International Education Committee

Terms of Reference

of

AUSTRALIAN COUNCIL FOR PRIVATE EDUCATION AND TRAINING
ACN 054 953 758

Adopted
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1. **Committee Objective**

The objective of the International Education Committee (IEC) is to assist the Board in discharging its responsibilities with respect to overseeing all aspects of ACPET’s international education policies and marketing, including the profiling and promotion of ACPET and its members, in the framework of Australia’s international education industry.

2. **Membership**

2.1 The IEC Committee shall be appointed by the Board from amongst Board members and shall consist of no less than 4 members, including the IEC Chair, nominated by the Board. The National Chair is, ex officio, a member of the committee.

2.2 The CEO will nominate an ACPET staff member as the accountable officer who shall be in attendance at meetings.

2.3 The majority of Committee members shall have skills including:

   2.3.1 A good knowledge of the overseas student markets.

   2.3.2 A sound knowledge of government policies around CRICOS, Visa programs, AEI and other applicable policies around international education.

   2.3.2 A good understanding of international marketing and organizational lobbying and profiling.

2.4 A quorum shall be half the members plus one.

2.5 To enable an information flow between the committees, at least one member of the IEC must also be a member of the ACPET National Board.

3. **Operating Principles**

3.1 The Committee may have in attendance such members of management and such other persons, as it deems necessary, to provide appropriate information and explanations.

3.2 All directors shall be entitled to attend all meetings of the IE Committee.

3.3 The Chair shall call a meeting of the IE Committee if so requested by any IE Committee member, by the Board, or by approved external agencies such as the Department of Education Employment and Workplace Relations (DEEWR).

3.4 Adequate notice of all meetings is to be given and such notice shall be distributed to the members of the Committee, the Board and appropriate staff. The Chair (or nominee) shall draw up an agenda for the meeting to be circulated to the members of the committee and other invitees at least one week prior to the meeting.

3.5 Meetings shall be held at least four times each year or as and when necessary, whichever is the greater.
3.6 The Committee shall report to the Board after each committee meeting or as specified or requested by the Board. Committee meetings shall be minuted, a copy to be tabled at the following Board meeting. Additionally, the Committee shall submit an annual report to the Board summarising the Committee’s activities during the year.

4. Responsibilities

*The duties of the IE Committee are as follows:*

4.1 To ensure that ACPET is positioned to lead national conversations around issues in international education from the private provider perspective.

4.2 To ensure foremost that the interests of ACPET member institutions are represented in the international policy and marketing activities undertaken by ACPET.

4.3 Monitor the growth of ACPET international membership through the OSTAS

4.4 Monitoring and oversight of liaison with government regulatory bodies on policies that affect members operating or wishing to operate in the international market.

4.5 Monitoring, oversight and interpretation of key aspects of compliance with applicable legislation at Federal and State levels and advice to members for compliance with same.

4.6 Monitor and report on the range of international marketing opportunities at national and state level for prioritization and uptake by ACPET and its members.

4.7 Provide advice and recommendation to the Board for budgeting and monitoring of the international marketing activities undertaken by ACPET

5. Authority

5.1 The Committee is authorised by the Board to investigate any activity covered by its functions and responsibilities.

5.2 The IE Committee shall have no executive powers with regard to its findings and recommendations other than those bestowed by the Board.