



EDUCATION COMMITTEE

Charter

Documentation Control

1. Identification

The following table identifies the document title and location.

Document Title	Education Committee Charter
Document Name	IIA- Education Committee Charter-final-2013v10.doc

2. Approval

The Board of the IIA-Australia approved the charter on 18th May 2011.

The following table records the approvals of the document.

Approval	Date
Board	Nov 2010 The concept was agreed to in principle subject to further investigation into the reporting requirements and whether this would be a Sub-committee or an advisory group.
Executive Committee of the Board	Recommendation to approve as committee of the board and committee membership and tenure 25/1/11
Education Committee	V3 + 4 – Education made changes to the names and responsibilities of the Sub-committees – to be referred back to the Board for approval
Executive committee	29/3/11 reviewed and approved in principle with copy to go to board 16/5/11 <u>..\..\..\Board Meetings\IIA-Board Paper-Education-Committee-DH-29.3.11.doc</u>
Board	18/5/11 To be presented to next board meeting for approval
Board approved	With change noted in V6 below

3. Version Release History

Change control applies to this document

Release	Who	Date	Reason for Change
draft	DM	30/11/10	<u>Academic Committee Charter.doc</u>
Final	DH	19/1/11	Added members section and doc control section
Final approved	DH	25/1/11	Approved by the board at the executive committee meeting 25/1/11 with minor changes of reference to Terms of Reference for the Panels.
	Education Committee & DH	2/2/11	Refer minutes of EC meeting and actions agreed <u>..\..\..\Meetings\1 Meeting 2 Feb 2011\IIA-EC-minutes-DH-3.2.11.docx</u>

Final V1	Philomena Leung	24/2/11	<p>..\..\Meetings\Ad hoc meetings\IIA-EC-minutes&agreements-meeting with PL-DH-24.2.11.docx</p> <p>IIA-Australia team – reviewed the roles and responsibilities and recommended changes to the Sub-committees names and R&R</p>
V2	DH	15/3/11	Added to board responsibilities
V3&4	Education Committee	16/3/11	Education committee reviewed and made changes to the names and responsibilities of sub committees and then approved as final version to go the Board for approval
V5	Dianne Hill	21/4/11	Removed issue raised by Exec Committee on 29/3/11 re tuition assurance scheme – as Graduate Certificate in Internal Auditing is not offered elsewhere then we cannot participate in an assurance scheme – so we will have a bank guarantee in place
V6	Dianne Hill	19/5/11	Board approved 18/5/11 with the addition of the inclusion of requirement for the TAC to have a member from the Education Committee
V7	Amanda Shepherd	9/7/12	Update to Members and Ex officio Members
V8	Amanda Shepherd	3/10/12	Update organisational structure and removed reference to Director Learning & Development
V9	Amanda Shepherd	15/5/13	Remove committee members and organisation structure
V10	Amanda Shepherd	20/8/2013	Replace committee with Sub-committee for ASQ, CCA and TAC
V11	Amanda Shepherd	25/9/2013	Update committees and sub-committees
V12	Amanda Shepherd	1/5/2014	Update reference to Education Manager
V13	Amanda Shepherd	17/7/2014	Update to Committee Composition and Responsibilities
V14	Amanda Shepherd	2/2/2016	Update to membership
V15	Amanda Shepherd	1/4/2016	Amend Candidate Conduct & Appeals Sub-Committee to Conduct & Appeals Sub-Committee
V16	Amanda Shepherd	13/05/2016	Amend committee composition to include student representation and advisers.
V17	Amanda Shepherd	18/5/16	Amend Responsibilities to better reflect the policies for the Education Committee to approve and those for requiring Board approval. Received Board approval 26 May 2016.

V18	Amanda Shepherd	25 May 2016	Amend bank guarantee to tuition assurance in board responsibilities. Board approved 26 May 2016
V19	Amanda Shepherd	5 June 2017	Amendments to responsibilities and review as per Board request

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Mandate & Purpose

The Governing Body of the Institute of Internal Auditors-Australia is the 'Board' of Directors which delegates 'academic board' matters to the Education Committee.

The Board has the power to delegate under clause 14.8.1 of the Constitution.

The role of the Education Committee is to assist the Board in discharging its responsibilities by monitoring and advising on IIA-Australia's professional education program.

The Board's responsibilities include:

- The institution has a legally constituted governing body which has responsibility for oversight of all of the institution's activities including conferral of its higher education awards and the delegation of academic governance to an appropriate body
- Legal and public documentation of the institution clearly articulates a purpose focused towards higher education delivery even if this is not the only focus of the institution
- The institution has policies, procedures and practices in place which encourage academic integrity and honesty as well as free intellectual inquiry in the teaching, research (if relevant) and scholarship activities of the institution
- The governing body ensures that all the institution's operations, including its governance, are systematically reviewed and that strategies are implemented to improve institutional performance
- The institution has financial and tuition safeguards in place for candidates via a tuition assurance scheme, should the institution cease to be able to provide a course or cease to operate as a higher education institution
- The institution has an organisational structure whose reporting arrangements, delegations and inter-relationships are clearly described and which has the necessary positions, structures and arrangements in place to manage all key aspects of a quality higher education institution

The Education Committee contributes to the IIA-Australia's strategic purpose through its foresight and insight on educational matters of concern to the internal auditing profession.

The Committee also exercises such powers and performs such other functions as may be delegated to it by the Board from time to time.

The Education Committee has the power to establish Sub-committees.

Reporting

The Education Committee reports to Board of the Institute of Internal Auditors-Australia.

Responsibilities

The Education Committee is to have responsibility for the positioning of current and future certification pathways, including the GradCertIA and Global Certifications, and other professional education programs which are designed to help IIA- Australia achieve a fully qualified profession by 2020, whilst also ensuring synergy and minimal cost duplication.

1. To act as an Academic Board with respect to the academic oversight of the Graduate Certificate in Internal Auditing, including assessment of students and the approval of results
2. To establish, review and approve: standards, policies and procedures with respect to the teaching, delivery and assessment of IIA-Australia's postgraduate education program
3. To identify and oversight the management of risks which relate to its work. Where management of risks is to a level that is not consistent with the IIA-Australia's risk appetite, escalate to the Board.
4. Where considered appropriate and in line with TEQSA requirements, establish and review for approval, governance related policies for example Quality Assurance, Candidate Grievance, Code of Conduct and Personnel Practices, Privacy Security of Information and Code of Academic Conduct
5. Oversee the theoretical and practical basis of the Program's body of knowledge
6. Review the learning materials and readings to provide advice on the currency and emphasis on academic content and references
7. To monitor quality systems and continuous improvement with regard to learning experiences and graduate outcomes
8. To monitor the relevance and quality of the professional education program, within a national and international context
9. To assist and advise management of risks to the IIA-Australia arising out of the provision of the postgraduate education program and to assist in risk mitigation
10. To provide input and comment to the Board of specific topics that relate to the responsibilities of the postgraduate education program as requested by the Board

Chairperson

The Chairperson will:

- be appointed by the Board;
- not be a Director; *and*
- will be an academic.

Chairperson's Tenure

Triennial (to align with academic convention for heads of school, chairs of academic boards and postgraduate coursework committees providing continuity in learning strategy and delivery).

Committee Composition

In addition to the Chairperson, the Education Committee may consist of up to seven (7) persons with a majority being academics and with representation from industry and the Board.

The Committee will also include student representation within its deliberative and decision-making processes and encourage students to participate in these processes. This may include student attendance at Education Committee meetings and other forms of consultation.

Furthermore, the Committee may co-opt advisers from time-to-time in order to bring additional skills, experience or networks to assist it to fulfil its obligations.

Committee Tenure

Appointment to the Committee will be for three years or as determined by the Board.

Meetings

- The Education Committee will meet four times per year, with authority to convene additional meetings as circumstances require. All Education Committee members are expected to attend each meeting, in person or via teleconference
- A quorum will be the smallest integer greater than half the members.
- A Sub-committee may not propose any matters for decision to the Education Committee where that Sub-committee has a voting majority on Education Committee at that meeting.
- Committee members will be invited to disclose conflicts of interest at the commencement of each meeting

- In the Chair's absence from a meeting, the members of the Committee present at the meeting will select a Chair for that particular meeting.
- Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion
- The notice and agenda of meeting will include relevant supporting papers as appropriate
- The Committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities
- Minutes of meetings will be prepared and submitted to the Committee

Academic Standards & Quality Sub-committee

The Education Committee must establish a Sub-committee, to be called the Academic Standards & Quality (ASQ) Sub-committee.

Responsibilities delegated to the ASQ:

1. Standards: Determines and ensures implementation of the Academic and Candidate: Policies & Procedures
2. Assessment Standards & Oversight
3. Quality Assurance - Independent collection and analysis of data to ensure compliance
4. Benchmarking

The ASQ Sub-committee reports to the Education Committee - refer to the Committee Terms of Reference (ToR) in **Attachment 1**.

Conduct & Appeals Sub-committee

The Committee must establish a Sub-committee, to be called the Conduct & Appeals (CA) Sub-committee.

Responsibilities delegated to the CA:

1. Ensures the dissemination of information to candidates and academic staff regarding Policies, Procedures and Rules
2. Receives, Hears & Provide Rulings
3. Continuous Improvement

The CA Sub-committee reports to the Education Committee - refer to the Committees Terms of Reference (ToR) in **Attachment 2**.

Technical Advisory Sub-committee (Course Advisory)

The Committee must establish a Sub-committee, to be called Technical Advisory (TA) Sub-committee.

Responsibilities delegated to TA

1. Recommend the Graduate Certificate in Internal Auditing for approval and release by the Education Committee
2. Advise on the development and approve the Graduate Certificate in Internal Auditing (GradCertIA) including the Assessment
3. Delegate prescribed responsibilities for Module development to the nominated Module Directors
4. Provide ongoing technical advice on IIA-Australia postgraduate education program
5. Provide Assessment Standards & Oversight
6. Ensure Continuous Improvement

The TA Sub-committee reports to the Education Committee - refer to the Committees Terms of Reference (ToR) in **Attachment 3**.

Authority

The Board has authorised the Education Committee, within the scope of responsibilities set out in this Charter, to:

- Perform the activities required to address its responsibilities and make recommendations to the IIA-Australia management and the Board; and have unrestricted access to management, employees and information it considers relevant to its responsibilities under this Charter
- Not authorise expenditure or incur obligations on behalf of the IIA-Australia without the express authorisation of the Chief Executive Officer (CEO)

Evaluating performance

In order to ensure that the Committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Charter and provide that information to the Board. This review may be conducted as a self-assessment and will be coordinated by the Chair.
- Provide any information the Board may request to facilitate its review of the Committee's performance and its members
- Obtain feedback from the Board on the Committee's performance on an annual basis and implement any agreed actions
- The Committee will provide an Annual Report covering the previous year, including the results of the review of performance, to the Board at its March meeting.

Review of the Charter

The Committee should review their Charter at least (annually) to consider its adequacy and provide assurance that it remains consistent with the Board's objectives and responsibilities.

Any modifications to or replacements to this Charter must be approved by the Board.

Criteria for Membership of the Education Committee and Responsibilities of Members

A. Academic Members

The attributes and criteria for nomination and selection of the **academic members** of the Education Committee will be based on:

1. Is a member of the Institute
2. Is an academic employed by a recognised tertiary institution
3. Has, as a minimum, a master's degree in their area of specialisation, and preferably a doctoral degree.
4. Has appropriate experience teaching postgraduate students
5. Has a sound research background and is actively engaged in research
6. Has experience across a range of instructional methodologies including the online distance mode employed by IIA Australia's professional educational program

B. Industry Members

The attributes and criteria for nomination and selection of the **industry members** of the Education Committee will be based on:

1. Is a member of the Institute
2. Holds a senior position in the internal auditing profession with at least 5 years' experience
3. Has an informed understanding of the needs of the profession in terms of the knowledge and skills required of an internal auditor at the point of entry to professional membership of the IIA
4. Has a commitment to the IIA's International Professional Practices Framework (IPPF) and Code of Ethics (COE) and the role the professional standards play in the practice of internal audit

Attachment 1- Terms of Reference: Academic Standards and Quality (ASQ) Sub-committee

Mandate & Purpose

The Education Committee under its Charter must establish a Sub-committee, to be called the Academic Standards and Quality Committee to function in accordance with the terms of reference and guidelines approved by the Education Committee.

Reporting

The ASQ reports to Education Committee on the Institute of Internal Auditors-Australia. This will be a standing agenda item on the Education Committee agenda.

Responsibilities

The Education Committee authorises the Academic Standards & Quality Sub-committee to act within the following scope of responsibilities:

- Standards: Determines and ensures implementation of the Academic and Candidate: Policies & Procedures
- Assessment Standards & Oversight
- Quality Assurance – Independent collection and analysis of data to ensure compliance
- Benchmarking

1. Standards: Determines and ensures implementation of the Academic and Candidate: Policies & Procedures

- To develop for the Education Committee's approval: standards, rules, policies and procedures with respect to the teaching, delivery and assessment of IIA-Australia's postgraduate education program
- Ensure that the standards, rules, policies and procedures are implemented
- Ensure that the IIA-Australia has measures in place to prevent and detect cheating and plagiarism amongst its candidates
- Ensure that all policies and practices encapsulate a commitment to the scholarship of teaching and learning

2. Assessment Standards & Oversight

- Receive the Assessment results from Technical Advisory (TA) Sub-committee
- Review Assessment results according to standards
- Make enquires of the Technical Advisory Sub-committee as needed
- Recommend the outcomes as the final assessments to Education Committee for approval and release

3. Quality Assurance - Independent collection and analysis of data to ensure compliance

- To monitor the quality systems and continuous improvement outcomes, with regard to learning experiences and candidate outcomes
- Ensure that effective mechanisms to collect regular, valid and reliable feedback from stakeholders (e.g. candidate questionnaires) and ensure effective mechanisms are in place to act on the feedback
- Consider and act on relevant data such as teaching evaluations, candidate feedback, candidate attrition, progress rates, grade distributions, course completions and candidate satisfaction.
- Ensure consistent academic standards are applied to the Graduate Certificate of Internal Auditing

4. Benchmarking

- Ensure there are mechanisms for benchmarking IIA-Australia academic performance against other appropriate higher education institutions and professional associations, to identify and act upon areas requiring improvement
- Ensure that external scrutiny and appropriate academic input provide assurance that the standard of the Graduate Certificate in Internal Auditing is comparable with Australian universities
- Candidate learning outcomes for the course are monitored and periodically compared with those of similar courses in Australian universities and the broader higher education sector

Sub-committee Composition

Chairperson – to be an Academic member of the Education Committee

In addition 2 members from the Education Committee

- 1 Academic
- 1 Industry

Plus the IIA-Australia Education Manager

Sub-committee Tenure

Appointment to the Sub-committee will be for three years.

Meetings

- The ASQ Sub-committee must meet a minimum of three times per year
- A quorum will be the smallest integer greater than half the members
- Sub-committee members will be invited to disclose conflicts of interest at the commencement of each meeting
- In the Chair's absence from a meeting, the members of the Sub-committee present at the meeting will select a Chair for that particular meeting
- Meetings of the Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion
- The notice and agenda of meeting will include relevant supporting papers as appropriate
- The Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities
- Minutes of meetings will be prepared and submitted to the Sub-committee

Evaluating performance

In order to ensure that the Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee
- Provide any information the Education Committee may request to facilitate its review of the Committee's performance and its members
- Obtain feedback from the Education Committee on the Sub-committee's performance on an annual basis and implement any agreed actions

Review of the Terms of Reference

The Sub-committee should review their Terms of Reference at least (annually) to consider its adequacy and provide assurance that it remains consistent with the Education Committees objectives and responsibilities.

Any modifications to or replacements to the Terms of Reference must be approved by the Education Committee.

Criteria for Membership

- Is not involved in the ruling upon standards, policies and procedures for the Institute
- Is a member of the Institute
- Has a commitment to the IIA's International Professional Practices Framework (IPPF) and Code of Ethics (COE) and the role the professional standards play in the practice of internal audit.

Attachment 2: Terms of Reference – Conduct & Appeals Sub-committee (CA)

Mandate & Purpose

The Education Committee under its Charter must establish a sub-Sub-committee, to be called the Conduct & Appeals (CA) Sub-committee to function in accordance with the terms of reference and guidelines approved by the Education Committee.

Reporting

The CA reports to Education Committee on the Institute of Internal Auditors-Australia. This will be a standing agenda item on the Education Committee agenda.

Responsibilities

The Education Committee authorises the Conduct & Appeals Sub-committee to act within the following scope of responsibilities:

- Ensures the dissemination of information to candidates and academic staff regarding Policies, Procedures and Rules
- Receives, Hears & Provide Rulings
- Continuous Improvement

1. Ensures the dissemination of information to candidates and academic staff regarding Policies, Procedures and Rules

- To support the management of risks arising out of the provision of the professional education program and to assist in risk mitigation the CA Sub-committee will have oversight of the dissemination and implementation of information to candidates and academic staff
- The IIA-Australia Education Manager is a member of the CA Sub-committee to ensure execution of dissemination and reports on status to the Sub-committee

2. Receives, Hears & Provide Rulings

- Provides information, advice and training as required on all facets of candidate discipline and appeals, and
- Acts as a referral and advisory service for students seeking support

- Acts to reduce, where possible, incidents of misconduct
- Receives notification of student misconduct and appeals from the IIA-Australia Director of Learning & Development
- Convenes a panel of at least two members to investigate candidate allegations, appeals or candidate misconduct and provide rulings
- Maintains complete and accurate records of all matters
- Escalates matters to the Education Committee as required and reports outcomes of rulings

3. Continuous Improvement

- The Education Manager on behalf of the Sub-committee will collate and maintain relevant data
- The CA Sub-committee will review data and report to the Academic Standards & Quality Sub-committee
- Annually review rules, policies and procedures pertaining to candidate conduct and appeals

Sub-committee Composition

Chairperson – to be an Academic member of the Education Committee

In addition 2 members from the Education Committee

- 1 Academic
- 1 Industry

Plus the IIA-Australia Education Manager

Sub-committee Tenure

Appointment to the Sub-committee will be for three years.

Meetings

- The CA Sub-committee must meet a minimum of once per year
- The Education Manager will convene a panel of the Sub-committee as required

- A quorum will be the smallest integer greater than half the members
- Sub-committee members will be invited to disclose conflicts of interest at the commencement of each meeting
- In the Chair's absence from a meeting, the members of the Sub-committee present at the meeting will select a Chair for that particular meeting
- Meetings of the Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion
- The notice and agenda of meeting will include relevant supporting papers as appropriate
- The Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities
- Minutes of meetings will be prepared and submitted to the Sub-committee

Evaluating performance

In order to ensure that the Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee
- Provide any information the Education Committee may request to facilitate its review of the Sub-committee's performance and its members
- Obtain feedback from the Education Committee on the Sub-committee's performance on an annual basis and implement any agreed actions

Review of the Terms of Reference

The Sub-committee should review their Terms of Reference at least (annually) to consider its adequacy and provide assurance that it remains consistent with the Education Committees objectives and responsibilities.

Any modifications to or replacements to the Terms of Reference must be approved by the Education Committee.

Criteria for Membership

- Is not involved in the setting or marking an assessment for the Institute

- Is a member of the Institute
- Has a commitment to the IIA's International Professional Practices Framework (IPPF) and Code of Ethics (COE) and the role the professional standards play in the practice of internal audit

Attachment 3: Terms of Reference – Technical Advisory (TA) Sub-committee

Mandate & Purpose

The Education Committee under its Charter must establish a sub-Sub-committee, to be called Technical Advisory Sub-committee to function in accordance with the terms of reference and guidelines approved by the Education Committee.

Reporting

The TA Sub-committee reports to Education Committee on the Institute of Internal Auditors-Australia. This will be a standing agenda item on the Education Committee agenda.

Responsibilities

The Education Committee authorises the Technical Advisory Sub-committee to act within the following scope of responsibilities:

- Recommend the Graduate Certificate in Internal Auditing for approval and release by the Education Committee
- Advise on the development and approve the Graduate Certificate in Internal Auditing (GCIA) including the Assessment
- Delegate prescribed responsibilities for Module development to the nominated Module Directors
- Provide ongoing technical advice on IIA-Australia postgraduate education program
- Provide Assessment Standards & Oversight
- Ensure Continuous Improvement

1 Recommend the Graduate Certificate in Internal Auditing for approval and release by the Education Committee

- Provide sign off on the Graduate Certificate in Internal Auditing
- Make a recommendation to the Education Committee to approve for release the Graduate Certificate in Internal Auditing

2 Advise on the development and approve the Graduate Certificate in Internal Auditing (GradCertIA) including the Assessment

- Be the technical/course advisory group for the development of the Graduate Certificate in Internal Auditing

- Review the learning materials and readings to provide advice on the currency and emphasis on academic content and references
- Oversee the theoretical and practical basis of the GCIA program
- Ensure that there are appropriately experienced academic staff available and clearly identified to provide leadership for key academic tasks such as course development, course co-ordination and course review
- Ensure the delivery approaches for the GCIA are designed to maximise students' achievement of the objectives for the course
- Ensure Assessment tasks for the GCIA are appropriately designed to measure intended student learning outcomes for the course
- Approve the GCIA program

3 Delegate prescribed responsibilities for Module development to the nominated Module Directors

- Nominate Academic Directors for each Module
- The Module Director/s will be named in the published Module documentation
- Undertake the responsibilities set out in number 2 above at the Module level
- Ensure the module is industry focussed

4 Provide ongoing technical advice on IIA-Australia postgraduate education program

- Once the program has been approved and release, provide ongoing technical advice to the IIA-Australia on the GCIA

5 Provide Assessment Standards & Oversight

- Compile the Assessments results with commentary including trends, percentage passes, etc. and present to the Academic Standards and Quality Sub-committee

6 Ensure Continuous Improvement

- Provides data for continuous improvement of the GCIA to the Academic Standards & Quality Sub-committee

Sub-committee Composition

Four Academic members with the chair to be rotating. At least one member of the Sub-committee to be a current member of the Education Committee.

Sub-committee Tenure

Appointment to the Sub-committee will be for three years.

Meetings

- The TA Sub-committee must meet a minimum of one time per year
- A quorum will be the smallest integer greater than half the members
- Sub-committee members will be invited to disclose conflicts of interest at the commencement of each meeting
- In the Chair's absence from a meeting, the members of the Sub-committee present at the meeting will select a Chair for that particular meeting
- Meetings of the Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion
- The notice and agenda of meeting will include relevant supporting papers as appropriate
- The Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities
- Minutes of meetings will be prepared and submitted to the Sub-committee

Evaluating performance

In order to ensure that the Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee
- Provide any information the Education Committee may request to facilitate its review of the Sub-committee's performance and its members
- Obtain feedback from the Education Committee on the Sub-committee's performance on an annual basis and implement any agreed actions

Review of the Terms of Reference

The Sub-committee should review their Terms of Reference at least (annually) to consider its adequacy and provide assurance that it remains consistent with the Education Committee's objectives and responsibilities.

Any modifications to or replacements to the Terms of Reference must be approved by the Education Committee.

Criteria for Membership

The attributes and criteria for membership are:

- Is a member of the Institute
- Is an academic employed by a recognised tertiary institution
- Has, as a minimum, a masters degree in their area of specialisation, and preferably a doctoral degree
- Has appropriate experience teaching postgraduate students
- Has a sound research background and is actively engaged in research
- Has experience across a range of instructional methodologies including the online distance mode employed by IIA Australia's professional educational program