Training Assessment Committee

Terms of Reference

1. About the committee

a. Purpose

The Training and Assessment Committee (TAC) provides oversight of Titling and Fellowship pathways, including specialist training, credentialling and pathway progression. The Committee champions contemporary and culturally responsive specialist physiotherapy education and provides advice and recommendations to College Council on pathway strategy; conferral matters and major pathway developments.

The following four governance bodies report to TAC on pathway delivery, assessment, progression and credentialling matters:

1. Research Advisory Panel
2. Titling Panel
3. Board of Censors
4. Board of Examiners

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. Responsibility for new Fields and Subfields of Practice remains with the New Fields of Practice Assessment Panel during stages 1 and 2. Governance responsibility is shared between the Training and Assessment Committee and the New Fields of Practice Assessment Panel.
iii. The Committee provides governance oversight but does not undertake operational pathway delivery, assessment implementation or credentialling activities.
iv. TAC may request reports, data, reviews, audits and other information reasonably required to fulfil its responsibilities.

c. Scope and responsibilities.

i. Ensure established Titling and Fellowship pathways remain aligned with College Council priorities, APA strategic direction and the Physiotherapy Competence Framework.
ii. Provide governance oversight of the enhancement and evolution of both established and developing pathways, including curriculum architecture, learning models, educational philosophy and progression frameworks, to support contemporary, evidence-informed specialist physiotherapy education and practice.
iii. Promote alignment across Titling and Fellowship pathways, including continuity across pathways, transitions, progression expectations and career progression pathways.
iv. Foster integration of research, scholarly practice and evidence-informed professional development within specialist training and credentialling pathways.
v. Monitor and champion safe, inclusive and culturally responsive learning environments and assessment practices through consideration of reports, recommendations and advice from relevant pathway and assessment bodies.

vi. Review and endorse major changes to assessment and progression approaches across established pathways, including new assessment methodologies, examination models, progression standards and credentialling mechanisms, as proposed by relevant reporting bodies.
vii. Review and recommend candidates for Titling and Fellowship conferral to College Council.
viii. Receive reports and advice from relevant governance bodies, panels, boards and advisory groups relating to pathway delivery, assessment, credentialling, research and education activities, and consider strategic issues, recommendations and pathway risks arising from those bodies.
ix. Receive, consider and provide oversight of matters referred by reporting subcommittees, including progression reviews relating to Milestone 3 and Milestone 4 pathways.
x. Provide pathway reports, identified risks and relevant pathway data to the Quality Assurance Committee to support quality assurance, systematic monitoring and accreditation activities, and guide reporting committees in implementing College Council-approved recommendations relating to quality assurance and continuous improvement.
xi. Provide advice and recommendations to College Council regarding pathway evolution, assessment matters, progression standards, strategic education priorities and major pathway changes.
xii. Escalate significant risks relating to pathway governance, education delivery, assessment activities or registrar progression to College Council.

2. Composition

a. The Committee comprises eight (8) members in the following positions:
   i. Councillor (Chair) holding FACP, appointed by the ACP College Council, with leadership expertise in connecting Committee activities to College Council priorities, governance excellence and organisational strategy.
   ii. Health Professions Education Expert: APA Member with expertise in clinical education, pedagogy, curriculum design or adult learning within health professions education settings.
   iii. Assessment and Credentialling Expert: APA Member with expertise in assessment systems, moderation, credentialling and academic integrity within professional or higher education settings.
   iv. Recent Fellow: Fellow of the Australian College of Physiotherapy (FACP) within three (3) years of Fellowship conferral.
   v. Chair, Research Pathway Advisory Panel: Fellow of the Australian College of Physiotherapy (FACP).
   vi. Chair, Titling Panel: Member of the Australian College of Physiotherapy (MACP).
   vii. First Nations Representative: Aboriginal and/or Torres Strait Islander person with expertise, knowledge or experience relevant to cultural safety, culturally responsive education, assessment, health professions education, governance or professional practice.
   viii. Specialist or Titled Physiotherapist: APA Member holding MACP or FACP credentials, with expertise in specialist physiotherapy practice, professional standards, assessment, credentialling or pathway development.

b. Observer members:
   i. Chief Censor
   ii. Chief Examiner

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. The Chair of the Research Pathway Advisory Panel and the Chair of the Titling Panel hold membership of the Committee by virtue of their office. Where an individual ceases to hold that office, their membership of the Committee will also cease.
h. A casual vacancy may be filled in accordance with the APA Committee and College Governance Regulations.
i. Members may resign, cease to hold office, or be removed from office in accordance with the APA Committee and College Governance Regulations.
j. Committee members are expected to actively participate in the work of the Committee and attend Committee meetings on a regular basis.
k. 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 voting Committee member has one vote.
c. Observer members are not voting members and are not counted for quorum purposes.
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 voting 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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