

# Terms of Reference

## Student Representative Council



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

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## Title of Document

1. Terms of Reference of the Student Representative Council (SRC).

## Establishment

2. The Student Representative Council is established as a standing committee of the Learning and Teaching Committee established under the Learning and Teaching Committee Terms of Reference.

## Rationale

3. Institute of Health and Nursing Australia (IHNA) is committed to self-determination by empowering, supporting and creating partnerships with students, developed, and implemented to support and provide clear instruction and guidance for students and staff about SRC matters.
4. It enables IHNA to provide services with respect to student representation on the Board and committees, thereby enabling IHNA students to voice issues that affect them. The Committee has been formed to institutionalise the practice through a formal committee set up where the SRC will remain integral in IHNA's core business on education and training.

## Objectives

5. SRC representatives consult with fellow students in campus-based student representative committees to identify course-related opportunities for improvement and present those issues at SRC meetings, including:
  - a) Providing feedback to the other students sharing the results of the SRC actions.
  - b) Making recommendations to the management on matters requiring action that the campus-based committee cannot resolve directly.
  - c) Monitoring the general satisfaction of students within IHNA.
6. Members from SRC are also elected as a part of the Academic Board to raise academic issues.
7. An open forum for SRC provides suggestions for improving facilities.

## Chair and Deputy Chair

8. The Chair of the Committee will be the Academic Director. The Chair may elect the Director Quality Management as the Deputy Chair.

## Membership

9. The Committee shall comprise:
  - a) Academic Director (Chair)
  - b) Director, Quality Management (Deputy Chair)
  - c) National Registrar
  - d) Student representatives (minimum of one from each campus and online cohort)
  - e) Student from Aboriginal and/or Torres Strait Islander community (optional)
  - b) Secretary (in attendance).
10. Students nominating for SRC membership may be class representatives and/or independent students. All nominations must be submitted to the Registrar. Where there are more than five (5) nominations, a ballot may be held.
11. Guests, with permission from the Chair, may attend meetings of the Committee, and with the permission from the Chair, they may address the Committee on issues being considered before the Committee.

## Functions and benefits of being SRC members

12. IHNA is committed to providing effective engagement with the student body.
13. The SRC provides a forum for students to develop soft skills like organising, leading, communicating, mentoring new students etc.
14. Students can raise any matters of concern relating to courses, units of competency, assessments, training and assessment quality, credit transfer, Recognition of Prior Learning (RPL), student amenities, student activities, discrimination, sexual harassment, and other issues that may arise.
15. An SRC at IHNA aims to act as a key source of communication between the student body and IHNA.

16. Student Representatives should be sought from online and on-campus cohorts, including students from Aboriginal and/or Torres Strait Islander communities.
17. The responsibilities for the implementation of this policy would be the Registrar, Course Coordinators and Campus Managers.

### **Conduct of Meetings, Recording and Reporting**

18. The Student Representative Council (SRC) meeting will meet twice a year.
19. The Secretary will provide support to the SRC to arrange, run and record meetings. The SRC will meet via Microsoft Teams or Zoom. Meetings will be called and conducted by the Chair, or in their absence, the Deputy Chair. The Secretary or delegate will record meeting minutes.
20. Observers and guests may attend meetings by invitation from the Chair or their Deputy.
21. The Secretary shall notify members of meetings and provide an agenda at least one week (5 working days) in advance of a meeting.
22. The agenda will include correspondence that the Secretary will present.
23. A quorum of the Committee shall be 50 per cent plus one of the memberships.
24. If a conflict of interest occurs, it is to be declared at the beginning of the meeting. The Chairperson, in consultation with the Committee, rules on the conflict.
25. The Committee may establish Working Parties to assist its work, functions and to consider important issues/projects.
26. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.
27. Members of the Committee can propose agenda items with approval from the Chair.
28. Minutes will be taken at each meeting and confirmed at the following meeting. All corrections to minutes will be tabled at the relevant meeting, and minutes shall be submitted for consideration for the Learning and Teaching Committee.

29. Agendas, minutes, and associated meeting papers may be distributed electronically via email or uploaded to the intranet. Some decisions and projects may need additional communication due to their scope. These communications will be determined on a case-by-case basis.
30. All SRC documentation and records are to be filed in the “Decisions” in TeamSite.
31. Situations involving complaints, e.g., against a staff member, are to be reported to the National Registrar and Human Resources (HR).
32. Access to SRC records by students shall be by written application to the National Registrar.

## Minutes

33. All meetings are to be minuted. The draft of minutes of meetings must be distributed to all Committee members and observers for review and feedback.
34. The minutes must record the following:
  - a) Date and location of the meeting
  - b) Attendees, apologies, and absentees
  - c) Agenda items discussed
  - d) Action items (including responsibility and timeframe)
  - e) Decisions made (including the rationale for decisions).
35. The Secretary must maintain minutes of meetings of the Committee and, after approval by the Committee Chair, they must be presented at the next Learning and Teaching Committee meeting.

## Reporting

36. This Committee reports to the Learning and Teaching Committee Meeting.

## Review

37. The Terms of Reference and the functions of the Committee will be subject to a periodic review by the Learning and Teaching Committee and ultimately by the Academic Board to ensure that it is operating effectively and fulfilling its functions and to guarantee continuing relevance.

38. At the end of the 12-month period, the Committee will undertake a self-evaluation of performance. Any areas requiring further attention in the following year will be addressed.

### Legislation and Standards

39. The Committee is responsible for meeting compliance requirements with the following legislative and regulatory instruments (not limited to):
- National Vocational Education and Training Regulator Act 2011
  - Standards for RTOs 2015
  - Education Services for Overseas Students Act 2000
  - National Code of Practice for Providers of Education and Training to Overseas Students 2018
  - Enrolled Nurse Accreditation Standards 2017
  - Disability Discrimination Act (1992)
  - Disability Standards for Education 2005.

### Document Approval

<b>Document ID</b>	Student Representative Council		
<b>Owner(s)</b>	Chair, Learning and Teaching Committee	<b>Date Approved</b>	10/02/2021
<b>Approved by</b>	Board of Directors	<b>Date Approved</b>	12/02/2021

### Document History

Commencing Date	Version No	Summary of Changes	Next Review Date
18/12/2020	1.0	Initial development	31/12/2023
10/03/2021	2.0	Change in Committee membership, and Structural Changes	31/12/2023