

# Terms of Reference

## Academic Board



Institute of Health and  
Nursing Australia

Legal entity: Health Careers  
International Pty Ltd  
ABN: 59 106 800 944  
ACN: 106 800 944  
CRICOS Code: 03386G  
RTO ID: 21985

[www.ihna.edu.au](http://www.ihna.edu.au)



## Title of Document

1. Terms of Reference of the IHNA Academic Board (TOR-AB)

## Establishment

2. The Academic Board is established by the Board of Directors in compliance with the Constitution of Health Careers International T/A Institute of Health and Nursing Australia (after this referred to as IHNA) to provide reports, recommendations and/or advice to the Board, the CEO and other Committees as required.
3. The Academic Board is the principal academic/educational decision-making body of IHNA, advising both the Board of Directors and the CEO on all matters related to the academic/educational functioning of IHNA.

## Rationale

4. The purpose of the Academic Board is to ensure that academic activity, including training and assessment, is promoted, and conducted, as the primary activity undertaken by IHNA, in a manner that is conducive to IHNA's success as a registered training organisation and in accordance with all relevant legislative and ethical requirements. The Board will encourage the development and maintenance of high standards of Learning, Teaching, Training and Assessment.

## Objectives

5. The Academic Board oversees the academic/educational governance and provides advice to the Board of Directors on all relevant matters and is responsible for advising on all academic/educational matters of IHNA with particular emphasis on the overview of training programs of the organisation, assessment standards and practices and accreditation accountability requirements. The advice may relate but is not limited to the following:
  - a) Consistent standards for all IHNA courses across all the locations
  - b) Academic, educational, and training related policies and procedures
  - c) Academic, educational, and training related plans and priorities
  - d) Academic, educational, and training related quality assurance mechanisms, including community and industry engagement
  - e) Training and Assessment activities
  - f) Course development and course reviews
  - g) Assessment monitoring and validation activities

- h) Benchmarking of academic and vocational education standards
  - i) Academic, training and assessment staff succession planning
  - j) Recognition of Prior Learning (RPL) and Credit Transfer (CT) processes.
6. The Academic Board has established a Curriculum Development and Monitoring Committee (CDMC) To assist with these matters. It provides the training and assessment of curriculum, and a Learning and Teaching Committee (LTC) to oversee the Training and Assessment practices across IHNA campuses, including professional experience/clinical placements, convene validation teams and processes for Recognition of Prior Learning (RPL) and Credit Transfer.

### Chair and Deputy Chair

7. The Chair of the Academic Board is a Board Director (non-executive) and has the right of attendance at meetings of all Sub-committees of the Academic Board. The Chair will actively engage with the academic community, the IHNA Executive Management, and external bodies such as TAFEs/other RTOs and government departments.
8. Specifically, the role of the Academic Board Chair includes:
- a) Chairing meetings of the Academic Board.
  - b) Ensuring that the Academic Board fulfils its responsibilities and Terms of Reference.
  - c) Providing leadership in academic/training and assessment matters across IHNA.
  - d) Approving the agenda and confirms minutes of the Academic Board prior to publication.
  - e) Engaging with Academic Board Sub-committees, and where necessary, provides leadership and advice.
  - f) Ensuring that the Board of Directors is well informed and advised about academic/training and assessment matters and the work of the Academic Board.
  - g) Seeking and promoting the development of an Academic Board (and its committees) that:
    - a. is collegial
    - b. encourages and supports open discussion and debate
    - c. is reflective, influential, and efficient
    - d. has a thorough knowledge of the training and assessment phase of the student's experience in the VET space
    - e. demonstrates integrity and independence in its processes.
  - h) Taking responsibility for the Academic Board's work, including setting priorities in consultation with the Board of Directors, the CEO, and the Academic Director.

- i) Monitoring and ensuring regular review of training and assessment framework, policies, procedures, and guidelines.
  - j) Ensuring the Deputy Chair of Academic Board, Committee Chairs and Academic Board members are informed about academic, training and assessment matters related to the Board's functions and responsibilities.
  - k) Ensuring the training and assessment quality and standards are maintained.
  - l) Consulting regularly and promptly with the Board of Directors and the CEO on training and assessment matters.
  - m) Developing and implementing succession plans for the Board and its Committee Chair and Deputy Chair positions with the Board of Directors and the CEO.
9. The role of the Academic Board Deputy Chair includes:
- a) Assisting the Chair of Academic Board in ways agreed to by the Chair through consultation.
  - b) Acting as Chair of the Academic Board during the absence of the Chair.
  - c) Assisting the Chair in the development of the annual priorities for the Academic Board.

## Membership

10. The Board members shall include the following:
- a) Non-Executive Board Director (Chair)
  - b) Chair, Course Development and Monitoring Committee (Deputy Chair)
  - c) Academic Director
  - d) Director, Quality Management
  - e) Senior Nurse Educator
  - f) Chair, Aboriginal and Torres Strait Islander Education and Support Committee
  - g) External members
  - h) Student Representatives (currently enrolled)
  - i) Secretary (in attendance), responsible for agenda, minutes, and documentation.
11. Fit and Proper Persons: The Academic Board Chair must provide a fit and proper person's declaration as the regulatory body requires. These declarations shall be provided to the regulatory bodies in accordance with their requirements.
12. Co-opted Members: The Academic Board may co-opt additional members when required. The term of office of co-opted members by the Committee shall be specified at the time of co-option, and such members shall have all rights as of other members.

13. Attendance by invitation: With permission from the Chair, at times, non-members of the Board may be invited to attend the meeting. All such persons attending the meeting by invitation should be treated as 'invitees'.
14. Period of Office: Members will typically be appointed for a term of two (2) years. Membership may be approved for renewal when the term expires. Internal members whose membership relates to their position will not be required to renew their membership so long as they continue in the role to which their membership pertains. Student positions shall be for one (1) year.
15. The Secretary of the Board of Directors will have the right of audience and debate at meetings of the Academic Board.
16. Removal and resignation of members: The Academic Board may remove a member under the following circumstances:
  - a) If a member, without the Chair's approval, fails to attend three consecutive meetings without notification.
  - b) In the opinion of the Chair and/or other members, the performance by the member of their duties has been found to be unsatisfactory.
  - c) In the opinion of the Chair and/or other members, the member has engaged in misconduct of a serious or recurrent nature.
  - d) If a member is unable to fulfil their responsibilities, the Chair, in consultation with the Board, will consider filling the vacant membership role.
  - e) A committee member of the Academic Board, other than the Chair, may resign in writing and submit to the Chair.

## Roles and Responsibilities

17. The Academic Board is a subcommittee of IHNA's Board of Directors. The functions of the Academic Board are to advise the Board of Directors and the CEO on:
  - a) Academic policies and procedures
  - b) Academic plans and priorities
  - c) Course accreditation and related quality assurance mechanisms
  - d) Learning, teaching, training, and assessment activities
  - e) Course reviews and course development
  - f) Professional experience placements
  - g) Validation and moderation of assessments.

18. The responsibilities of the Academic Board include:
- a) Ensuring IHNA's training and assessment strategies and practices, including the amount of training provided, are consistent with the requirements of training packages and VET accredited courses
  - b) Making adequate arrangements for each student, meeting the requirements for each unit of competency/skill set in which they are enrolled.
  - c) Overseeing the consistency of course delivery across all IHNA campuses and in any mode of delivery.
  - d) Promoting high-quality Training and Assessment for all the courses across all the campuses, delivered only by the educators who have appropriate vocational competencies, current directly relevant industry skills and current knowledge and skills in vocational training and learning.
  - e) Establishing IHNA's industry consultation and engagement strategies to ensure the industry relevance of its training and assessment strategies, practices, and resources
  - f) Ensuring that all educators maintain their industry and vocational currency, update professional development activities and the scholarly activities intact.
  - g) Making recommendations to the Board of Directors regarding the endorsement of curriculum, review, and customisation as per training packages in the national register.
  - h) Overseeing the provision of establishing, building, and strengthening relationships with Aboriginal and Torres Strait Islander people and communities for quality education and training that is engaging, culturally appropriate, and relevant.
  - i) Making recommendations to the Board of Directors regarding the approval of academic planning, including the oversight and monitoring of the implementation of academic policies and procedures and ensuring periodic review of these instruments.
  - j) Promoting and ensuring academic integrity and academic quality assurance (internal and external) and implementation, including effective mechanisms to collect regular, valid, and reliable feedback from stakeholders, students, graduates, staff, and employers of graduates
  - k) Ensuring that there are effective mechanisms in place to safeguard that the feedback is acted upon to bring about improvement.
  - l) Reporting to the Board of Directors key data and recommendations based on data pertaining to academic matters such as student progress and feedback.
  - m) Deliberating upon the consideration of Recognition of Prior Learning/Credit Transfer to prospective students.
  - n) Making recommendations to the Board of Directors regarding Training and assessment quality and standards.
  - o) Establishing assessment policies and procedures, including moderation practices, and

- monitoring by the Curriculum Development and Monitoring Committee (CDMC).
- p) Overseeing the assessment system that ensures that assessment (including recognition of prior learning) complies with the assessment requirements of the relevant training package and is conducted as per the Principles of Assessment and the Rules of Evidence.
  - q) Making recommendations to the Board of Directors regarding graduate attributes.
  - r) Reviewing and making decisions when required in relation to student appeals concerning the implementation of IHNA's training and assessment requirements and the procedures employed in the appeals process.
  - s) Considering and reporting on any matter referred to the Academic Board by the Board of Directors or the CEO.
  - t) Establishing sub-committees, as appropriate, to facilitate the discharge of its responsibilities and acting on reports from those sub-committees as appropriate.
  - u) Assessing, monitoring, and reporting risks relating to the overall training and assessment strategy.
  - v) Advising on the academic aspects of IHNA's strategic, operational and risk management plans.
  - w) Overseeing the development, approval and delivery of the courses involving technology-enhanced learning (TEL).

## Legislation and Standards

- 19. The Board is responsible for meeting compliance requirements with the following legislative and regulatory instruments (not limited to):
  - a) National Vocational Education and Training Regulator Act 2011
  - b) Education Services for Overseas Students Act 2000 (ESOS Act)
  - c) National Vocational Education and Training Regulator Regulation 2011
  - d) Standards for Registered Training Organisations (SRTO) 2015
  - e) National Code of Practice for Providers of Education and Training to Overseas Students 2018
  - f) ANMAC Enrolled Nurse Accreditation Standards 2017.
- 20. As well as specific to the following clauses of SRTO 2015:
  - a) Implementing, monitoring, and evaluating training and assessment strategies and practices (Clauses 1.1 to 1.4 and 2.2)
  - b) Engaging with industry (Clauses 1.5 and 1.6)
  - c) Conducting effective assessment (Clauses 1.8 to 1.12)
  - d) Employing skilled trainers and assessors (Clauses 1.13 to 1.16)
  - e) Providing supervision of trainers where needed (Clauses 1.17 to 1.20)

- f) Employing experts to teach trainers and assessors (Clauses 1.22 to 1.24)
- g) Engaging independent validators to conduct the quality reviews of training and assessment qualifications (Clause 1.25)
- h) Managing transitions from superseded training products (Clauses 1.26 and 1.27).

## Sub-committees

- 21. The Academic Board establishes Sub-committees to assist its work, functions and consider special issues/projects. The Board of Directors will be advised when the Academic Board establishes a Sub-committee.
- 22. The Academic Board will receive reports from the established Sub-committees and has the responsibility to monitor and evaluate the activities with respect to each Sub-committee's functional responsibility.
- 23. Following are the Sub-Committees of the Academic Board:
  - a) Learning and Teaching Committee (LTC)
  - b) Course Advisory and Monitoring Committee (CDMC)
  - c) Aboriginal and Torres Strait Islander Education and Support Committee
  - d) Student Misconduct and Appeals Committee
  - e) School Advisory Committees (Nursing, Community Services, Education, Health Management)

## Meetings

- 24. Attendance at Meetings and Apologies: Committee members are asked to make every effort to attend all meetings of the Academic Board.
- 25. Members who are unable to attend a meeting should convey their apologies to the Secretary before the commencement of the meeting as a matter of courtesy. Such apologies will be noted at the meeting and are recorded in the minutes.
- 26. Members who expect to be absent for up to three consecutive Committee meetings in a calendar year should apply for a leave of absence.
- 27. If a member requires a leave of absence, permission should be sought in writing from the Chair.



28. Meeting Schedule: The Academic Board shall meet quarterly as scheduled. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties.

## Minutes

29. All meetings are to be minuted. The draft of minutes of meetings must be distributed to all Committee members for review and feedback.
30. The minutes must record the following:
- Date and location of the meeting
  - Attendees, apologies, and absentees
  - Agenda items discussed
  - Action items (including responsibility and timeframe)
  - Decisions made (including the rationale for decisions).
31. The Secretary must maintain minutes of meetings and, after approval by the Committee Chair, they must be presented at the next Board meeting.
32. All minutes of the Committee must be entered into a minute book maintained for that purpose and will always be open for inspection by any member or Director.

## Reporting

33. The Academic Board reports to the Board of Directors. Similarly, the Learning and Teaching Committee, the Course Development and Monitoring Committee, the Student Misconduct and Appeals Committee, the School Advisory Committee and the Aboriginal and Torres Strait Islander Education and Support Committee report to the Academic Board.

## Policies and Procedures

34. The following are procedures and policies:
- Aboriginal and Torres Strait Islander Cultural Awareness Procedure
  - Aboriginal and Torres Strait Islander Education and Support Policy Procedure
  - Academic Participation and Progress Policy
  - Access and Equity Policy and Procedure
  - Certification, Issuing and Recognition of Qualifications and Statements of Attainment Policy and Procedure

- f) Plagiarism and Cheating Policy and Procedure
- g) Policies for Affirmative Action
- h) Professional Experience Placement Policy and Procedure
- i) Recognition of Prior Learning Policy and Procedure
- j) Student Complaints and Appeals Policy and Procedure.

## Review

35. The Terms of Reference and the functions of the Academic Board will be subject to a periodic review to ensure that it is operating effectively and fulfilling its functions and to guarantee continuing relevance.
36. The Board will undertake a self-evaluation of its performance annually. Any areas requiring further attention in the following year will be addressed.

## References

37. The references are as follows:
- a) Users' Guide to standards for RTOs 2015
  - b) Enrolled Nurse Accreditation Standards 2017
  - c) Terms of Reference, IHM Board of Directors.

## Document Approval

<b>Document ID</b>	Terms of Reference of the Academic Board (TOR-AB)		
<b>Owner(s)</b>	Board of Directors		
<b>Approved</b>	Board of Directors	Date Approved	12/03/2021

## Document History

Commencing Date	Version no	Summary of Changes	Next Review Date
02/06/2014	1.0	Creation of draft document	
	2.0	Improvements have been made (Refer to KH)	
	2.1	Membership structure revised	
22/12/2020	3.0	Refinements based on Board Charter	10/02/2021
12/03/2021	3.1	Updated the membership, Formatted	31/12/2024
30/09/2021	3.2	Updated the membership, Formatted	31/12/2024



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