing so, ensure that all internal and external requirements for accreditation by professional associations and accrediting authorities are met
- Oversee the quality of the College's VET activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning, facilities and resources. This includes evaluating courses and initiatives relating to the continuous improvement of the College's VET courses and activities against the ASQA Standards (*Standards for Registered Training Organisations (RTOs) 2015 (Cth)* and the *Standards for VET Accredited Courses 2012 (Cth)*), and reporting the results of evaluation to Academic Council
- Focus on review of Assessment Validation and Moderation processes across the VET business in at least one meeting per year
- Ensure consistency of VET policies, procedures, forms and standards across VET Health and Fitness, and within this confirm that all current and new VET course structures and other documents utilise the appropriate templates and are stored in the College's central repository
- Develop and implement policies for continuous quality improvement in the VET activities of the College, which ensure the teaching and learning services provided aspire to be of the

highest standard, and which inform the Academic Council's response to all external quality audits of College operations

- Conduct internal VET audits across Health and Fitness to support our VET business and ensure we are audit ready
- In consultation with marketing staff, ensure that all marketing materials accurately reflect the requirements of the RTO Standards, teaching and learning content, as well as the accreditation status of VET courses
- Receive and act on the advice of the Academic Council on long-term and short-term strategies for achieving College academic objectives
- Provide an Annual Report to the Academic Council for the previous calendar year (by the end of March every year) regarding achievements made, the extent to which the educational objectives have been achieved, and the continuous improvement measures implemented across the VET sector for Health and Fitness
- Adopt VET Conferral Reports on behalf of the Academic Council, for Council's noting and recording.

The VET Advisory Board:

- May request and obtain information relevant to the College's VET teaching and learning affairs from any Board, Committee, Department or staff member of the College
- May constitute sub-committees, as appropriate, for the purposes of approved business. Such sub-committees shall report firstly to the VET Advisory Board on matters within their designated areas of responsibility according to a timeframe established by the VET Advisory Board
- Will report to the Academic Council with its confirmed minutes after each meeting and on an annual basis and shall also report on matters submitted to it by Academic Council
- Will ensure that after its recommendations are noted or approved by Academic Council, that the information is disseminated and implemented by the appropriate management within the College.

Alternate Chairperson

In the absence of a Chairperson, the meeting shall nominate a Deputy Chairperson for the meeting.

Meeting Schedule

The VET Advisory Board shall meet four (4) to six (6) times a year. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties. Reports from VET Advisory Board meetings will be forwarded to the Academic Council for inclusion in the next Council Agenda.

Meeting Procedures

For the purpose of this Board policy and associated procedures, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype / Zoom).

The VET Advisory Board is empowered to seek advice and information as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the Board to be in attendance at meetings where appropriate.

Staff and external stakeholders of the College may request the opportunity to address the VET Advisory Board at any time and this request will be considered and approved by the Chairperson of the Board.

Sub-committees and Working Parties

As outlined above, the VET Advisory Board may also establish sub-committees to assist its work and functions or working parties to consider special issues. The Academic Council should be advised when the Board establishes sub-committees or working parties.

The VET Advisory Board may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

In order to comply with reporting requirements of the VET sector and governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Council
- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the VET Advisory Board shall be subject to review at least every two years by the Academic Council to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. Each year the VET Advisory Board will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted and recommended to the Academic Council.

VET Health Industry Advisory Group

Rationale & Purpose

The purpose of this Terms of Reference is to document the objectives, commitments and administration of the VET Health Industry Advisory Group of Endeavour College of Natural Health (ECNH).

The purpose of the VET Health Industry Advisory Group is to help support and inform VET education offered at ECNH within the Health and Allied Health sectors.

VET Industry Advisory Groups are an important mechanism for connecting the College with industry. These groups bring independent members' experience and perspective for the College to consider future training options and monitor the quality of existing VET courses, and provide another measure of assuring the competitive quality and relevance of the College's VET offerings.

The primary function of the VET Health Industry Advisory Group is to advise ECNH on:

- industry developments (field of study and educationally)
- workforce matters
- quality feedback
- training needs.

VET Health Industry Advisory Group members are representatives from different areas of industry, including but not limited to:

- Allied Health
- Complementary Medicine
- Western Medicine
- Regulatory Bodies
- Vocational Education and Training
- Higher Education.

The VET Health Industry Advisory Group shall advise the VET Advisory Board on matters pertaining to College VET courses in accordance with this group's Terms of Reference.

Commitments

On agreeing to be a part of the VET Health Industry Advisory Group, members commit to the following:

- To attend two to four (2 – 4) meetings per year (or more should there be a new qualification/s or competencies, or significant industry changes for the group to consider)
- To have read over the Agenda and relevant papers before each meeting, and to have prepared any information they believe may be relevant or helpful for the meeting
- To be a two-way communication channel between industry and ECNH
- To act in accordance with this Terms of Reference
- To act in accordance with the interests of ECNH as a whole and in respect to policies and procedures.
- To follow directions and policies as may be communicated by the VET Advisory Board or Academic Council (including those developed by the Academic Council and approved by the ACNM Board) with respect to the governance and operation of ECNH

Roles & Terms of Reference

The VET Health Industry Advisory Group is not placed to make decisions or represent ECNH as employees. The group acts purely in an advisory and consultative role. Group members are encouraged to actively discuss industry trends and industry gaps within the Health, Allied Health and Wellness sectors. Group meetings are intended to ensure currency of information and knowledge of these sectors, to inform courses currently on scope and to elicit discussion of prospective additions to or removal from scope.

VET Industry Advisory Groups shall be directly responsible to the VET Advisory Board. The groups will have the following functions:

- Consider and make recommendations in relation to the structure and content of VET courses and ensure the relevance of included competencies to professional and industry trends
- Provide advice on the comparability of the courses to similar courses at other registered training organisations
- Monitor issues relating to quality of the courses, and make recommendations as to the quality of training delivery and assessment
- Provide networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the usefulness of learning outcomes within the industry for graduating students and employers
- Provide feedback on the courses with a view to future development
- Offer early input, advice and evaluative comment on proposals to add packages to scope or to add accredited courses in terms of industry relevance and professional practice and report to the VET Advisory Board on such proposals
- Provide advice on opportunities to extend the effectiveness of collaboration with other institutions, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the VET Advisory Board or the Academic Council.

Membership

The VET Health Industry Advisory Group will be chaired by the relevant VET National Manager or their nominee. In the absence of this position, the General Manager VET will Chair this Group.

Apart from the internal Chair above, the VET Health Industry Advisory Group is comprised of six to eight (6 – 8) independent members, with membership reflective of the broad range of knowledge, skills, and/or attributes represented by the courses under scope. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the group. Members may be sourced from the following areas of expertise:

- Practitioners representing any of the fields covered by training packages under the College's scope
- Academics / Trainers from other institutions offering courses in similar fields
- Representatives of Industry Skills Councils
- Representative practitioners or academics / trainers of fields the College is looking to add to scope in the near future.

New members may be offered a position within the group by the MD or General Manager VET, and may be added at the discretion jointly of the group and ECNH executive management. Representation is encouraged from across Australia where possible.

Period of Office

Positions are for a term of 12 months with the capacity to be extended each 12 months for a period of up to three years. If a member does not attend a meeting or provide any written feedback on meeting papers as distributed for two meetings in a row, their ongoing membership of the group will be discussed by the group and may be cancelled immediately.

Should a group member wish to withdraw from the VET Health Industry Advisory Group they may do so by informing the General Manager VET or the Chair in writing.

Quorum

The quorum for Industry Advisory Group meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Alternate Chairperson

The Chairperson shall nominate a Representative Chairperson if they are absent for a meeting.

Meeting Schedule and Procedures

Meetings will be conducted 2 – 4 times per year, after which the group shall report to the VET Advisory Board at the next available meeting. The group may meet more frequently should there be a new qualification/s or competencies, or significant industry changes for the group to consider.

For the purpose of this group, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype / Zoom). Meetings will be hosted by the ECNH Brisbane or Sydney campuses at all times.

Members will be notified of meeting dates and an Agenda will be circulated by ECNH. VET Health Industry Advisory Group members are encouraged to submit Agenda items for discussion at meetings. VET Health Industry Advisory Group Meetings will be minuted by an internal administrative staff member of ECNH. Outcomes of these meetings will be circulated by the General Manager VET.

Information from the meeting may be used by ECNH in business decisions and within audit evidence.

Confidentiality

The VET Health Industry Advisory Group is purely an advisory group and members do not represent ECNH in any way. Information provided in meetings is subject to strict confidentiality and not to be shared outside the meeting without the expressed written permission of members of the group and ECNH management team.

Members of the group that are found to act inappropriately in regard to behaviour or confidentiality may be requested to leave the group and may be subject to legal action.

Reporting

In order to comply with the reporting requirements of this Industry Advisory Group and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the VET Advisory Board

- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the VET Health Industry Advisory Group members, MD, General Manager VET, VET Advisory Board and Academic Council.

VET Fitness Industry Advisory Group

Rationale & Purpose

The purpose of this Terms of Reference is to document the objectives, commitments and administration of the VET Fitness Industry Advisory Group of FIAFitnation.

The purpose of the VET Fitness Industry Advisory Group is to help support and inform VET education offered at FIAFitnation within the Health and Fitness sectors.

VET Industry Advisory Groups are an important mechanism for connecting the College with industry. These groups bring independent members' experience and perspective for the College to consider future training options and monitor the quality of existing VET courses, and provide another measure of assuring the competitive quality and relevance of the College's VET offerings.

The primary function of the VET Fitness Industry Advisory Group is to advise FIAFitnation on:

- industry developments (field of study and educationally)
- workforce matters
- quality feedback
- training needs.

VET Fitness Industry Advisory Group members are representatives from different areas of industry, including but not limited to:

- Large Gym chains
- Outdoor trainers
- Franchisors
- Retailers
- Regulatory Bodies
- Vocational Education and Training
- Higher Education.

The VET Fitness Industry Advisory Group shall advise the VET Advisory Board on matters pertaining to College VET courses in accordance with this group's Terms of Reference.

Commitments

On agreeing to be a part of the VET Fitness Industry Advisory Group, members commit to the following:

- To attend two to four (2 – 4) meetings per year (or more should there be a new qualification/s or competencies, or significant industry changes for the group to consider)
- To have read over the Agenda and relevant papers before each meeting, and to have prepared any information they believe may be relevant or helpful for the meeting
- To be a two-way communication channel between industry and FIAFitnation
- To act in accordance with this Terms of Reference
- To act in accordance with the interests of FIAFitnation as a whole and in respect to policies and procedures.
- To follow directions and policies as may be communicated by the VET Advisory Board or Academic Council (including those developed by the Academic Council and approved by the ACNM Board) with respect to the governance and operation of FIAFitnation

Roles & Terms of Reference

The VET Fitness Industry Advisory Group is not placed to make decisions or represent FIAFitnation as employees. The group acts purely in an advisory and consultative role. Group members are encouraged to actively discuss industry trends and industry gaps within the Health and Fitness sectors. Group meetings are intended to ensure currency of information and knowledge of these sectors, to inform courses currently on scope and to elicit discussion of prospective additions to or removal from scope.

VET Industry Advisory Groups shall be directly responsible to the VET Advisory Board. The groups will have the following functions:

- Consider and make recommendations in relation to the structure and content of VET courses and ensure the relevance of included competencies to professional and industry trends
- Provide advice on the comparability of the courses to similar courses at other registered training organisations
- Monitor issues relating to quality of the courses, and make recommendations as to the quality of training delivery and assessment
- Provide networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
- Provide advice on the usefulness of learning outcomes within the industry for graduating students and employers
- Provide feedback on the courses with a view to future development
- Offer early input, advice and evaluative comment on proposals to add packages to scope or to add accredited courses in terms of industry relevance and professional practice and report to the VET Advisory Board on such proposals
- Provide advice on opportunities to extend the effectiveness of collaboration with other institutions, industry stakeholders, government and community organisations
- Consider and report on any matter referred to it by the VET Advisory Board or the Academic Council.

Membership

The VET Fitness Industry Advisory Group will be chaired by the National Manager, FIAFitnation or their nominee.

Apart from the internal Chair above, the VET Fitness Industry Advisory Group is comprised of six to eight (6 - 8) independent members, with membership reflective of the broad range of knowledge, skills, and/or attributes represented by the courses under scope. Individual independent members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the group. Members may be sourced from the following areas of expertise:

- Practitioners representing any of the fields covered by training packages under the College's scope
- Academics / Trainers from other institutions offering courses in similar fields
- Representatives of Industry Skills Councils
- Representative practitioners or academics / trainers of fields the College is looking to add to scope in the near future.

New members may be offered a position within the group by the MD or General Manager VET, and may be added at the discretion jointly of the group and FIAFitnation executive management. Representation is encouraged from across Australia where possible.

Period of Office

Positions are for a term of 12 months with the capacity to be extended each 12 months for a period of up to three years. If a member does not attend a meeting or provide any written feedback on meeting papers as distributed for two meetings in a row, their ongoing membership of the group will be discussed by the group and may be cancelled immediately.

Should a group member wish to withdraw from the VET Fitness Industry Advisory Group they may do so by informing the General Manager VET or Chair in writing.

Quorum

The quorum for Industry Advisory Group meetings shall be half of the members holding office at the time plus one. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance for the purposes of calculating a quorum.

Alternate Chairperson

The Chairperson shall nominate a Representative Chairperson if they are absent for a meeting.

Meeting Schedule and Procedures

Meetings will be conducted 2 – 4 times per year, after which the group shall report to the VET Advisory Board at the next available meeting. The group may meet more frequently should there be a new qualification/s or competencies, or significant industry changes for the group to consider.

For the purpose of this group, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means (e.g. Skype / Zoom). Meetings will be hosted by the FIAFitnation Melbourne, Brisbane or Sydney campuses at all times.

Members will be notified of meeting dates and an Agenda will be circulated by FIAFitnation. VET Fitness Industry Advisory Group members are encouraged to submit Agenda items for discussion at meetings. VET Fitness Industry Advisory Group Meetings will be minuted by an internal administrative staff member of FIAFitnation. Outcomes of these meetings will be circulated by the National Manager FIAFitnation.

Information from the meeting may be used by FIAFitnation in business decisions and within audit evidence.

Confidentiality

The VET Fitness Industry Advisory Group is purely an advisory group and members do not represent FIAFitnation in any way. Information provided in meetings is subject to strict confidentiality and not to be shared outside the meeting without the expressed written permission of members of the group and FIAFitnation management team.

Members of the group that are found to act inappropriately in regard to behaviour or confidentiality may be requested to leave the group and may be subject to legal action.

Reporting

In order to comply with the reporting requirements of this Industry Advisory Group and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the VET Advisory Board

- Minutes of meetings shall be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the VET Fitness Industry Advisory Group members, General Manager VET, MD, National Manager FIAFitnation, VET Advisory Board and Academic Council.

Misconduct and Appeals Committee – Higher Education and VET

Rationale

The College has a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

A Misconduct and Appeals Committee shall be convened to investigate either:

- complaints and appeals under Stage 3 – Appealing the Original Decision of the College's Grievance Policy (HE or VET) or Complaints and Appeals Policy (International); or
- allegations of student misconduct under Stage 4 – Student Misconduct Committee of the College's Student Misconduct Policy (HE or VET).

This ad hoc Committee is to service both the Higher Education (HE) and the Vocational Education Training (VET) sectors.

Membership

- A Chairperson, who must be an independent member of the Academic Council (appointed by the Director, Student Services & Retention)
- One (1) Education Board member
- One (1) Academic Staff member from Higher Education or VET (dependant on the nature of the decision under review)
- One (1) Student Representative (currently enrolled)
- Minute Secretary – Director, Student Services and Retention (DSSR).

As this is an ad hoc committee, members shall be invited to sit on the committee by the DSSR (the standing Minute Secretary of this committee). On inviting members to sit on this committee, the DSSR will consider the nature of the matter being reviewed and determine appropriate membership.

The committee shall comprise at least one male member and one female member to provide gender balance. All issues of conflict of interest and confidentiality will be considered in the membership of the committee.

Period of Office

As this is an ad hoc committee, members shall serve on the Misconduct and Appeals Committee for the length of time a particular investigation is underway. Members may serve on this committee for consecutive investigations if deemed appropriate.

Quorum

All members of the Misconduct and Appeals Committee appointed to investigate a matter must be present at all meetings regarding that matter. Meetings may be held face to face, by other verbal medium (e.g. teleconference or video conference) or a combination of these mediums; attendance by any of these means will be considered full attendance.

Terms of Reference

The Misconduct and Appeals Committee shall be directly responsible to the Education Board or VET Advisory Board and will have the following functions:

- Investigate the complaint or allegation of misconduct, which may include reviewing the available evidence or seeking additional evidence or clarification on matters from staff or students, ensuring appropriate confidentiality is maintained
- Interview staff or students as required, including those against whom the complaint or allegation of misconduct is made and the complainant, ensuring all parties are offered the right to have their chosen support person in attendance at the interview
- The Chairperson must determine any question relating to admissibility of evidence and any other question of law
- Determine, on balance of probabilities, whether the complaint or allegation is founded or not and if relevant, recommend the penalties (if any) to be imposed on the student, maintaining appropriate confidentiality
- In exceptional circumstances where there are substantial grounds to believe that it is necessary in the interests of justice and procedural fairness, consider the matter afresh according to the merits of the case
- Refer a matter back to the Director of Education / Education Board / VET Advisory Board, as appropriate, for further consideration and recommendations
- Notify the student of the committee's decision in writing
- Notify any other person of the decision and reasons where proper, ensuring appropriate confidentiality is maintained.

Secretarial Arrangements

The DSSR shall be the standing Minute Secretary for the Misconduct and Appeals Committee, unless a conflict of interest is either self-declared or identified by a member of the ad hoc committee. In such a case, the DSSR will appoint another appropriate member of staff to act as Minute Secretary.

The Minute Secretary shall be in attendance at all meetings and shall 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 shall not have rights of vote.

Meeting Schedule

The Misconduct and Appeals Committee shall meet on an ad hoc basis as allegations or appeal requests are received.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, "meeting" shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means.

The Misconduct and Appeals Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the College as deemed appropriate. Such persons may be invited by the Chairperson of the committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.

Reporting

In order to comply with the dual reporting requirements of this Misconduct and Appeals Committee and the governance responsibilities, the following reporting shall occur:

- Annual summary reports of meetings and outcomes shall be submitted by the DSSR for consideration to the Education Board and VET Advisory Board of relevant cases heard throughout the previous year. Details of particular decisions outlined within this report may be made available on request.
- Academic Council may be provided with any recommendations of the Misconduct and Appeals Committee on matters of policy and procedure arising out of its investigations.
- Annual summary reports of meetings will be retained in the College's primary electronic management system for use in regulatory and institutional reporting.

Review and Reference

Terms of Reference and the functioning of the of the Misconduct and Appeals Committee shall be subject to review at least every two years by the Education Board and VET Advisory Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance.

Definitions

Term	Definition
Body	For the purpose of this document, reference to a 'body' is made to refer to any one or more of the Councils, Boards, Committees, Sub-Committees or Groups outlined within this Academic Governance Framework.
College	The Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour), FIAFitnation and Wellnation. For the purpose of this document, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective entities or trading names.
Dissolution	The act of 'dissolving' a Council, Board or Committee; involves the breaking up of the membership of the body and dismissing all members from their duties on that body. Following dissolution of a body, some former members may be invited to form membership of a re-constituted (re-formed) new body.
Emeritus (Professor)	A professor who has retired from active academic / teaching roles but retains the title of their former position, usually as a formal acknowledgement of their contribution to their field of academia.
Ex-officio	By virtue of their official position with the organisation.
Governance	The system of management of the organisation. For the purpose of this document, this refers to the hierarchy of Councils, Boards and Committees overseeing the quality and accuracy of the academic work of the College.
'in committee'	If the Academic Council is inquorate, it may decide to continue its work and will be considered 'in committee'. Decisions may be made and acted upon in this state, however will be reviewed by the next quorate Council meeting.
Independent	<p>Related to independence of members.</p> <p>The College considers that an independent member of an academic governing body is a person who is independent from management and who does not have (or intend to have) any material or significant dealings with the College that could interfere with the exercise of independent judgement of meeting documentation (including courses, policies and other documents).</p> <p>Where members of academic governing bodies are paid fees for undertaking their responsibilities, the College does not consider this to compromise their independence; however, payment for other roles (e.g. transactions with related parties) may compromise independence.</p> <p>The College will have regard to any constraints where there are legislative Standards that determine the composition of a governing body. Following is a selection of characteristics seen to be indicative of the independence of an external member of an academic governing body.</p>

Australian College of Natural Medicine Pty Limited (ACNM) trading as Endeavour College of Natural Health, FIAFitnation
(National CRICOS Provider #00231, RTO #31489)

	<p>The member:</p> <ul style="list-style-type: none"> • Has not had a business or employment relationship or other material contractual relationship with the College within the last two (2) years • Does not have a direct or indirect material financial interest with the College • Is not involved in the day-to-day management or academic functions of the College and is not allied with the interests of management • Is sufficiently impartial and disconnected from the College's operations, such that they are in a position to hold management to account and act in the organisation's best interests • Does not have a material personal interest (i.e. does not stand to gain, benefit or suffer a loss) in the outcome of a Council / Board / Committee meeting • Is free of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, their capacity to exercise independent judgement in decisions of a Council / Board / Committee meeting • Has not been a member of the Council / Board / Committee for such a period (e.g. longer than two terms) that their independence may have been compromised. <p>Elected staff or executives can be members of academic governing bodies but would not be considered 'independent' as they are employed by the College. Students would not be considered independent either, however alumni who have not been associated with the College for at least two (2) years would.</p>
Inquorate	Not meeting the requirements of a quorum.
QILT	The Quality Indicators for Learning and Teaching (QILT) are a suite of government endorsed surveys for higher education, covering the student life cycle from commencement to employment. The data from these surveys is made publicly available on the QILT website (qilt.edu.au) to help drive quality improvement of the sector.
Quorum	The number of members of a body required to be present to make official decisions (usually a majority; specific quorum requirements are outlined in each Terms of Reference). If quorum is not met, the body may still operate inquorate, however flying minutes will be sent to all members for formal ratification of any decisions by a quorum.
Ratify / Ratification	To formally confirm a decision made by others. For the purpose of this document, decisions made by inquorate bodies must be formally ratified by a quorum of members of that body (usually by flying minute or at the subsequent meeting). Alternatively, the Academic Council may ratify a decision made by the Council executive out of session.
Research-active (staff)	Academics undertaking a research component on top of their teaching / educator obligations. This research may be external to the College.

Sessional (staff)	Academics who are employed on a contract for a fixed period of time (usually 1 or 2 teaching periods).
Stipend	A minimal payment sometimes made to members of bodies (most often Chairs) who may be required to spend additional time on the work of the body outside of regular meeting expectations.
Terms of Reference	The document outlining the rationale for, structure, expectations, and responsibilities of a particular body.

Abbreviated Terms

Abbreviation	Full Title
ACNM	Australian College of Natural Medicine Pty Ltd
ADCs	Academic Discipline Committees
ASQA	Australian Skills Quality Authority
CDCs	Course Development Sub-Committees – Higher Education
DOE	Director of Education
DSSR	Director, Student Services & Retention
ECNH	Endeavour College of Natural Health
HE	Higher Education
HES Framework	Higher Education Standards Framework
HREC	Human Research Ethics Committee
IAG	Industry Advisory Group
MD	Managing Director
NHMRC	National Health and Medical Research Council
RTO	Registered Training Organisation
SACs	Subject Advisory Sub-Committees – Higher Education
TEQSA	Tertiary Education Quality Standards Agency
VET	Vocational Education and Training