

Course Accreditation Committee

Terms of Reference

1. Purpose

The Course Accreditation Committee has been established by the Board as a subcommittee of the Accreditation Council. It is responsible for providing oversight and leadership of course accreditation activities and implementation of the Course Accreditation Framework. It will provide advice to the AC, management, and course reviewers regarding the implementation, monitoring and reviewing of course accreditation.

The Committee is governed by and operates in accordance with this Terms of Reference, the ESSA Constitution, Committees of the Board By-law, Board Charter, Delegation of Authority Framework and Governance Framework.

2. Definitions

In these Terms of Reference:

AC means the Accreditation Council

Board means the National Board of ESSA

CAC means the Course Accreditation Committee

CEO means the Chief Executive Officer of ESSA

Committee means a standing body with operational oversight responsibilities as a designated function of the AC.

ESSA means Exercise & Sports Science Australia (ESSA)

Management means the management staff of the organisation.

3. Roles/Responsibilities

The CAC roles and responsibilities include:

1. Provide strategic advice to the AC on current and future issues relating to course accreditation.
2. Ensure all governance directives from the AC are implemented in a timely manner.
3. Implement policies and procedures in relation to ESSA governance and course accreditation.
4. Provide oversight to course accreditation processes to:
 - a. Implement ESSA's course accreditation system in a consistent and effective manner.
 - b. Support management in the development and review of procedures relating to course accreditation.
 - c. Ensure quality assurance practices are in place for the purpose of reviewing applications for course accreditation.
5. Ensure the AC is appropriately informed regarding course accreditation risks and issues.

6. Recommend to the AC the appointment of course accreditation reviewers.
7. Together with the AC and the Board, contribute to a culture of collegiality with the higher education providers and the Council of Heads of Exercise, Sport and Movement Sciences (CHESMS).

4. Powers/Scope

The CAC is a committee of the organisation and its authority is dependent on the functions delegated to it by the Board and AC.

It is responsible for reporting or recommending directly to the AC regarding:

1. Recommending final outcomes of Course Accreditation applications.
2. Recommending the appointment of reviewers.
3. Approval of accreditation condition submissions.
4. Approval of course change submissions (if required).
5. Approval of annual report and other submissions for continued compliance against accreditation requirements.

5. Composition

The CAC is appointed by the AC, and the AC may change the Committee composition as needed.

There are seven (7) voting members of the CAC, with at least:

1. Two (2) senior academics who can demonstrate expertise (≥ 5 years' experience) in accreditation with an academic background in the field of exercise and sports science, one (1) of whom must hold a minimum level D or higher appointment.

An academic member must:

- a. Be an ESSA member (academic or full).
- b. Have a comprehensive understanding of curriculum and assessment design.
- c. Have experience in course reviewing (≥ 5 years' experience).
- d. Demonstrate the capacity to represent the field of exercise and sports science in a professional manner.

2. Two (2) accomplished and senior practitioners (≥ 5 years' experience) who can demonstrate expertise in course reviewing (≥ 5 years' experience) and who have experience across the exercise and sports science professions.

A practitioner member must:

- a. Be an ESSA accredited practitioner.
- b. Demonstrate the capacity to represent the field of exercise and sports science in a professional manner.

3. Three (3) academics or accomplished practitioners who can demonstrate expertise in course accreditation or course reviewing (≥ 2 yr experience).

Members will be recruited via the following process:

1. Open call for EOIs using position description. Applications to include CV, skills matrix, short cover letter.
2. EOIs received by Regulation Services Unit.
3. Shortlisting by panel. Panel comprising: CAC Chair, Course Accreditation Program Manager, and an AC Member.
 - a. The Panel may interview shortlisted applicants if required.
4. Recommendation for appointment made to the AC.
5. AC approves the appointment.

The appointment of new members will be made with the aim of maintaining a range of knowledge, skills and experience across the field of exercise and sports science in the composition of the CAC. Effort should be made to maintain a balance of representation from the various professions (AES, AEP, ASpS).

Appointment decisions should ensure that experience is balanced against the need to develop our future workforce.

An appropriately qualified Chairperson and Deputy Chairperson, with experience leading or chairing a committee or group, will be appointed by the AC from the CAC following a recommendation from the Committee.

A quorum shall be four (4) voting members of the CAC.

The Regulations Manager will be a permanent invitee to Committee meetings. Other individuals may be invited from time to time to attend meetings and to provide expert input to a topic, activity or issue.

The Course Accreditation Program Manager is a non-voting ex-officio member of the CAC.

6. Term of appointment

Members will be appointed to CAC for up to three (3) years. Members are eligible to renominate at the end of their term.

Membership of the CAC will be reviewed by the AC on an annual basis. Membership may also be reviewed at the request of the Committee.

7. Meeting requirements and voting

The CAC will meet for a minimum of six (6) times per year. Additional meetings may be scheduled as required.

The Committee may meet in any form permitted by ESSA's Constitution and Committees of the Board By-law. Generally, the Committee will meet by videoconference but face to face meetings may be convened as necessary.

Out of session resolutions are permitted if conducted in accordance with the Constitution and Committees of the Board By-law.

Committee members must disclose interests and manage any conflicts in accordance with ESSA's Constitution and Conflicts of Interest Policy.

Matters will generally be decided by consensus or if consensus can't be reached, by a majority of votes from the voting members present. In the event of a tied vote, the Chair may choose to cast the deciding vote or to escalate the decision to the AC.

8. Reporting

1. The Committee will submit their expected annual workplan based on expected applications to the AC for their consideration at the November meeting each year.
2. The Committee will report bimonthly to the AC on the progress of applications, strategic risks and opportunities.
3. The Committee will prepare and submit motions to the AC recommending outcomes of course accreditation applications.
5. The Committee will report to the AC on any decisions they have made within their delegation of powers as per the terms of reference.

9. Administrative support

The CEO will coordinate operational support for this Committee via the Regulations Manager.

The CEO may approve additional resources, if necessary, to enable management to meet its objectives and key priorities in delivering ESSA's course accreditation scheme.

10. Record keeping and reporting

The Committee minutes and meeting papers will be retained in accordance with the Committees of the Board By-law.

All Committee files will be kept securely on the National Office IT infrastructure.

11. Budgetary support

The CAC is required to operate on a cost recovery basis.

A budget for the operation of CAC will be determined annually by the ESSA Board upon recommendations by the CEO.

Funding will be available for CAC member honorariums, videoconference facilities, and face-to-face meetings, as required.

12. Performance review

The CAC will undertake a self-assessment of its performance against the delegated functions set out in this Terms of Reference on an annual basis and report the outcome of this review to the AC in November each year.

The AC, at its discretion, may nominate to undertake a review of performance (which may be internally or externally facilitated as the AC deems appropriate).

13. Review

The CAC shall review these Terms of Reference triennially and recommend any changes to the AC for consideration.

The AC may review these Terms of Reference at other times and implement changes, if required.

14. Related Documents

1. Accreditation Framework Course accreditation standards, policies and procedures
2. Code of Conduct for ESSA Workers
3. Committees of the Board By-law
4. Conflict of Interest Policy
5. ESSA Constitution
6. Governance Framework
7. Recruitment, Resignation and Removal of Contributors Policy
8. Sitting Fee Policy

15. Version history

Date	Version	Details
October 2020	1	
9 February 2024	2	<p>Updates to required skills/experience of Members.</p> <p>Addition of sections 6, 10 and 13.</p> <p>Miscellaneous other updates to bring into line with modern practice.</p>