

inspiring success



# Profession Advisory Board (PAB)

## Terms of Reference

## CONTENTS

1.	PROFESSION ADVISORY BOARD .....	3
2.	AUTHORITY.....	5
3.	SPECIFIC FUNCTIONS.....	5
4.	REPORTING.....	6
5.	MEMBERSHIP AND COMPOSITION .....	6
6.	TERMS OF OFFICE .....	6
7.	SECRETARIAT .....	7
8.	MEETINGS.....	7
9.	QUORUM.....	7
10.	REVIEW DATE.....	7
11.	VERSION CONTROL .....	8

## **1. PROFESSION ADVISORY BOARD**

### **1.1 Role**

To work with the National Office to drive professionalism in ICT and provide strategic advice and guidance on the portfolio of activities that relate to professional standards including:

- Maintain current and developing future ACS Professional Standards;
- Ensure that professional education delivered by the ACS meets required and evolving standards;
- Identify and develop the need for new standards and specialisations;
- Assist the National Office to identify and define the current landscape in which ICT Educators operate across primary, secondary, and tertiary education systems;
- Identify and assess blockers and enablers for Australia to achieve an education system that develops world leading Science, Technology, Engineering, and Mathematics (STEM) skills;
- Identify the standards required to apply the ACS Course Accreditation Scheme;
- Ensure that the mix of activity within the portfolio aligns with the ACS Strategic Plan;
- Recommend projects, activities and structures within the portfolio that will most effectively deliver the Strategic Plan outcomes;
- Monitor the effectiveness and outputs of activity within the portfolio;
- Undertake activities where it is most effective for PAB members to do so, and;
- Liaise with external bodies on behalf of the ACS, consistent with any relevant guidance.

In undertaking this role, the PAB will establish four committees as described below:

### **1.2 COMMITTEE – PROFESSIONAL EDUCATION GOVERNANCE**

#### **Role**

- Provide professional advice and strategic recommendations to PAB, Management Committee and the National Office on ACS education programmes and activities leading to formal outcomes or qualifications
- Assure the quality of ACS education learning and assessment strategies, policies, products and materials

### **1.3 COMMITTEE - ETHICS**

#### **Role**

- Promotion of the value and importance of Ethics within the wider Australian, as well as regional and international, ICT community
- Promotion and development of Ethics policies within the Australian ICT profession
- Development of proposals relating to Ethics for government policy where appropriate
- Development of position papers describing ACS policy on Ethics, especially its Code of Ethics
- Propose representatives to relevant working parties, national and international standards and technical committees
- Cooperate with relevant ACS Special Interest Groups
- Develop and propose relevant codes of conduct, and participate in debates on regulatory and disciplinary matters that relate to ethics
- Advise the Society and the ICT community on 'best practice' in relation to Ethics
- Advise the ACS and other relevant bodies on issues relating to accreditation of Ethics in educational institutions at tertiary level, and nominate appropriately qualified people to such bodies

## 1.4 COMMITTEE - ICT EDUCATORS

### Role

- Provide thought leadership, mentoring and support for K-12 teachers in relation to teaching ICT, in order to improve the learning outcomes of the students who will become future ICT professionals
- Leverage committee subject matter experts and the broader teaching community to identify and provide professional advice and recommendations on the development of high quality learning resources that assist K-12 Educators implement the Digital Technologies curriculum in Australia
- In support of the ACS Policy initiatives proactively provide thought leadership and commentary on technology education pedagogy and issues impacting student attainment in ICT areas

## 1.5 COMMITTEE – ACCREDITATION COMMITTEE

### Purpose

The Accreditation Committee will develop and maintain the accreditation guidelines and operating procedures based on the approved ACS professional standards including the ACS Core Body of Knowledge and other appropriate frameworks and make determinations on the accreditation of Information and Communications Technology (ICT) qualifications from Australian educational institutions.

### Authority

The Accreditation Committee has no authority other than those defined in functions below.

### Functions

Working with the Director Professional Standards and Assessment and the Principal Adviser, Professional Standards:

- Develop and recommend changes (when appropriate) to the Accreditation Guidelines and operating procedures based on ACS professional standards and policies for PAB approval.
- Ensure consistency of decisions and compliance with ACS Accreditation Guidelines.
- Receives accreditation reports on ICT programs and determines whether accreditation should be granted and on what conditions.
- Advise the PAB Chair on any complaints received in regards to the accreditation process.
- Maintains a list of approved accreditation panel members, including a list of those who are suitable to chair a panel.
- Advises the National Office on all operational arrangements including the appointment of accreditation panels.
- Refers formal appeals of accreditation decisions to the Chief Executive Officer as outlined in Section 18 of Document 1: Administration Guidelines, Accreditation Management Manual.
- Makes recommendations to the Profession Advisory Board regarding operation of mutual accreditation recognition agreements including the Seoul Accord.
- Reports annually to the PAB on its work and when appropriate, recommends changes to the criteria and processes on accreditation.
- Advises, as requested, Management Committee or its delegate, on public statements or representations that should be made in relation to Accreditation.
- Report to each meeting of PAB on determinations of the Accreditation Committee.

### Membership of the Accreditation Committee

- A Chair nominated by PAB and approved by Management Committee.
- A member of the PAB.
- Four academic members who have expertise and experience with the ACS accreditation process and approved by Management Committee.

- Up to 5 members of the profession who are currently (or recently) engaged in ICT practice in the private or public sector appointed by the Management Committee on the recommendation of the VP Membership.
- Principal Advisor Professional Standards. (Attendee)
- Director, Professional Standards and Assessments
- The PAB Chair may attend any meeting and assume the role of Chair.

### **Meetings**

The Accreditation Committee will meet at least bi-monthly, with at least one face-to-face meeting each year.

### **Quorum**

The quorum for the Accreditation Committee will be a majority of members.

## **2. AUTHORITY**

- 3.1. The PAB has the authority to obtain information from any employee of the ACS pertinent to their Terms of Reference.
- 3.2. The PAB has authority to establish Taskforces for a specific duration provided that they report to the PAB, are consistent with the PAB Annual Plan, operate within the approved budget for the PAB's portfolio of responsibilities, and have received approval from the Management Committee.
- 3.3. The PAB, its committees and any taskforces, which it has established, have no other executive powers unless expressly delegated by Management Committee.
- 3.4. The PAB, its Committees, and any taskforces, which it has established cannot:
  - Alter their Terms of Reference, however the PAB can recommend changes to the Management Committee;
  - Operate outside the ACS approved budget, and;
  - Enter into any arrangements that legally bind the ACS.

## **3. SPECIFIC FUNCTIONS**

- 4.1. Engage with essential national and international professional standards accreditation bodies including IP3 and the Seoul Accord in the interest of ACS and its members.
- 4.2. Ensure ACS professional standards and policies are aligned with international best practice and comply with appropriate national and international accreditations.
- 4.3. Periodically review ACS professional standards and policies for relevance and currency and make recommendations to the Management Committee on changes to standards and policies.
- 4.4. Periodically review the ACS Code of Ethics and Code of Professional Practice for relevancy and currency.
- 4.5. Prepare policy and position papers in relation to ethics relevant to the Professional Practice of ICT via the Committee on Ethics.
- 4.6. Contribute to ACS strategic direction with regard to the sustainability of ACS professional standards and policies into the future.
- 4.7. Offer advice to other Boards, committees, organs and the National Office with respect to professional standards.

4.8. Liaise with relevant practitioners and essential stakeholder organisations (including but not restricted to Engineers Australia, ISACA, AIIA, Deans of ICT ACPHIS, relevant ACS Boards and committees).

#### **4. REPORTING**

5.1 Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the Vice President (Membership). The reports are to describe the progress of the PAB in achieving its outcomes and performance metrics as set out in the approved annual plan.

#### **5. MEMBERSHIP AND COMPOSITION**

6.1 PAB comprises the following members:

- A Director elected by Congress (Chair)
- The Chair and Vice-Chair of the following committees:
  - Ethics Committee;
  - Professional Education Governance Committee; and
  - ICT Educators Committee.
  - Accreditation Committee
- Up to five (5) members who are currently (or recently) engaged in ICT practice in the private or public sector.

6.2. In accordance with rule 8.11.1, the National Office-bearers and the CEO may attend any meeting of the PAB or any of its Committees or taskforces

6.3. The Chair of the ACS Disciplinary Committee will be an ex-officio member of the Ethics Committee

6.4. All PAB members and members of its Committees, and any taskforces, which it has established shall be members of ACS, unless a specific exemption has been granted by the Management Committee.

6.5. All PAB members and members of its Committees, and any taskforces, which it has established must formally declare actual or perceived conflict of interest, and agree to abide by the ACS privacy declaration and other rules of engagement set by the National Office and Management Committee.

#### **6. TERMS OF OFFICE**

7.1. The Director is elected by the Congress for a period of two years. The Director may be elected for a maximum of three consecutive two-year terms. The Director must be a Fellow or Honorary Life Member of ACS.

7.2. Generally, members of the PAB and its Committees are appointed for a two-year term, however the Management Committee may appoint members for shorter terms.

7.3. Members of the PAB and its Committees may serve more than one term consecutively, but may not serve for consecutive terms totalling more than six years.

7.4. Membership of the PAB and its Committees must be approved by the Management Committee with advice from the Director and the Vice President (Membership). Members may be removed from the PAB or any of its Committees or taskforces at any time, notwithstanding their term, by the Management Committee.

7.5. Chairs and Vice-Chairs of the Professional Education Governance, Ethics and ICT Educators Committees will be elected by their respective committees.

7.6. The Terms of Office for any taskforces created by the PAB must be approved by the Management Committee at the same time as the establishment of the taskforce is approved.

## **7. SECRETARIAT**

8.1 Secretariat support will be provided to the PAB its Committees, and any taskforces, which it has established, as follows:

- Meeting co-ordination including minute taking and distribution, preparation and dissemination of relevant documents, transport, accommodation, video conferencing, ICT support, processing of expense reimbursement, and any other operational aspects of meetings for PAB meetings, committee meetings, and Taskforce meetings as agreed with management
- Assistance with the operational aspects of preparing Business Case documentation for proposed new programs, activities and initiatives in a suitable form for the consideration by Management Committee, and
- Supply of software licenses and any required technical support for the PAB its Committees, and any taskforces, which it has established, to discharge their duties

## **8. MEETINGS**

9.1. The PAB shall meet at such times as it deems to be appropriate to fulfil its functions (within approved budgets), however not less than twice each year including at least one face to face meeting.

9.2. Committees and any Taskforces, which the PAB has established, shall meet at such times as they deem to be appropriate to fulfil their functions (within approved budgets).

9.3. All agenda items, papers, reports and supporting documentation should be forwarded at least seven days prior to each meeting. The meeting chair may accept items of an urgent nature within less than seven before the meeting if they deem it necessary.

9.4. Minutes for all meetings will be prepared and circulated to members following the meeting. Formal approval of the minutes takes place at the following meeting.

9.5. Copies of sensitive documents (in paper and electronic form) retained by members of the PAB, its Committees and any Taskforces, which it has established as well as and others assisting on their behalf should be appropriately secured to protect the privacy of any personal information and the confidentiality of the business information contained therein.

## **9. QUORUM**

10.1 A quorum for the PAB, its Committees and Taskforces is a majority of members.

## **10. REVIEW DATE**

11.1. This document is due for review by the Management Committee at its first meeting in 2020.

11.2. Minor changes may be approved by the author/reviewer, e.g. the correction of typographical or formatting errors.

11.3. This document will expire three years and three months after the date of assent by Management Committee.

## 11. VERSION CONTROL

### Authors

CEO, VP (Membership)
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### Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 <sup>st</sup> January 2017	1.0	As approved from Consultants work at Management Committee meeting 26 October 2017	Consultant
3 <sup>rd</sup> April 2017	1.1	Management Committee paper & changes	VP Membership
27 <sup>th</sup> May 2017	1.2	Changes to Committee composition and inclusion of Measures of Success	CEO
22 <sup>nd</sup> January 2018	2.1	Updates to separate out measures of success into a separate document, update PAB membership composition and bring the terms of reference in line with current practice	VP (Membership)
16 March 2018	2.2	Minor Changes	Coy Secretary
27 August 2018	3.0	Added Accreditation Committee	Co. Secretary
3 September 2018	3.1	Minor Corrections	Co. Secretary

### Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Management Committee			27 <sup>th</sup> May 2017	1.2
Management Committee			16 March 2018	2.2
Management Committee			3 September 2018	3.1

### Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
PAB and MC	PAB Members/ MC Members	5/06/2017 – PAB and MC SharePoint Community	1.2

<b>Custodian title &amp; email address:</b>	Ian Londish <a href="mailto:ian.Londish@acs.org.au">ian.Londish@acs.org.au</a>
<b>Responsible Business Group:</b>	Governance and Risk
<b>Distribution: Highlight which is applicable and provide names where applicable</b>	<b>Upon Approval – for posting to ACS website and public access.</b>