Profession Advisory Board (PAB)
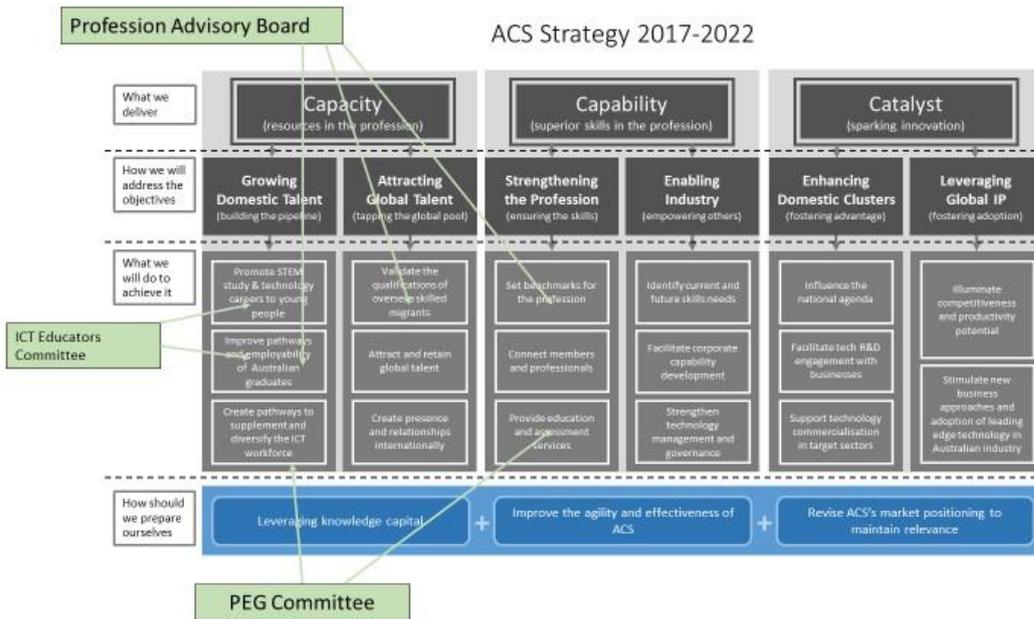
Terms of Reference

CONTENTS

1. ROLE

To work with National Secretariat to drive professionalism in ICT and to manage the portfolio of activities that relate to professional standards including:

- Maintaining current and developing future ACS Professional Standards;
- Ensuring that professional education delivered by ACS meets required and evolving standards;
- Identifying and developing the need for new standards and specialisations;
- Assist National Secretariat to identify and document 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;
- Identifying the standards required to apply the ACS Course Accreditation Scheme;
- Ensuring that the mix of activity within the portfolio aligns with the ACS Strategic Plan;
- Recommending projects, activities and structures within the portfolio that will most effectively deliver the Strategic Plan outcomes;
- Monitoring the effectiveness and outputs of activity within the portfolio;
- Undertaking activities where it is most effective for Advisory Board members to do so, and;
- Liaise with external bodies on behalf of the ACS, consistent with any relevant guidance.

2. STRATEGIC PLAN ALIGNMENT

2.1. Each year by 31st of March, the Director of the Advisory Board in conjunction with the Vice President
Membership and the National Secretariat, prepare an annual plan for approval by the Management Committee that shows how the outcomes from each activity within the portfolio acts to deliver on the current ACS Strategic Plan.

The Figure below summarises which parts of the high level Strategic Plan that the Profession Advisory Board activities support.

ACS Strategy 2017-2022

3. AUTHORITY

3.1. The Advisory Board has the authority to obtain information from any employee of the ACS pertinent to their Terms of Reference.

3.2. The Advisory Board has authority to configure the activities within its area of responsibility, including creating, monitoring and dissolving committees, sub-committees, Special Interest Groups and taskforces/projects – consistent with the PAB Annual Plan, within the approved budget for its portfolio of responsibilities, and subject to approval from the Management Committee.

3.3. The Advisory Board and its sub-committees has no other executive powers unless expressly delegated by Management Committee.

3.4. The Advisory Board and its sub committees, Special Interest Groups, Taskforces or projects cannot:
- Alter its Terms of Reference, however it can recommend changes to the Management Committee;
- Operate outside the ACS approved budget, and;
- Enter into any arrangements that legally bind the ACS.

4. 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 Professional Practice of ICT via the Committee on Ethics (see Appendix).

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 National Secretariat with respect to professional standards.

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

5. REPORTING

Regular reports, at least once every six months, shall be prepared and submitted to the Management Committee through the nominated Vice President. The reports are to report on the progress of the Board in achieving its outcomes and performance metrics as set out in the approved annual plan.

6. MEMBERSHIP AND COMPOSITION

6.1. The Advisory Board comprises the following members:
  - Director elected by Congress (Chair);
  - Four members who are have a background in the ICT Education ICT education, and;
  - Two members who are currently (or recently) engaged in ICT practice in the private or public sector

6.2. The National Office-bearers may attend any meeting of the Advisory Board or any other body within its portfolio.

6.3. All members shall be members of ACS.

6.4. All members and sub-committee members 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 Secretariat and Management Committee.

7. 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 Advisory Board are appointed for a two-year term. Some members may be appointed for a one year term in order to achieve around half of members terms ending at the same time. Each term shall commence from 1 January.

7.3. The members of the Advisory Board may serve more than one term consecutively, however no consecutive terms totalling more than six years.

7.4. Membership of the Advisory Board must be approved by the Management Committee on advice from the Director and the relevant Vice-President. Members may be removed from the Advisory Board at any time, notwithstanding their term, by the Management Committee.

8. SECRETARIAT

Secretariat support will be provided to the Advisory Board and its sub-committees as follows:
- Meeting co-ordination including minute taking and distribution, preparation and dissemination of relevant documents, transport, accommodation, video conferencing, IT support, processing of expense reimbursement, and any other operational aspects of meetings; for general Advisory Board meetings and also for relevant sub-committee 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 software licenses and any required technical support for the Advisory Board to discharge its duties.

9. MEETINGS

9.1. The Advisory Board 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 one face to face meeting.

9.2. Agenda items, papers, reports and supporting documentation must be forwarded at least seven days prior to each meeting.

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

9.4. Copies of sensitive documents (in paper and electronic form) retained by the Advisory Board members and other 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.

10. QUORUM

A quorum is one more than half of approved Advisory Board members (i.e. a majority of members).

11. REVIEW DATE

11.1.   This document is due for review by the Board Director prior to 1st January 2017 for approval by Management Committee at its first meeting in 2017.

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.

12. PROFESSION ADVISORY BOARD

June - December 2017
- Cyber Security specialism specified by September 30, 2017
- Safety Critical Systems specialism specified by September 30, 2017
- Deliver a publication effectiveness/impact review and strategy for Management Committee approval by Congress by November 30, 2017
- In collaboration with TAB deliver a plan for saleable resources on the ACS website for Management Committee endorsement by Congress by November 30, 2017
- Cyber Security Certification Process delivered by December 31, 2017
- Safety Critical Systems Certification Process delivered by December 31, 2017

January – June 2018
- Data Science paper delivered by first Congress meeting in 2018
- A recognised and functioning community of practice in place by June 30, 2018
- "Saleable" resources in line with approved plan available on the ACS website by June 30, 2018.

Ongoing FY18
- Increasing member engagement on the ACS website (measured quarterly)
- Ensure the publication of four thought leadership or opinion pieces in line with the approved strategy that contribute to an increase in positive media sentiment and provides commentary on all relevant technology trends
- Proactive advocacy and contribution to support driving changes in at least two government policies
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums or ACS representation on at least one government, industry or education advisory arrangement
- Provide relevant guidance to support the enhanced research and policy capability of the Policy Committee as required

FY19
- At least 100 micro-credentials (that meet criteria) issued by December 31, 2018

12. COMMITTEE   PROFESSIONAL EDUCATION GOVERNANCE

Role
- Responsibility for strategy and oversight of ACS education programs and activities leading to formal outcomes or qualifications
- To assure the quality of ACS education learning and assessment strategies, products and materials
- Provision of Advice to Management Committee with respect to education programs governance

Authority
The Committee has no authority other than those defined above.

June - December 2017
- Deliver a report highlighting an annual plan of new product development works by July 31, 2017
- Deliver a publication plan including strategic issues that will be addressed by August 31, 2017
- Micro-credential framework and criteria completed by September 30, 2017
- Phase 1: Initial role descriptions, courseware, and first credentials are ready to be issued by December 30, 2017

January – June 2018
- Phase 2: Second phase of credentials to be identified and ready to be issued by June 30, 2018
- Provide an annual quality assurance monitoring program on materials and education delivery by June 30, 2018
- Deliver report outlining the annual validation of assessment practices by June 30, 2018

Ongoing FY18
- Contributing an opinion piece as a basis for publications after each meeting (4 pa).
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums.

FY19
- At least 100 micro-credentials (that meet criteria) issued by December 31, 2018

13. COMMITTEE   ETHICS

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

Authority
The Committee has no authority other than those defined above.

June - December 2017
- Deliver a publication plan including strategic issues that will be addressed by August 31, 2017

January – June 2018

- By June 30, 2018 provide a report to Management Committee outlining progress towards the recommended outcomes and recommending the dissolution, replacement or extension of the Committee
- Identification of Australians suitable for appointment to IFIP Technical Committees and accreditation Advisory Boards by June 30, 2017

Ongoing FY18

- Contributing an opinion piece as a basis for publications after each meeting (4 pa).
- Drive industry change by ensuring the ACS has a voice at critical government, industry and academic forums
- Provide two technology transfer items and an opinion piece after each meeting that can be repurposed for publications
- Offering one 'event' for presentation to at least one ACS Branch each year
- Provide relevant guidance to support the enhanced research and policy capability of the Policy Committee as required

14. COMMITTEE ICT EDUCATORS

Role

- Provide thought leadership, mentoring and support for K-12 teachers in relation to teaching ICT. This in turn will improve learning outcomes of Australian students who are the pipeline to become future Computing professionals
- Leverage Committee subject matter experts and the broader teaching community to identify and develop high quality learning resources that assist K-12 Educators implement the Digital Technologies curriculum in Australia
- In support of the ACS Policy Committee, proactively provide thought leadership and commentary on technology education pedagogy and issues impacting student attainment in ICT areas

Authority

The Committee has no authority other than those defined above.

Measures of Success

July - December 2017

- Deliver a report highlighting the current landscape in which ICT Educators operate across primary, secondary, and Initial Teacher Education (ITE) in tertiary
- Develop and publish a framework and resources for ICT Educators Committee, the teachers network and other stakeholders to identify, curate and/or develop high-quality learning resources mapped to the Digital Technologies Curriculum by 30 September 2017
- Develop a plan for the approval of Management Committee to develop pipeline for the community of participating educators by September 2017.
- Use the framework and resources to commence identifying, curating and/or developing resources for two selected development levels of the Digital Technologies Curriculum by December 2017
- A recognised and functioning community of practice in place by 30 December 2017

January - June 2018

- An operating community of practice for 300 technology educators to build confidence in ICT teaching by 30 June 2018

- Deliver a report to Management Committee by 30 June 2018, setting out the strategy (current state, blockers, enablers and recommendations) for achieving an education system that develops world leading ICT skills in the context of STEM.

Ongoing FY18
- Fully populate the resource refractory (and/or repository) across all levels of the Digital Technologies Curriculum by end of 2018
- Contributing an opinion piece as a basis for publications after each meeting (4 pa).
- Drive change by ensuring the ACS has a voice at critical government, industry and academic forums

15. VERSION CONTROL

Authors

CEO

Version History

Date	Document Version	Revision History (reason for change)	Author /Reviser
1 January 2017	1.0	As approved from Consultants work at Management Committee meeting 26 October 2017	Consultant
3 April 2017	1.1	Management Committee paper & changes	VP Membership
27 May 2017	1.2	Changes to Committee composition and inclusion of Measures of Success	CEO

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 May 2017	1.2

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

Custodian title & email address:	Francine.Pavkovic@acs.org.au
Responsible Business Group:	Governance and Risk
Distribution: Highlight which is applicable and provide names where applicable	Upon Approval – for posting to ACS website and public access.