

Terms of Reference

Learning and Teaching Committee



Institute of Health and
Nursing Australia

Legal entity: Health Careers
International Pty Ltd
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RTO ID: 21985

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Title of Committee

1. Terms of Reference of the Learning and Teaching Committee (LTC-TOR).

Establishment

2. The Learning and Teaching Committee (LTC) is established as a sub-committee of the Academic Board as per the Academic Board Terms of Reference. The LTC reports to the Academic Board on matters related to learning, teaching, training and assessment practices of IHNA.

Rationale

3. The LTC is a principal academic committee to support the Academic Board on learning and teaching matters, including:
 - a) IHNA policies relating to learning, teaching, training, assessments and scholarships
 - b) Learning and teaching performance (e.g., progression, attrition and at risk)
 - c) Benchmarking and external referencing of course design and delivery, including assessments
 - d) Academic integrity
 - e) Academic risk.

Objectives

4. The role of the LTC is to oversee and report to the Academic Board on the academic quality in courses across IHNA.
5. The LTC provides recommendations to the Academic Board on learning and teaching, training and assessment policies, strategies, initiatives, and innovations that promote the learning and teaching interests of IHNA to foster learning and teaching that is of the highest quality.

Chair and Deputy Chair

6. The Chair of LTC will be the Academic Director of IHNA.
7. The Chair may appoint one of the Training Managers as the Deputy Chair.

Membership

8. The Committee shall comprise of:
 - a) Academic Director (Chair)
 - b) National Training Managers (Each School)
 - c) National Registrar
 - d) Course Coordinators
 - e) Director, Quality Management
 - f) Research & Innovation Coordinator
 - g) Secretary (in attendance).

9. Observers, with permission from the Chair, may attend meetings of the LTC, and with permission from the Chair, they may address the LTC on issues being considered before the LTC.

Roles and Responsibilities

10. The LTC is responsible for the following roles and functions:
 - a) Develop, implement, monitor, and review plans and policies to support IHNA's learning, teaching, training and assessment strategies and their effectiveness.
 - b) Provide reports, as required, to the Academic Board on the implementation of IHNA's strategies for learning and teaching, training and assessment.
 - c) Provide advice to the Academic Board on achieving best practice interaction, including pathways, between Vocational Education and Training and Higher Education activities.
 - d) Advise the Academic Board and relevant Committees on trends and developments in learning and teaching, training and assessment.
 - e) Receive and consider reports on Staff Skills matrix, Industry and vocational currency and professional development activities to monitor and promote best practices in learning and teaching, training and assessment.
 - f) Provide advice to Academic Board and the IHNA management on developments in learning and teaching, including the implications of digital and technology transformation in learning and teaching activities, online delivery and work-integrated learning.
 - g) Consider proposals from the Course Development and Monitoring Committee (CDMC) for new and revised courses of study.
 - h) Receive and consider validation, moderation and action planning reports from Course Coordinators.
 - i) Receive and consider reports from the student surveys, student feedback, trainer and assessor feedback, industry feedback on progression, placement facility feedback about

- IHNA and students, attrition and completion of courses, including external benchmarking, performance by cohort and location, and third-party arrangements
- j) Review of the placement facility providers based on the feedback by students and educators
 - k) Receive and consider reports on Educator's meetings and Student Representative Council meetings.
 - l) Receive and consider reports on student support for student success for all IHNA courses.
 - m) Receive and consider reports on student complaints and appeals.
 - n) Receive and consider reports on the industry feedback.
 - o) Receive and review regular reports on academic integrity and academic misconduct, including allegations of misconduct, misrepresentation, fabrication, cheating (including contract cheating), plagiarism, collusion and the misuse of intellectual property in all locations, including in third-party arrangements as well as monitoring of potential risks.
 - p) Review and report to the Academic Board on IHNA's achievement, performance and quality improvements in learning and teaching.
 - q) Monitor regulatory compliance and quality assurance processes in learning and teaching
 - r) Consider and respond to academic/learning and teaching relevant reports.
 - s) Consider and report on any matter referred by the Academic Board.

Legislation and Standards

- 11. The LTC is responsible for meeting compliance requirements of the following legislative and regulatory instruments:
 - a) Standards for Registered Training Organisations 2015
 - b) VET Quality Framework
 - c) Education Services for Overseas Students Act 2000 (ESOS Act)
 - d) National Code of Practice for Providers of Education and Training to Overseas Students 2018
 - e) Enrolled Nurse Accreditation Standards 2017.

Sub-Committees

- 12. Not Applicable

Meetings

- 13. The LTC meets six (6) times a year or as scheduled. The meetings will focus on reviewing

performance and benchmarking data, quality assurance and risk management, including strategic direction and innovation. Additional meetings may be scheduled on a needs basis to enable the LTC to discharge its duties.

14. LTC meetings are undertaken face-to-face or online.
15. Members of the LTC can propose agenda items with approval from the Chair.
16. Minutes will be taken at each meeting and confirmed at the following meeting. All corrections to minutes will be tabled at the relevant meeting, and minutes shall be submitted for consideration by the Academic Board.
17. The Deputy Chairperson shall chair a meeting in the Chair's absence.
18. A quorum of the LTC shall be half plus one of the LTC membership.
19. If a conflict of interest occurs, it is to be declared at the beginning of the meeting. The Chairperson, in consultation with the LTC, rules on the conflict.
20. The LTC may establish Working Parties to assist its work, functions and to consider special issues/projects.
21. On a quarter basis, the LTC will discuss student performance reports, including an update and status of students, their progression and completion and evaluation.

Minutes

22. All meetings are to be recorded in the form of meeting minutes.
23. The draft minutes of meetings must be distributed to the LTC Chair for review and feedback.
24. The minutes must record the following:
 - a) Date and location of the meeting
 - b) Attendees, apologies and absentees
 - c) Agenda items discussed
 - d) Action items (including responsibility and timeframe)
 - e) Decisions made (including the rationale for decisions).

25. The secretary must keep minutes of meetings of the LTC and, after approval by the LTC Chair, be presented at the next meeting for confirmation as a true and accurate record of the previous meeting.
26. All minutes of the LTC must be entered into a minute book maintained for that purpose and will always be open for inspection by any Director.

Reporting

27. Campus Educators Meeting reports to the LTC.
28. The Student Representative Council (SRC) reports to the LTC.
29. The Learning and Teaching Working Group reports to the LTC.

Review

30. The LTC will review its Terms of Reference periodically.
31. The LTC will undertake an annual self-evaluation and address any issues arising.

Document Approval

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Policy Owner(s)	Academic Board		
Approved	Academic Board	Date Endorsed	
Endorsed	Board of Directors	Date Approved	11/02/2021

Document History

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