Vocational Education and Training Learning and Teaching Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Vocational Education and Training Learning and Teaching Committee (VETLTC)

2. ESTABLISHMENT

The VET Learning and Teaching Committee is established as a standing committee of the Academic Board under the University’s Academic Board Terms of Reference.

3. FUNCTIONS AND RESPONSIBILITIES

The VET Learning and Teaching Committee is the learning and teaching body responsible for oversight of academic quality in VET products across the University. The Committee has delegated authority of approval in regard to certain academic matters as detailed below, and is responsible for implementing the review cycle of all VET products. The Committee will provide recommendations to Academic Board on strategies, initiatives and innovation that promote the interests of the University including meeting legislative and professional requirements, the maintenance of academic standards and fostering high quality learning and teaching.

In fulfilling its functions and responsibilities, the committee will operate in accordance with the university’s strategic plans, and consider that the University engages in learning and teaching via a range of modalities and across multiple campuses and regulatory jurisdictions. These functions and responsibilities are in line with the university’s strategic plans.

The Terms of Reference will be reviewed by the Committee annually.

The Committee’s functions and responsibilities are to:

- Advise Academic Board on teaching and learning matters relevant to VET, and prepare an annual schedule of work to be provided to Academic Board;
- Oversee quality, legislation and government policy related to teaching and learning in VET;
- Ensure the quality framework is applied across the University;
- Promote high quality and innovative teaching and pedagogy across VET;
- Develop and review learning and teaching related policy;
- Endorse and monitor pathways between VET and Higher Education (HE);
- Provide advice regarding suitable professional development for staff; and
- Establish sub-committees and working parties and other consultative mechanisms as required.
In relation to the following domains the Committee will:

**Planning**

- Develop, implement and monitor the University’s strategies for learning and teaching;
- Provide reports, as required, to Academic Board on the implementation of the University’s strategies for learning and teaching;
- Provide advice to Academic Board on the achievement of best practice interaction, including pathways, between Vocational Education and Training and Higher Education activities; and
- Provide advice to Academic Board and the University community on developments in learning and teaching, including the implications of changes in technology for VET learning and teaching.

**Curriculum development and approval**

- Provide input to Academic Board on the VET Quality Management System (VETQMS) for the accreditation, review, re-accreditation and discontinuation of VET products;
- Approve the registration, review, re-registration and discontinuation of VET products offered by the University;
- Approve changes to VET products pursuant to the delegations as prescribed by Academic Board, and;
- Provide input on course design (both HE and VET courses) that promotes the achievement of best practice interaction between Vocational Education and Training and Higher Education activities.

**Governing documents development and monitoring**

- Provide advice and recommendations to Academic Board on policy and procedures relating to learning and teaching;
- Review learning and teaching policies and procedures in accordance with the University’s processes; and
- Cooperate and consult with the HE Learning and Teaching Committee on matters of mutual interest.

**Quality assurance**

- Advise and make recommendations to Academic Board on the University’s approach to, and processes for, quality assurance of learning and teaching including the articulation, implementation and monitoring of academic standards in accordance with the requirements of external regulatory and professional bodies;
- Review and report to Academic Board on VET achievement, performance and quality improvements in learning and teaching;
- Review and report to Academic Board on trends indicated in survey instruments and identify strategies to improve outcomes, and overall student and stakeholder satisfaction; and
- Plan, implement and report on professional development activities related to learning and teaching, including blended learning and use of technologies.

**Communication and interface**

- Provide minutes and reports from VET Learning and Teaching Committee meetings to Academic Board and broader University; and
- Consider and report on any matter referred by Academic Board or the Vice-Chancellor.
4. MEMBERSHIP

- Deputy Chair (VET) of Academic Board;
- An academic member of the HE Learning and Teaching Committee nominated by that committee;
- The Pro Vice-Chancellor Indigenous Leadership, or nominee;
- The Deputy Vice-Chancellor Global Strategy and Advancement, or nominee;
- The Pro Vice-Chancellor VET, or nominee;
- The Pro Vice-Chancellor Education Strategy, or nominee;
- The Pro Vice-Chancellor Student Engagement and Success, or nominee;
- VET Heads of School;
- College Deans of Colleges that incorporate VET delivery (or nominee);
- Manager VET Development;
- VET Quality Advisor;
- Team Leader, Accreditation and Registration;
- Policy Officer;
- Two (2) VET Academics, one (1) from Top End and one (1) from Central Australia (elected);
- One (1) Educational Program Manager (elected); and
- One (1) VET student elected by and from VET Student cohort.

The Chair will have the power to co-opt non-voting attendees when and as appropriate.

5. CHAIR

The Chair of the Committee will be appointed by the Chair of the Academic Board. A Deputy Chair will be elected from the membership at the first meeting of each calendar year.

6. SECRETARY

Administrative support will be provided by the office of the Pro Vice-Chancellor Education Strategy.

7. TERM OF OFFICE

Staff members will hold office for the term of their appointment in their designated role.

Elected members will serve for a term of two (2) years from the date of their election.

An elected member of the Committee vacates his or her office if the member is absent, without apology, from three (3) consecutive meetings of the Committee.

An elected member may resign from their position on the Committee by notifying the Chair in writing.

8. QUORUM

The quorum will be 50% of the voting membership plus one (1).

9. MEETINGS

The Committee will meet on at least six (6) occasions in a year with provision for in person and technology mediated meetings. The Chair may call additional meetings if necessary.
10. RESOLUTIONS OF THE COMMITTEE

Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote. Any resolutions or recommendation of the VET Learning and Teaching Committee will be noted in the reports of the Academic Board.

11. AGENDA

A written agenda will be distributed prior to each meeting.

12. REPORTING

The report from each meeting of the Committee will be provided to the next meeting of Academic Board.

13. RELEVANT DEFINITIONS

In the context of this document:

**Determine** means to decide, approve or reject;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University’s governance or operations or to the practice and conduct of its staff and students. They include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Nominee** means a person requested or named to act in an ongoing capacity on behalf of a member in a designated role. They will hold voting rights and it is expected it would be the same person where possible.
### Document History and Version Control

**Last amendment:** 27 Mar 2018

**Sponsor:** Chair, Academic Board

**Contact Officer:** Chair, VET Learning and Teaching Committee

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
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<tbody>
<tr>
<td>1.00</td>
<td>3 Aug 2012</td>
<td>Academic Board</td>
<td>Creation of original document and upload to CDU website.</td>
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</tbody>
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| 1.01    | 18 Mar 2013   | Governance   | • Converted document to current template  
• Updated hyperlinks  
• Assigned document number  
• Minor changes to wording, grammar and spelling  
• Addition of relevant definitions |
| 2.00    | 29 Jul 2015   | Academic Board | • Major Review  
• Amended Establishment – removed established under CDU Act and replaced with established under the Academic Board Terms of Reference  
• Updated Membership  
• Updated Term of Office  
• Updated Resolutions - Under exceptional circumstances the Chair or delegate will have the overriding vote  
• Addition of relevant definitions |
| 3.00    | 19 Jul 2017   | Academic Board | • Minor changes to wording, grammar and spelling  
• Replaced title of Chair - Director VET Programs with Executive Consultant Innovation and Education  
• Added Manager VET Development Team to Membership  
• Added Note to Membership  
• Added Deputy Chair to section 5 Chair  
• Clarified section 10 Resolutions to include recommendations and added sentence about reports ULTC |
| 3.01    | 18 Sep 2017   | Governance   | • Conversion to new Governance template due to new University branding  
• Updated definitions |
| 4.00    | 27 Mar 2018   | Academic Board | • Document updated to reflect structural changes as part of the University restructure  
• Document updated to reflect new membership structure as part of the University restructure |