

# Academic Senate - Workplace Learning Excellence Committee - Membership and Terms of Reference

## Section 1 - Membership

### Composition

(1) The membership of the Committee comprises:

- a. Faculty Sub-Deans (Workplace Learning) (or equivalent), or where no such Sub-Dean (or equivalent) exists in a Faculty, a nominee of the Executive Dean of the Faculty;
- b. Director, Education for Practice Institute (Dir, EPI), or nominee;
- c. University Ombudsman;
- d. Legal Officer, Division of Finance;
- e. Director, Clinical Business, Division of Finance;
- f. Head of School, or nominee, from each School which operates a university clinic;
- g. One member of general staff, who is responsible for the administration of workplace learning from the Workplace Learning Network (WPLN), nominated by the Director, Education for Practice Institute;
- h. One member of academic staff, who is responsible for the conduct of workplace learning from WPLN, nominated by the Director, Education for Practice Institute.

### Presiding and Deputy Presiding Officers

(2) The Presiding Officer of the Committee shall be appointed by the Deputy Vice-Chancellor (Academic) from amongst the membership of the Committee.

(3) The Deputy Presiding Officer will be nominated and elected by and from the members of the Committee.

### Terms of Office

(4) The term of office of nominated, appointed and elected members of the Committee shall be two years.

## Section 2 - Terms of Reference

(5) Note: The Curriculum, Learning and Teaching Committee (CLTC) was established by the Academic Senate to oversee and advise the Academic Senate on curriculum and learning and teaching policy relating to undergraduate courses and postgraduate coursework programs within the the University.

(6) The WPLEC is established as a sub-committee of the Curriculum, Learning and Teaching Committee to develop and oversee academic policies for workplace learning (WPL), to provide advice and make recommendations in relation to issues associated with WPL (such as risk and quality issues) and to provide a forum for debate about WPL at the the University on behalf of the CLTC.

(7) The Committee shall:

- a. provide advice to the Academic Senate, through the CLTC, on principles and values for the management of WPL at the the University;
- b. receive and monitor annual reports on the quality of the conduct of WPL clinics at the the University from the management committees of the clinics, and provide advice to the Deputy Vice-Chancellor (Academic), Academic Senate (through CLTC) and Faculties on academic policies relating to the WPL clinics;
- c. develop and review policies relating to the conduct of WPL at the the University and recommend to CLTC that they be approved by Academic Senate;
- d. consider risk related issues associated with the conduct of WPL at the the University and submit recommendations to CLTC, and through it to the Deputy Vice-Chancellor (Academic), Academic Senate and Faculties, about the risks;
- e. receive reports that address terms of reference 7c and d (above) from the Faculties, Schools, EFPI, WPLN, Sub-Deans WPL and the management committees of the University Clinics pertaining to the quality of the conduct of WPL associated with the University courses;
- f. provide advice and recommendations, in consultation with the EFPI, Faculties and any other relevant parties, on issues which impact on the conduct of WPL and that have been referred to the Committee by Academic Senate, though the CLTC;
- g. provide a forum for discussion and debate of WPL issues at the the University.

## Section 3 - Miscellaneous

### Meetings

(8) The WPLEC shall conduct four ordinary meetings each year.

### Minutes

(9) Minutes of meetings of the WPLEC shall be submitted to the CLTC.

### Agendas

(10) An agenda item promoting the discussion of key sub topics of interest to members of the WPLEC will be included as a standing agenda item in agendas for meetings. This item of business will be considered after all other matters of business have been considered at a meeting.

### WPLEC Executive Group

(11) An Executive Group, comprising the Presiding Officer, Deputy Presiding Officer and Legal Officer will meet to decide urgent matters of risk that have been referred to the WPLEC which arise between meetings of the WPLEC. The Executive Group shall make determinations in relation to risk issues in accordance with WPL policies approved by Academic Senate and in accordance with the the University [Risk Management Policy](#).

## Status and Details

<b>Status</b>	Historic
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