



**ACPET**

**NATIONAL QUALITY ETHICS COMMITTEE**

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Terms of Reference

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## Introduction

ACPET is committed to improving Australia’s tertiary education sector and has undertaken a review of the associations ‘Code of Ethics’ which has seen the addition of a ‘Code of Practice’ for the engagement of training brokers and educational agents.

ACPET’s revised ‘Code of Ethics’ and new ‘Code of Practice’ is a commitment to raising the standards of the association to ensure that membership is seen as a badge that signifies quality.

On Friday 6 February 2015 the National Board endorsed the strengthened Code of Ethics and Code of Practice. On the 13 March 2015 the Honourable Simon Birmingham Assistant Minister for Education and Training launched the two Codes.

Quality and Ethics are the critical oversighting and independent role the ACPET National Quality Ethics Committee (ANQEC) will perform.



## 1. ANQEC Objective

The objective of the ANQEC is to provide independent advice to the National Board in discharging its responsibilities with respect to overseeing all aspects of ACPET's Quality and Ethics agenda.

This includes:

- strategically planning the continued development of ACPET's membership as a 'Badge of Quality',
- advising ACPET's Quality Support Team (QST) on the design and implementation of specific products and services,
- making informed evidence based recommendations to the National Board on quality and ethics matters, and
- other matters deemed appropriate in managing quality and ethics responsibilities.

## 2. Membership

- 2.1** The ANQEC shall be appointed by the National Board and shall consist of no less than 4 members, plus an independent Chair. The National Chair is, ex officio, a member of the committee.
- 2.2** The ANQEC Chair is an independent role and will be appointed by the National Board.
- 2.3** The CEO will nominate a senior ACPET staff member as the executive support officer to the ANQEC, who shall be in attendance at committee meetings and other deliberations.
- 2.4** The committee of ANQEC members shall have skills and experience including:
- 2.4.1 A comprehensive working knowledge of the Australian education and training market.
- 2.4.2 A sound in-depth knowledge of the VET, ESOS, ELICOS and Higher Education regulatory frameworks, quality issues and federal and state government policies concerning education and training in Australia.
- 2.4.3 An ability to act in an independent and objective manner when deliberating on quality and ethics matters.

- 2.5 A quorum shall be half the members plus one, one of whom shall be the Chair.
- 2.6 To enable information flows from ANQEC meetings, the CEO will provide minutes to the National Board on matters discussed which will include reasons for any advice on outcomes recommended.

### 3. Operating Principles

- 3.1 The ANQEC may have in attendance such members of ACPET management and such other persons, as it deems necessary, to provide appropriate information and explanations.
- 3.2 The ANQEC Chair may call a meeting of the ANQEC if so requested by any ANQEC member, by the National Board, or by approved external federal agencies such as National Regulators.
- 3.3 Adequate notice of all meetings is to be given and such notice shall be distributed to the members of the ANQEC, the National Board and appropriate staff. The executive support officer through the Chair (or nominee) shall develop an agenda for the meeting to be circulated to the members of the ANQEC and other invitees at least one week prior to the meeting.
- 3.5 ANQEC meetings shall be held at least six times each year, or as and when necessary, whichever is the greater. A calendar year schedule of meetings will be provided to the National Board.
- 3.6 All ANQEC meetings will be minuted and provided to the National Board after each meeting and further information as specified or requested by the National Chair.

### 4. Responsibilities

*The duties of the ANQEC are as follows:*

- 4.1 Provide strategic advice on the design of a quality strategic blue print to develop profile and position the ACPET membership base as a 'Badge of Quality'.
- 4.2 Provide advice on the development, implementation and application of the Code of Ethics and Code of Practice.

Development of an operational framework that follows quality processes for its correspondence to members on compliance issues, managing show cause

procedures within a set of natural justice principles and processes for consideration of sanctions.

**4.3** Identify ongoing member compliance requirements with the provision of information on standards and best practices and endorse all quality and ethics services by engaging in periodic internal reviews.

**4.4** Make recommendations to the National Board on any changes deemed appropriate to the Code of Ethics and Code of Practice.

## **5. Authority**

**5.1** The ANQEC is authorised by the National Board to investigate and review and provide advice on any activity covered by its functions and responsibilities as minuted in the National Board's April meeting.

**5.2** The ANQEC shall have no executive powers with regard to its findings and recommendations other than those bestowed by the National Board at any time.

