

APA Titling Panel

Terms of Reference

1. About the panel

The Titling Panel is a subcommittee that reports to the Training and Assessment Committee (TAC) and hence the ACP College Council (Council). It provides operational data, pathway activity and performance metrics to the Quality and Assessment Committee (QAC) for quality assurance purposes.

The Titling Panel supports the delivery of the of the Australian College of Physiotherapists' Milestone 3 Titling pathways, providing professional expertise, moderation input, peer guidance and governance support.

a. Purpose

To provide strategic oversight, professional insight and guidance to ensure the APA Milestone 3 Titling pathways meet the standards of excellence in physiotherapy and supports physiotherapists' career progression through the APA Titling career pathway and credentialing process.

The Panel supports the consistent, fair and transparent implementation of Titling processes, ensuring alignment with the Physiotherapy Competence Framework, College standards and Australian Physiotherapy Association (APA) governance requirements.

The Panel provides professional guidance and strategic oversight of matters that have broader implications for Titling pathways, including issues that extend across disciplines or require escalation beyond routine operational decision-making.

b. Scope and responsibilities.

The Titling Panel will:

- i. Provide strategic oversight of Titling assessment processes to ensure consistency, transparency and alignment with the Physiotherapy Competence Framework.
- ii. Monitor consistency and equivalence across Titling pathways, disciplines and assessment approaches.
- iii. Oversee the delivery and governance of the Evidence Portfolio Pathway (EPP) to ensure fair, transparent and defensible assessment outcomes, including oversight of the clinical examination and guidance on portfolio submissions and evidence requirements
- iv. Oversee the review and quality assurance cycle of APA-recognised Master's programs and academic equivalency matters including changes to units, subjects and program structures as well as the recognition of new programs.
- v. Provide guidance on extraordinary IFOMPT and ISEPA reciprocity requests
- vi. Provide guidance on candidate eligibility, pathway entry requirements and prerequisites, including complex or non-standard cases, for EPP and Academic Pathway.
- vii. Facilitate moderation activities and provide guidance on assessment standards across Titling disciplines and pathways ensuring compliance.

- viii. Monitor Titling pathway performance, outcomes, trends and risks and escalate significant matters with broader governance implications to the appropriate governance body.
- ix. Review and recommend changes to Titling standards, requirements and assessment processes to the appropriate governance body.
- x. Provide governance oversight of new and revised Clinical Practice Domain documents, assessment tools, candidate resources and related guidance materials including Titling Handbooks.
- xi. Support the recruitment, development, training and ongoing calibration of Titling assessors including reviewing concerns regarding consistency.
- xii. Provide advice on emerging disciplines, new areas of practice and matters with broader implications for Titling pathways.
- xiii. Provide operational reports, identified risks and implementation matters relating to Milestone 3 pathway delivery, assessment operations and credentialling activities to the TAC to support pathway governance and educational oversight.
- xiv. Provide operational data, assessment outcomes, moderation activities, progression data and escalate governance and education delivery significant risks relating to Milestone 3 pathways to the QAC to support quality assurance, systematic monitoring and accreditation activities.

c. Out of Scope

Responsibility for new Fields and Subfields of Practice during pathway exploration and development stages, which remains with the New Fields of Practice Panel, however, advice and guidance may be sought from the Titling Panel to ensure consistency and alignment across pathways and disciplines.

Matters requiring specialist expertise in the Research Titling Pathway, which fall within the remit of the Research Pathways Advisory Panel.

2. Composition

- a. The Panel comprises the following members:
 - i. Chair (MACP or highly experienced physiotherapist)
 - ii. Deputy Chair (MACP or highly experienced physiotherapist)
 - iii. Titled Member via the Evidence Portfolio Pathway (MACP)
 - iv. Titled Member via the Academic Pathway (MACP)
 - v. Clinical Specialist Physiotherapist (FACP)
 - vi. Research Physiotherapist (MACP or FACP)
 - vii. General member with assessment and credentialling expertise (APA Member)
- b. Observer
 - i. Operations Manager (APA Staff – Member Experience Division) – non-voting observer.
- c. Additional members or subject matter experts may be invited to attend meetings where specific expertise is required.
- d. Each member has a vote.
- e. The Chair will be recommended by the TAC and appointed by College Council for a 2-year term, renewable for a maximum of 2 terms (4 years) and is responsible for leading the Panel and representing the Panel as an observer on the Training and Assessment Committee.

- f. When the Chair is unavailable, the Deputy Chair will undertake chairing responsibilities.
- f. Members are appointed based on their expertise and experience relevant to Titling pathways, assessment, credentialling, governance and physiotherapy practice.
- g. Members are appointed for a 3-year term and can serve a maximum of 2 terms (6 years), unless otherwise approved by the relevant governance body.
- h. 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.

3. Conflicts and confidentiality

- a. Conflicts of interest will be managed using the APA Board Conflict of Interest Policy, which applies to all committee and panel members
- b. All matters discussed at Panel meetings together with all material provided to attendees is confidential
- c. Committee members and observers will abide by the Privacy Act 1988 with respect to information that may be received as part of their role on the committee.

4. Quorum and voting

- a. Quorum is half of the appointed voting members of the Panel (e.g. 4 of 7 members)
- b. Every voting committee member present has one vote
- c. Decisions will be made by a simple majority
- d. If a matter is tied the Chair will have a casting vote

5. Authority, delegation and reporting

- a. The Titling Panel operates in an advisory capacity and provides advice and recommendations to the TAC but does not have decision-making authority
- b. All formal recommendations regarding matters within the Panel's scope are submitted to the TAC for endorsement
- c. The Panel may seek information from management and relevant stakeholders as required to fulfil its objectives, duties and responsibilities.
- d. The Panel will provide operational reports, identified risks and implementation matters to the TAC.
- e. The Panel will provide operational data, assessment outcomes, moderation activities and progression data to the QAC.
- f. Minutes and recommendations of the Panel will be maintained and made available to relevant governance bodies as required.

6. Reviews

- a. The Panel will review its performance annually. The format for the review is at the discretion of the Panel Chair.
- b. The Panel will review its Terms of Reference every two years and recommend amendments as necessary.

7. Secretariat and meetings

- a. The APA Education Directorate will provide central coordination and support for the Panel's work
- b. APA staff will prepare documentation for review and assessment
- c. Documents and other relevant material will be distributed at least 7 days before each meeting
- d. The Panel will meet, at a minimum 3 times per year. The Panel may meet more frequently if required.
- e. Outcomes and actions from meetings will be documented
- f. Meeting minutes are tabled at TAC for oversight

8. General

- a. Members of the Titling Panel will demonstrate respectful, equitable and culturally safe behaviours in line with APA values
- b. The panel will ensure transparency, rigour and inclusivity in all processes relating to the Milestone 3 Titling Pathways

Approval Level	College Council
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