

Quality Assurance Committee

Terms of Reference

1. About the committee

a. Purpose

The Quality Assurance Committee (QAC) provides independent quality assurance and accreditation oversight across Milestone 3 and Milestone 4 specialist physiotherapy education and credentialling activities, including oversight of accreditation readiness against APC requirements. QAC oversees systematic monitoring, quality assurance, accreditation readiness and continuous improvement activities, including monitoring of quality indicators, program outcomes and systemic risks. It provides independent strategic quality assurance recommendations to the Australian College of Physiotherapy (ACP) College Council regarding education quality, assessment quality and accreditation matters.

The committee operates independently from pathway governance, operational pathway delivery and assessment implementation activities to preserve objective quality assurance and accreditation oversight across the College education and credentialling framework.

b. Authority and Delegations

- i. The Committee is established by College Council to undertake the functions and responsibilities set out in these Terms of Reference.
- ii. The Committee may request reports, data, reviews, audits and other information reasonably required to fulfil its responsibilities.

c. Scope and responsibilities.

- i. Review, evaluate and advise on alignment with Australian Physiotherapy Council (APC) accreditation requirements, including systematic monitoring, review, continuous improvement, assessment quality and accreditation evidence readiness.
- ii. Oversee quality assurance systems, including systematic monitoring, evaluation, audit and periodic review activities across Milestone 3 and Milestone 4 pathways.
- iii. Establish quality assurance indicators, reporting requirements and evidence sources required to support systematic monitoring, evaluation and accreditation readiness.
- iv. Oversee annual quality assurance reporting and cyclical review activities.
- v. Receive and review regular reports and quality assurance data arising from committees, panels, assessment and quality assurance activities, including assessment outcomes, examination pass rates, progression data, moderation outcomes, appeals trends, accreditation activities and program review findings.
- vi. Request additional reports, reviews, audits, evaluation activities or quality assurance data where further analysis or assurance is required.
- vii. Analyse reports, quality indicators and program outcomes to identify trends, risks and improvement priorities, and recommend quality improvement strategies to College Council for consideration.
- viii. Review and evaluate assessment quality and assessment system performance, including consistency, defensibility, moderation and fairness.

- ix. Analyse systemic issues, trends and risks arising from appeals, complaints, assessment reviews and quality assurance activities.
- x. Monitor quality indicators, outcomes and evidence relating to cultural safety, culturally responsive education and assessment, and participation and outcomes for Aboriginal and Torres Strait Islander registrars.
- xi. Develop policies, procedures and guidelines relating to quality assurance, assessment quality and accreditation activities across Milestone 3 and Milestone 4 pathways.
- xii. Report to College Council on quality improvement strategies arising from reviews, audits, accreditation activities and quality assurance processes.
- xiii. Escalate significant risks relating to education quality, assessment quality, governance or accreditation to College Council.

2. Composition

- a. The Committee comprises eight (8) members in the following positions:
 - i. College Councillor (Chair) appointed by the ACP College Council, with expertise in accreditation, academic governance, or professional regulation, and experience with accreditation authorities, regulatory bodies, or external quality review processes.
 - ii. Education Quality Expert: APA Member with expertise in quality assurance, continuous improvement, evaluation, or educational quality within health professions or professional education settings.
 - iii. Assessment Quality and Credentialling Expert: APA Member or external expert with experience in a regulated health profession, and expertise in assessment quality, credentialling, or assessment governance within regulated health professions, professional education, or higher education settings.
 - iv. Health Governance and Policy Expert (External): External expert with expertise in governance systems, policy development, or procedural frameworks within regulated health professions, accreditation, professional regulation, or health governance settings.
 - v. Specialist Physiotherapist: Fellow of the Australian College of Physiotherapy (FACP) with expertise in assessment, and professional credentialling systems at Milestone 4.
 - vi. Titled Physiotherapist: Member of the Australian College of Physiotherapy (MACP) with expertise in Milestone 3 pathway progression, assessment, and credentialling activities.
 - vii. Consumer Representative: Individual providing an external and public-interest perspective, with an understanding of transparency, fairness, quality, and accountability within education and credentialling systems.
 - viii. Registrar Representative: Registrar enrolled in the Australian College of Physiotherapy Specialist Training Program (STP), able to represent registrar perspectives on education quality, assessment and credentialling matters.

3. Appointment and Terms

- a. Committee members are elected in accordance with the APA Committee and College Governance Regulations.
- b. Nominees must satisfy the eligibility requirements and selection criteria specified by College Council for the Committee, including any requirements relating to credentials, skills, expertise and experience.
- c. The Chair is appointed annually by College Council from among its members and must be a current member of College Council.

- d. Committee members are elected for a term of three (3) years commencing on 1 January of the year following their election.
- e. A member may serve a maximum of two (2) consecutive terms on the Committee.
- f. The Committee will elect a Deputy Chair annually from among its members. The Deputy Chair will support the Chair and act in the Chair's absence and may be re-elected, provided they remain a member of the Committee.
- g. A casual vacancy may be filled in accordance with the APA Committee and College Governance Regulations.
- h. Members may resign, cease to hold office, or be removed from office in accordance with the APA Committee and College Governance Regulations.
- i. Committee members are expected to actively participate in the work of the Committee and attend Committee meetings on a regular basis.
- j. Members are expected to attend at least 80% of scheduled meetings in each calendar year. Where a member is unable to fulfil their responsibilities or does not meet this attendance requirement, the matter will be referred to College Council for consideration.

4. Conflicts and confidentiality

- a. Committee members must comply with the APA Conflict of Interest Policy and declare any actual, potential or perceived conflicts of interest.
- b. Conflicts of interest will be declared at the commencement of each meeting and recorded in the meeting minutes.
- c. Where a conflict of interest exists, the Chair will determine the appropriate management strategy, which may include restricting participation in discussion, decision-making or access to information.
- d. Committee members must maintain the confidentiality of Committee discussions, papers, decisions, quality assurance information and any other information obtained through their role on the Committee. Such information must not be used for personal benefit or disclosed to any person except where authorised to do so or required by law.
- e. Committee members must comply with the Privacy Act 1988 (Cth) and any applicable APA policies and procedures relating to privacy, confidentiality and information management.

5. Quorum and voting

- a. Quorum is half of the appointed Committee members.
- b. Every Committee member is a voting member.
- c. On a show of hands, every voting Committee member present has one vote.
- d. Any matters requiring a decision will be determined by a simple majority of votes cast.
- e. If a matter is tied, the Chair will have a casting vote.

6. Reporting

- a. The Chair will provide a report on the Committee's activities, recommendations and any significant matters arising at each meeting of College Council.
- b. The minutes of Committee meetings will be provided to College Council for information.

7. Secretariat and meetings

- a. The Committee will meet at least four (4) times per year and may meet more frequently as required.
- b. Secretariat support will be provided by the APA Education Team.

- c. The Secretariat will prepare meeting agendas, coordinate the distribution of meeting papers and maintain records of Committee meetings.
- d. Minutes of each meeting will be prepared and submitted to the Committee for approval.
- e. Committee papers should be circulated to members at least seven (7) days prior to a meeting, where practicable.

8. Out-of-session Decisions

- a. The Committee may make decisions out of session where urgent matters arise between scheduled meetings.
- b. Any out-of-session decision must be supported by a majority of Committee members.
- c. Decisions made out of session will be recorded and included in the minutes of the next Committee meeting.

9. Reviews

- a. The Committee will review its performance annually and report the outcome to College Council.
- b. The Committee will review these Terms of Reference annually and make recommendations to College Council regarding any proposed amendments.

10. General

- a. Committee members will contribute constructively to discussions and decision-making and support the effective operation of the Committee.
- b. Committee members will engage respectfully and professionally with one another and promote behaviours that are inclusive, equitable and culturally safe.
- c. Committee members will act in a manner consistent with the APA values, Code of Conduct and applicable governance requirements.

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