

Terms of Reference

Role of the Committee

The Qualification and Skills Assessment Committee Terms of Reference sets out the membership, responsibilities, authority and operations of the Qualification and Skills Assessment Committee of the Australian Osteopathic Accreditation Council.

The Qualifications and Skills Assessment Committee oversees the assessment of the knowledge, clinical skills and professional attributes of overseas qualified osteopaths and other individuals referred to Australian Osteopathic Accreditation Council who are seeking registration as osteopaths in Australia.

Responsibilities of the Qualification and Skills Assessment Committee

The Qualification and Skills Assessment Committee has the following responsibilities:

- a. Make determinations on the eligibility of applicants to undertake the assessment pathways
- b. Oversee the operation of the AOAC overseas assessment process as detailed in the AOAC Procedures Manual – Assessment of Professional Qualification in Osteopathy for Registration and General Skilled Migration, and oversee other assessments of competency to practice as an osteopath as referred to AOAC.
- c. Make determinations on the outcomes of assessments completed by candidates.
- d. Ensure ongoing review and development of the assessment processes to ensure it remains robust, defensible and equitable.
- e. Ensure the 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement (TTMRA) is maintained
- f. Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of overseas trained osteopaths for registration in Australia and for general skilled migration to Australia.
- g. Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of Australian trained osteopaths referred for assessment.
- h. Review the schedule of fees for assessment processes annually and make recommendations to the AOAC Board of Directors for variations as appropriate.

Power of the Committee

The Australian Osteopathic Accreditation Board has empowered the Qualification and Skills Assessment Committee to oversee assessments of the skills and qualifications held by overseas trained osteopaths on behalf of the Osteopathy Board of Australia, as well as assessing internationally qualified osteopaths seeking to work in Australia under the General Skilled Migration program.

The Qualification and Skills Assessment Committee has decision-making rights to ratify the results of assessments of the Standard Pathway Assessment, Competent Pathway Assessment and Assessment for skilled migration in Australia.

Other business includes the development and review of the assessments and where required recommended to the Australia Osteopathic Accreditation Council Board for approval.

The review and development of terms of reference for the Qualification and Skills Assessment Committees is the responsibility of the Australian Osteopathic Accreditation Council Board.

Application of assessment outcomes determined by the Qualification and Skills Committee is the responsibility of the Osteopathy Board of Australia.

Structure and Composition of the Skills Assessment Committee

Membership

The Committee shall consist of a minimum of five members. The Committee membership should include Director/s of the Australian Osteopathic Accreditation Council Board and independent non-executive directors.

Expertise

At least two members of the Qualification and Skills Assessment Committee must be able to demonstrate a significant relevant understanding of assessment methods suitable for assessing the knowledge, practical skills and attitudes required for safe and effective osteopathy practice.

At least two members of the Qualification and Skills Assessment Committee must have a significant relevant understanding of osteopathy or health professional accreditation in which the organisation operates.

At least one member of the Qualification and Skills Assessment Committee must be a registered osteopath currently working in a clinical setting.

Appointment

The Board shall appoint, replace or remove members to and from the Committee and review the composition of the Committee at least every two years.

Chair

The Chair of the Committee:

- is appointed by the Board
- must be a Director of the Board
- Must not be the chair of the Board of Directors.

Should the Chair of the Committee be absent from a meeting and no acting Chair has been appointed, the members of the Committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

Operation of the Qualification and Skills Assessment Committee

Secretariat/Committee support/Administration

All records, including the agenda, minutes and any reports or recommendations will be prepared and kept by the company secretary and committee secretariat.

Secretariat support

The Australian Nursing and Midwifery Accreditation Council Administrative Staff will provide secretariat support to the committee. The secretariat liaises with the Executive Officer and Chair of the committee to determine the timings and content of the committee meetings.

This includes organising the venue for the meeting, producing the notice of meeting, agenda and papers, as well as taking and circulating the minutes of the meeting.

Frequency of meetings/minimum number of meetings

The Qualification and Skills Assessment Committee will meet as frequently as is necessary to undertake its role effectively and in any event at least four times per year.

Notice of meeting

A meeting of the Qualification and Skills Assessment Committee may be called by any Committee member, the Chair, the Executive Officer, or any member of the Board when required. A notice of each meeting confirming the date, time, venue and agenda will be forwarded to each member of the Committee as soon as practicable prior to the meeting date.

Committee meetings are permitted to be held in person and by any technological means as consented to by all members of the Committee.

Agenda and minutes

The secretariat will coordinate with the Chair of the committee to draft and prepare the agenda for the committee meeting. Some elements of the agenda may also need to be formulated based on the charter of the committee.

The secretariat will also coordinate with the Chair of the committee to ensure that the minutes of the meeting are promptly finalised, signed by the Chair, and distributed to members for confirmation as soon as is practicable after each meeting. The minutes of the previous meeting should also be tabled at the next committee meeting for approval.

Attendees

Any Director of the Board may attend and speak at a Committee meeting. Any invitee of a Committee Member may attend and speak at the meeting.

Quorum for meetings

The minimum quorum for a committee meeting is three members, majority of the committee members in office at the time.

Committee member interests

Members of the Qualification and Skills Assessment Committee will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

Access to advice

The Qualification and Skills Assessment Committee has the authority to investigate any matters within its terms of reference as set out in the Committee's terms of reference, with the resources it needs to do so and with the right of access to information including external professional advice as necessary.

Formal mechanism for reporting key matters

The minutes of the Qualification and Skills Assessment Committee meetings shall be included in the papers for the next board meeting. The Chairman of the Committee shall report the findings and recommendations of the Committee to the Board after each Committee meeting, or as appropriate.

Review and assessment of the Qualification and Skills Assessment Committee

The Qualification and Skills Assessment Committee shall perform an annual evaluation of its performance and provide that information to the Board.

The Board will evaluate the performance of the Qualification and Skills Assessment Committee as appropriate.