

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

Section 1 - Membership

Composition

(1) The membership of the Committee comprises:

- a. a nominee of the Executive Dean of each 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. Workplace Learning Administration Managers from each Faculty;
- h. Workplace Learning Academic Leads from 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 is established as a sub-committee of the Curriculum, Learning and Teaching Committee.

(7) The Committee shall:

- a. develop and review academic 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;
- b. consider academic 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; and
- c. 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.

Section 3 - Miscellaneous

Meetings

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

Minutes

(9) Minutes of meetings of the Workplace Learning Excellence 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 Workplace Learning Excellence 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.

Workplace Learning Excellence Committee 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 the Academic Senate and in accordance with the [Risk Management Policy](#).

Status and Details

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