

# ACCREDITATION ADVISORY GROUP

## TERMS OF REFERENCE - SEPTEMBER 2021

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## 1. AUTHORITY

The Office of Tasmanian Assessment, Standards and Certification (the Office, TASC) is conferred powers under the *Office of Tasmanian Assessment, Standards and Certification Act 2003* (the Act)

- to accredit, renew or cancel senior secondary courses [sections 10(i)(b), 26(2), 28(3), 29(l)]
- to refuse to accredit [section 26(2)(b)] or renew [section 28(3)(b)]
- to accredit, renew or cancel other courses [sections 55ZI-55ZL] or refuse to renew or accredit
- to determine periods of accreditation [sections 27, 55Z]]
- to establish committees to advise and assist the Office in the performance and exercise of its functions and powers [section 20 (1)]
- all things necessary or convenient in the exercise of its functions [section 11(e)]

## 2. PURPOSE OF THE ACCREDITATION ADVISORY GROUP

The purpose of the Accreditation Advisory Group (AAG) is to provide advice to the Executive Officer, TASC to inform the Executive Officer's decisions in relation to the accreditation, renewal, and cancellation of senior secondary and other education courses.

## 3. SCOPE

At the request of the Executive Officer, TASC the AAG will consider and provide advice on:

- applications for courses seeking initial accreditation
- requests for critical amendments to existing accredited courses
- courses submitted for renewal of accreditation
- accreditation periods for courses.

The Executive Officer, TASC may also request from the AAG feedback and advice regarding:

- TASC policies and procedures supporting accreditation
- the efficiency and effectiveness of accreditation processes
- quality assurance, risk and compliance issues associated with course accreditation.

### 3.1. Guiding Principles

The consideration of a proposal for accreditation, renewal and/or cancellation of a senior secondary course shall be guided by, and aligned with, the Senior Secondary Accreditation Framework.

## 4. MEMBERSHIP

### 4.1. AAG Members

Membership of the AAG will consist of:

- Principal Education Officer - Curriculum Accreditation and Recognition, TASC (Chair)
- One representative from each of the following stakeholders:
  - University of Tasmania
  - Independent Schools Tasmania
  - Catholic Education Tasmania
  - Department of Education

### 4.2. Advisors and Guests

The AAG can seek the expertise of stakeholder representatives or subject matter experts that are not members of the AAG. At the invitation of the Chair such advisors or guests can attend meetings but their position on specific recommendations will not be recorded.

### 4.3. Secretariat

A TASC Policy Officer will provide secretariat support to the AAG.

## 5. ROLES AND RESPONSIBILITIES

### 5.1. AAG Members

The Chair will:

- finalise the agenda for and minutes of the meetings
- manage the meeting agenda and Actions Register
- be the TASC representative of the group and provide advice and make recommendations to the Executive Officer, TASC
- undertake follow-up actions as per the Actions Register

Group Members will:

- set aside time to adequately prepare for and attend meetings
- advise the Chair of any actual, potential, or perceived conflict of interest in relation to meeting matters
- analyse submissions for accreditation, renewal, amendment, or cancellation of a course

- maintain confidentiality regarding all matters discussed except where the Chair specifically requests sharing of items with nominated others
- provide advice and make recommendations to the Executive Officer, TASC
- undertake follow-up actions as per the Actions Register
- advise of amendments to and agree to the minutes of the meeting.

## 5.2. Advisors and Guests

Advisors and guests will be expected to:

- provide relevant context and background information to assist the AAG with their process
- maintain confidentiality regarding all matters discussed except where the Chairperson specifically requests sharing of items with nominated others
- undertake follow-up actions as per the Actions Register.

## 5.3. Secretariat

The TASC Policy Officer will:

- ensure that agendas, minutes and supporting papers are circulated according to Section 6.4 of these terms of reference
- take notes during the meetings which accurately reflect the proceedings
- prepare draft agendas, minutes and other related materials for the Chair
- undertake follow-up actions as per the Actions Register
- provide relevant context and background information to assist the AAG with their process
- following the meeting, prepare a briefing note for the Executive Officer summarising the advice and feedback of the Group.

# 6. PROCEDURES AND ADMINISTRATION

## 6.1. Frequency of Meetings

Regular meetings will be held to facilitate the progress of courses through the Senior Secondary Accreditation Framework. Meetings may be held face to face, by phone or online.

The Chair may seek the advice of individual members outside of scheduled meetings.

## 6.2. Attendance of Meetings

Members of the AAG who are unable to attend a meeting should notify the Office of TASC of the apology or their proxy as soon as possible.

### 6.3. Quorum

The quorum for the AAG shall be three (3) stakeholder representative members.

### 6.4. Meeting Papers

An agenda and relevant meetings papers will be distributed to the members not less than three working days prior to the meeting.

Draft minutes of the meeting will be distributed to the members not more than five working days after the meeting.

Documents will be considered distributed if either a copy is emailed directly to the members or if members are notified that those documents have been uploaded to the AAG Teams site.

Finalised minutes of the meetings will be distributed to the Executive Officer, TASC.

## 7. DOCUMENT MANAGEMENT

### 7.1. Review

The Terms of Reference of the AAG will be reviewed at least annually by the Executive Officer, TASC.

### 7.2. Approval and Version History

Authorised by:	Wendy Spencer
Position of authorising person:	Executive Officer, Office of Tasmanian Assessment, Standards and Certification (TASC)
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