

Background

In May 2013, the Board of Education was replaced by the Education Committee. This change was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012. The Education Committee is the College's peak body responsible for developing and overseeing College-wide education policy and approving both new and amended training and education programs.

1. ROLE

The role of the Education Committee is to:

- a) Formulate and develop strategic education policy advice for the Board on all matters relating to Fellowship and the award of Certificates of Advanced Training in areas of psychiatric practice.
- b) Liaise with College staff in implementation and monitoring of such policy.
- c) Oversee all activities of its constituent Committees and any other bodies established by the Board in terms of their respective composition, function, and budget.

2. RESPONSIBILITIES

The Education Committee shall be responsible for:

- a) Ensuring consistent quality of education and training across all College training programs in Australia and Aotearoa New Zealand, with overarching responsibility for education policy, direction and principles.
- b) Advising the Board regarding decisions on suitably qualified persons for admission as Fellows and advising the Board on the award of Certificates of Advanced Training related to training in special areas of psychiatry.
- c) Identifying appropriate measures for assessment of specialist international medical graduates and for determining requirements for further training, assessment, or exemption which may be appropriate to achieve Fellowship.
- d) Formulating advisory policy, programs, and procedures for continuing medical education and fostering on-going and meaningful participation and standards in continuing professional development (CPD) activities.
- e) Proposing Education projects to the Board, and overseeing the development and progress of Education projects, reporting on projects' progress and risk management to the Board.
- f) Providing advice to relevant external authorities and regulatory bodies on all matters relating to the regulation and accreditation of standards in training and assessment required to achieve Fellowship, and other education programs, including continual professional development in Australia and Aotearoa New Zealand.
- g) Ensuring that the College's educational programs and activities are consistent with the regulatory requirements of relevant external agencies such as the Australian Medical Council, and Medical Council of New Zealand, and the oversight of reporting and accreditation requirements.
- h) Monitoring the activities and responsibilities of the constituent Committees to ensure collaboration, governance, and facilitation of quality, standards, and financial reporting.
- i) Maintaining links and relationships with other specialist medical colleges nationally and internationally, and in particular, continuing the dual fellowship training program and its requirements with The Royal Australasian College of Physicians (RACP).

- j) Identifying, mitigating, and overseeing risks associated with the Committee and its subcommittees, in accordance with the College's Risk Management Policy, and reporting high and extreme level risks to the Board.
- k) Promoting, overseeing and supporting the development of new educational initiatives.

3. REPORTING RELATIONSHIPS

- a) The Education Committee will report on its activities and the activities of its constituent Committees to the Board.
- b) The Committee will liaise with College committees including Faculties, Sections, Networks and representative groups where required.

4. COMPOSITION / MEMBERSHIP

The Committee will be chaired by a Board Director.

In addition, the committee will include the following members:

- Deputy Chair/s
- Chair, Committee for Training (CFT)
- Chair, Committee for Examinations (CFE)
- Chair, Committee for Specialist International Medical Graduate Education (CSIMGE)
- Chair, Committee for Continuing Professional Development (CCPD)
- Chair, Accreditation Committee (AC)
- Chair, Committee for Educational Evaluation, Monitoring and Reporting (CEEMR)
- Two (2) Fellow (Independent) members without portfolio
- Chair or delegate, Bi-national Committee for Trainees (BCT)
- Chair, Overseas Trained Psychiatrists' Representative Committee (OTPRC)
- Two (2) Community Representatives (a carer and a consumer).

The Chairs of the Australian Government Funded Training Programs Committee (AGFTPC) and Certificate of Postgraduate Training in Clinical Psychiatry Committee (CPTCPC) may attend Committee meetings as required.

Board Director/s may be appointed to the Committee in an ex-officio capacity.

The Committee shall include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

Relevant staff of the Education and Training department will be in attendance at all meetings.

The Committee shall endeavour to achieve diversity, including gender balance.

5. COMMITTEE EXECUTIVE

- a) Subject to Board approval, the EC may (but is not required to) establish an Executive Committee to conduct business on behalf of the EC, and oversee timely operational matters, in the intervening periods between EC meetings.
- b) The Executive Committee will comprise of the Chair, Deputy Chair/s and one Fellow (Independent) member without portfolio. Should certain skills or expertise be required in business considerations, the Executive may seek up to two Co-opted members.
- c) The Executive Committee shall exercise such powers of the EC in managing the business and interests of the EC, as may be delegated to it by resolution of the EC or as the Chair, in certain cases may decide.

- d) The Executive will meet as required, and between EC meetings, to discuss and action key topics relevant to training and trainee/specialist international medical graduate related matters, assessments, continuing professional development, accreditation, and other topics as deemed relevant.

6. ELECTIONS AND APPOINTMENTS

6.1 Chair

- a) The Chair shall be appointed by the Board from amongst the members of the Board.
- b) The term of office for the Chair shall be in accordance with the Board Director's term and will commence from the conclusion of the Annual General Meeting in the election year in which they were elected or such later date when a successor is elected.
- c) The Chair so elected will be an ex-officio member of all Committees under the Education Committee.

6.2 Deputy Chair x 2

- a) Nominations for the Deputy Chair positions will be called for from amongst the Fellows of the College. The Deputy Chairs will be appointed by the Board on the recommendation of the Education Committee.
- b) The term of office for the Deputy Chairs will be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected.
- c) The Deputy Chairs will be eligible for re-appointment to this position to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms total (i.e. 12 years).
- d) The Deputy Chairs will be an ex-officio member of all relevant committees under the Education Committee.

6.3 Education Committee Constituent Committee and Representative Chairs

- a) Where relevant, the Chairs of the Education Committee's constituent committees are appointed to the Committee by virtue of their position.
- b) The Chairs of the Bi-national Committee for Trainees and Overseas Trained Psychiatrist Representative Committee are appointed to the Committee by virtue of their position.
- c) Their term of office shall coincide with their term on their constituent Committee.

6.4 Fellows (Independent) x 2

- a) Nominations for the two (2) independent members without portfolio, will be called for from amongst the Fellows of the College. The independent members will be appointed by the Board on the recommendation of the Education Committee.
- b) The term of office for the independent members will be three (3) years from the conclusion of the Annual General Meeting in the election year in which they were elected.
- c) The independent members will be eligible for re-appointment to this position to serve two (2) consecutive terms (i.e. 6 years) and also eligible for re-nomination to serve further terms, with a maximum of four terms (i.e. 12 years).

6.5 Community Member Representative x2

- a) The Community Members will be appointed in accordance with the *Procedure for Appointing Community Members to College Committees*.
- b) A community member who has, or has had experience of mental illness, and a carer of a person who has, or has had experience of mental illness, will be appointed to the Committee.
- c) The term of office of Community Members shall coincide with their term on the Community Collaboration Committee (CCC), if relevant.

6.6 Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

6.7 Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

6.8 Casual Vacancies

- a) A casual vacancy appointment shall be for the remainder of the term.
- b) For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

7. COMMITTEE SUPPORT

The Committee shall be supported by the staff of the College, specifically the Executive Manager Education and Training and staff of the Education and Training Department.

8. OPERATIONAL

Refer to the *Committee Meeting Operations Regulations* for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for supporting the Committee.

9. ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents
- Board and relevant Board constituent committee Regulations
- Education Committee Position Descriptions
- Education Committee Constituent Committee Regulations

APPROVAL / REVISION RECORD

Contact:	Executive Manager, Education & Training		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Education Committee		
Date	Version	Approver	Description
17/11/2012	1.0	GC2012/4 R51	New document
30/11/2013	1.1	Board – B2013/7 R18	Updated to reflect the changes approved by the Board under the new education governance model.
23/1/2014	1.2	Governance and Risk Committee	Updated to include an alteration to Section 4 regarding Australian and NZ committee representation.
18/8/2016	1.3	Governance and Education and Training	Updated to reflect the independent members without portfolio are Fellows include previous Board decisions in relation to meeting attendance, quorum and COI
20/9/2016	1.4	Manager, Governance and OPCEO	Regulations updated to include new and updated wording relating to quorum, written resolutions, other committees, additional Board Director on constituent committees, trainee and overseas trained psychiatrist representatives on College committees and associated documents.
27/11/2017	1.5	Senior Manager, Corporate Governance and Risk	Updated to reflect administrative changes and appropriate related resources.
06/06/2024	1.6	Company Secretary	Updated to reflect approved changes to composition, governance template, and Committee Meeting Operations Regulations.
2027			Next review