

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

Section 1 - Membership

Composition

- (1) The membership of the Workplace Learning Excellence Committee (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, or nominee;
 - c. University Ombudsman;
 - d. Legal Officer, Office of Governance and Corporate Affairs
 - e. 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;
 - f. one member of academic staff, who is responsible for the conduct of workplace learning from WPLN, nominated by the Director, Education for Practice Institute;
 - g. one to two members of academic staff responsible for workplace learning in the Faculty, nominated by the Executive Dean of each Faculty;
 - h. one member of general staff who is responsible for workplace learning in the Faculty, nominated by the Executive Dean of each Faculty;
 - i. one representative of the Division of Student Learning responsible for workplace learning; and
 - j. Manager, CSU Global.

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) The Curriculum, Learning and Teaching Committee 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 University.
- (6) The Workplace Learning Excellence Committee (the Committee) is established as a sub-committee of the

Curriculum, Learning and Teaching Committee to develop and oversee academic policies for workplace learning; to provide advice and make recommendations in relation to issues associated with workplace learning (such as risk and quality issues); and to provide a forum for debate about workplace learning at Charles Sturt University on behalf of the Curriculum, Learning and Teaching Committee.

(7) The Committee shall:

- a. provide advice to the Academic Senate, through the Curriculum, Learning and Teaching Committee, on principles and values for the management of workplace learning at Charles Sturt University (the University);
- b. develop and review policies relating to the conduct of workplace learning at the University and recommend to the Curriculum, Learning and Teaching Committee that they be approved by the Academic Senate;
- c. consider risk related issues associated with the conduct of workplace learning at the University and submit recommendations to the Curriculum, Learning and Teaching Committee, and through it to the Deputy Vice-Chancellor (Academic), Academic Senate and Faculties, about the risks;
- d. receive reports that address the terms of reference as stated in clause 7c and 7d from the Faculties, Schools, Education for Practice Institute, Workplace Learning Network, Sub Deans Workplace Learning and the management committees of University Clinics pertaining to the quality of the conduct of workplace learning associated with the University's courses;
- e. provide advice and recommendations, in consultation with the Education for Practice Institute, Faculties and any other relevant parties, on issues which impact on the conduct of workplace learning and that have been referred to the Committee by Academic Senate, through the Curriculum, Learning and Teaching Committee;
- f. work to enhance communication to and from the Committee and provide a forum for discussion and debate of workplace learning issues at the University.

Section 3 - Miscellaneous

Meetings

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

Minutes

(9) Minutes of meetings of the Committee shall be submitted to the Curriculum, Learning and Teaching Committee.

Agendas

(10) An agenda item promoting the discussion of key sub topics of interest to members of the Committee 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 Workplace Learning Excellence Committee which arise between meetings of the Committee. The Executive Group shall make determinations in relation to risk issues in accordance with workplace learning policies approved by Academic Senate and in accordance with the University's [Risk Management Policy](#).

Status and Details

Status	Historic
Effective Date	14th January 2016
Review Date	14th September 2020
Approval Authority	Academic Senate
Approval Date	3rd December 2015
Expiry Date	6th September 2016
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Megan Bond Manager, Academic Senate
Enquiries Contact	Office of Academic Governance +61 2 63384831