



Professional Standards Board (PSB)

Accreditation Committee (AC)

Short Terms of Reference

Version: 1.3



Purpose

The purpose of this document is to define the specific Terms of Reference relative to the named board or committee. These Short Terms of Reference are intended to be used in conjunction with the ACS Common Terms of Reference which define the general operating parameters common to all representative boards and committees. A copy of the ACS Common Terms of Reference can be found at www.acs.org.au.

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1. Role

- a. Review accreditation reports and recommendations, and make determinations on accreditation and accreditation conditions;
- b. Provide advice on accreditation policies, systems and processes for PSB approval, as appropriate;
- c. Periodically review approved accreditation panel members and chairs;
- d. Monitor ACS accreditation alignment with Seoul Accord;
- e. Report to each meeting of PSB on determinations of the Accreditation Committee; and
- f. Monitor and report annually to the PSB on accreditation compliance, risk, performance and external feedback.

2. Membership

- a. A Chair appointed by the Management Committee on the recommendation of the VP, Membership and Director, PSB;
- b. A Vice-Chair appointed by Management Committee on the recommendation of the VP Membership and the Director, PSB;
- c. Up to 10 (ten) additional ordinary members of the profession who are experts in their respective field representing a diverse mix of industry, academic and governmental experience, appointed by the Management Committee on the recommendation of the VP, Membership and the Director, PSB;
- d. The VP Membership, Director, Capability, Accreditation Manager, Accreditation Case Managers (as attendees); and
- e. The Director PSB may attend any meeting and assume the role of Chair.

3. Review

This document is due for review by the Management Committee at its first meeting in 2023; and Minor changes may be approved by the Custodian, e.g. the correction of typographical or formatting errors.



4. Version History

Name	Revision History	Date of Issue	Version
Ian Londish	Initial Draft	3/10/2018	0.1
Nick Tate, Michael Johnson, Rupert Grayston	Clarifications	7/2/2019	0.2
Ian Londish	Minor editorial changes	12/2/2019	0.3
Helen May	Format changes	04/12/2020	1.0
Mandy Watson	Replace reference to PAB with PSB	10/07/2022	1.1
Mandy Watson	Update to committee membership	18/10/2022	1.2
Paul Strooper and Mandy Watson	Minor editorial changes including updates to position titles.	14/04/2023	1.3

5. Approvals

Name		Date of Issue	Version
Management Committee		22/2/2019	0.3
Michael Johnson	Director PAB	04/12/2020	1.0
Nicolas Tate	Vice President Membership Boards	04/12/2020	1.0
Management Committee		17/12/2020	1.0
Professional Standards Board		17/06/2022	1.1
Jo Dalvean	Vice President Membership Boards	18/10/2022	1.2
Management Committee		26/10/2022	1.2
Professional Standards Board		25/05/2023	1.3

6. Distribution

Name		Date of Issue	Version
Profession Advisory Board	Via SharePoint	4/3/2019	0.3
www.acs.org.au	Governance page	4/3/2019	0.3
Profession Advisory Board & Accreditation Committee	Via SharePoint	18/12/2020	1.0
www.acs.org.au	Governance page	18/12/2020	1.0
www.acs.org.au	Governance page	15/09/2022	1.1

7. Document Control



Custodian title & e-mail address:	ACS Company Secretary (governance@acs.org.au)
Responsible Business Unit:	Governance & Risk
Content Security: <i>(Delete entries as required)</i>	PUBLIC - Distribution unlimited