

# NORTHERN MELBOURNE INSTITUTE OF TAFE

## BOARD

### *VOCATIONAL EDUCATION (VET) PROGRAMS COMMITTEE*

#### *TERMS OF REFERENCE*

The Vocational Education (VET) Programs Committee is to assist the Board of Northern Melbourne Institute of Technical and Further Education to ensure appropriate content and academic standards of vocational education and training courses are met.

#### **1. FUNCTION**

The Vocational Education (VET) Programs Committee will have the following functions (in addition to any other functions delegated by the NMIT Board) -

- (a) to advise/assist the Board in relation to the performance or exercise of any of its powers, duties or functions in regard to the content and academic standards of courses in the Institute;
- (b) to perform or exercise any power, duty or function of the Board that is delegated to the VET Programs Committee under clause 16 of the Institute Constitution.

In pursuit of these functions the VET Programs Committee will -

- \* develop and review from time to time the Institute's educational philosophy and goals within the objectives of the Institute;
- \* advise/assist the Board in relation to the content and academic standards of the courses in the Institute;
- \* advise the Resources Committee on broad policy relating to the organisation and administration of VET programs in terms of educational development;
- \* develop educational policies and procedures for consideration by the Board that give expression to the Institute's stated purpose, goals and objectives;
- \* review the quality and adequacy of academic services and facilities;
- \* approve policies and procedures for the development and accreditation of Institute courses;
- \* recommend to the Board those students who have satisfied the requirements for

an award of the Institute;

## 1. FUNCTION (contd)

- \* provide advice on the development of the Institute Program Profile;
- \* provide recommendations on policy related to :
  - admission
  - conduct of programs
  - credentialing
  - student access and equal opportunity issues;
- \* report on any matter referred to it by the Board or the Chief Executive Officer;
- \* provide an Annual Report to the Board on the extent to which the educational objectives of the Institute have been achieved.

## 2. COMPOSITION

The NMIT Board, subject to any Act or statutory rule governing the composition of any committee, may decide the composition of the VET Programs Committee but -

- (a) the Board must appoint the Chairperson of the VET Programs Committee who must not be a member of staff or a student of the Institute, and
- (b) the Board has the power of appointment/removal of members and Chairperson of the VET Programs Committee under clause 15 of the Constitution.

The composition of the VET Programs Committee will be as follows -

- 2 x Members of the NMIT Board appointed by the Board, one of who will be appointed as Chairperson and neither of who can be a member of staff or a student of the Institute
- 1 x Chief Executive Officer, Northern Melbourne Institute of TAFE
- 1 x Director, Programs
- 1 x Director, Client Services
- All Heads of teaching faculties
- 5 x Heads of teaching departments, elected by heads of teaching departments
- 4 x Members of teaching staff, elected by teaching staff

2 x Students, elected by students

## **2. COMPOSITION (contd)**

1 x Manager, Research and Development

1 x Manager, Student Services

1 x Manager, Quality Assurance

1 x Manager, International Office

1 x Academic Registrar

1 x Academic Head of Higher Education Programs

## **3. ELECTED REPRESENTATIVES**

Elections are to be held in accordance with the Institute Rule - *Election Procedures*.

- Only teaching staff employed by the Institute on a 0.8 time fraction or above are eligible to stand for office;
- Only teaching staff employed by the Institute on a 0.4 basis or above are eligible to vote;
- Staff on extended leave are not eligible to vote;
- Only students enrolled at the Institute in a course of study over 300 hours in a calendar year are eligible to stand for office;
- Only students enrolled at the Institute in a course of study over 300 hours in a calendar year are eligible to vote.

The elected staff members shall hold office for two (2) years after their election, providing they remain in the service of the Institute.

The elected student members shall hold office for one (1) year after their election, providing they remain a student of the Institute.

A member elected to fill a casual vacancy shall hold office for only the unexpired term of office of the member in whose place he/she is elected.

## **4. MEETINGS**

The VET Programs Committee will meet six (6) times per year. Reports from the meeting will be forwarded to the NMIT Board for inclusion in the next Board Agenda.