



HIMAA Vocational Education and Training (VET) Sub-Committee Terms Of Reference

1. General

The Vocational Education and Training (VET) Sub-Committee is established by the HIMAA Education Committee under the authority granted by the Board of Directors the Board under the authority granted by Rule 71 of the Company's Constitution.

1.2 This document establishes the authority and responsibility of the Sub-Committee so that it may function effectively as part of the governance framework of the Association.

1.3 The Sub-Committee will report to the Education Committee quarterly or as required.

2. Function

2.1 The role of the Sub-Committee is to:

- a. Provide strategic advice to the Education Committee on changes emerging in the VET environment of interest or concern to HIMAA;;;
- b. Provide vocational education and training (VET) governance for HIMAA's activity in the VET environment, including curriculum, competency standards and qualifications.;
- c. Provide a forum to discuss RTO and VET related matters;
- d. Formulate strategies to maintain and improve RTO performance; and
- e. Review Board decisions for impact on the RTO and VET standing for HIMAA.

2.2 The responsibilities of the Sub-Committee include:

- a. Monitor and report on activity and changes in the VET sector that may be of strategic interest or concern to HIMAA;
- b. Deliver an annual plan of VET governance activity for the Education Committee to ensure appropriate progress on VET sector competency standards qualifications and curriculum for HIMAA;
- c. Ensure the Education Committee is informed by a comprehensive range of quality indicators, and the analysis and experience of its RTO trainers and assessors;
- d. Ensure the integration and alignment of RTO/VET sector planning with HIMAA's Strategic Plan;
- e. Oversee the annual RTO components of HIMAA's business planning process;
- f. Set strategic KPIs for HIMAA's VET-level education services on an annual basis and review HIMAA performance against these in the context of a quality improvement based evaluation framework;
- g. Generate a quarterly report to be referred to the Education Committee, including VET governance such as enrolment and graduation figures, performance achievements and risks and, for the purposes of public celebration, names of graduates;
- h. Prepare an RTO status report to be tabled at the Annual General Meeting as part of the CEO's Report, including relevant VET governance statistics; and

- i. Through the Education Committee, provide timely RTO impact advice on decisions before the Board.

3. Membership

3.1 The Registered Training Provider Sub-Committee consists of:

- a. HIMAA Board Director (Chair)
- b. HIMAA Treasurer (Deputy Chair)
- c. HIMAA Board Director (Coding SME*)
- d. X 3 HIMAA Members (Full, Senior Associate, Associate)

In attendance

- e. Chief Executive Officer (CEO), HIMAA
- f. Training Manager, HIMAA
- g. Quality and Compliance Officer, HIMAA

* Subject-matter expert

3.2 The Chair represents the Sub-Committee on the Education Committee and vice versa

3.3 It is a requirement that a deed of confidentiality is to be signed by all members of the Sub-Committee before participating in any Committee activity.

3.4 A person acting in any of the above positions is considered to be a member of the Sub-Committee for the term of the acting arrangement.

3.5 The Sub-Committee will co-opt new members as required with the approval of the Chair.

4. Quorum

A quorum consists of 50% of the membership including at least the Chair (or Acting Chair) and at least one member from the 'in attendance' list.

5. Appointment

5.1 Appointment to membership positions other than those 'in attendance' will be for a term of two years, as negotiated between the appointee and the Board, with the aim of maintaining "corporate memory" within the sub-committee.

5.3 Provision exists for re-appointment.

6. Meetings

6.1 The Sub-Committee will meet at least quarterly or as required by the Chair. The sub-committee may schedule additional meetings as it sees fit.

6.2 Meetings will be conducted by teleconference, or face-to-face.

6.3 Meetings will be conducted on a formal basis and be minuted.

6.4 Secretariat will be provided by the CEO or delegate.

7. Reporting Responsibilities

7.1 The following reports (known as Standing Reports) will be tabled at each meeting:

- RTO Compliance status (Q&E Officer)
- Student numbers/intake/graduate (Training Manager)
- Student employment outcomes (Q&E Officer)
- Business development (CEO/Training Manager)
- Strategic activity (CEO/Chair)

7.2 The Chair of the Vocational Education and Training Sub-Committee is to provide quarterly reports to the Education Committee and an annual report against the Annual Performance Measures (per Attachment 1) to the November meeting of the Education Committee in each Calendar Year, or as otherwise directed by the Committee.

10. Review

These Terms of Reference are to be reviewed biennially by the HIMAA Education Committee.

DOCUMENT INFORMATION

The governance of this document is controlled by the Chair of the VET Sub-Committee. Version and RTO Compliance control is by the Quality and Compliance (Q&C) Officer.

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

1. Initial Draft Travis Ingram October 2012
2. Reviewed by Board of Directors 28-10-2012
3. Revised by Richard Lawrance 26-06-2013
4. Revised on Board recommendation by Richard Lawrance 27-06-2013
5. Revised on Education Committee recommendation by Richard Lawrance on 18-11-2013 – Version 2.
6. Revised by Lyn Williams and approved by the Sub-Committee on 16-01-2015
7. Approved by the Education Committee out of session February 2015
8. Approved by the HIMAA Board 21 February 2015

SIGN OFF

Endorsed by: Travis Ingram
Chair
VET Sub-Committee

Date:

Approved: Cassandra Jordan
Chair, Education Committee
Health Information Management Association of Australia

Date:

**Annual Performance Measures
for the
HIMAA VET Sub-Committee**

Performance Measure	Assessment			Comments
	1	2	3	
Provide strategic advice to the Education Committee on changes emerging in the VET environment of interest or concern to HIMAA,				
Provide vocational education and training (VET) governance for HIMAA’s activity in the VET environment, including curriculum, competency standards, and qualifications				
Provide a forum to discuss RTO and VET related matters.				
Formulate strategies to maintain and improve RTO performance				
Review Board decisions for impact on the RTO and VET standing for HIMAA.				
Monitor and report on activity and changes in the VET sector that may be of strategic interest or concern to HIMAA.				
Deliver an annual plan of VET governance activity for the Education Committee to ensure appropriate progress on VET sector competency standards qualifications and curriculum for HIMAA.				
Ensure the Education Committee is informed by a comprehensive range of quality indicators, and the analysis and experience of its RTO trainers and assessors,				
Ensure the integration and alignment of RTO/VET sector planning with HIMAA’s Strategic Plan.				
Oversee the annual RTO components of HIMAA’s business planning process.				
Set strategic KPIs for HIMAA’s RTO function on an annual basis and review RTO performance against these in the context of a quality improvement based evaluation framework.				
Attendance at meetings.				
Frequency of meetings.				
Reporting to Board.				

1 = poor, 2 = average, 3 = above average

Where a performance Measure is not met this is to be reflected in the Comments column with a clarifying comment.

Reviewed by the Sub-Committee in time for the Education Committee’s November meeting in each Calendar Year, or at such other time as the Committee may determine