	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

## 1. Policy Statement

Shorcontrol Safety’s Academic Committee is committed to and responsible for the governance and management of academic activities and is the primary decision maker for all training matters. The committee sets in place a framework for, and oversees the establishment, development and maintenance of the quality policies and procedures for all training programmes that the company offers.

## 2. Purpose

The purpose of this procedure is to describe the formation and operation of our Academic Committee, whose aim is to provide oversight and provide a more balanced approach to academic governance.

## 3. Scope

The scope of this procedure aims to comply with the relevant guidelines set out for academic governance as referenced in *Governance Structure & Quality Management in Training Procedure*. It applies to all members involved in the academic governance structure of Shorcontrol Safety.

## 4. Definitions

Term	Definition
<b>Academic Governance</b>	A governing system that oversees the education and training activities provided by Shorcontrol Safety, to ensure its standards and quality. It usually covers matters such as admissions, academic standards, teaching, learning and assessment, academic quality etc.
<b>Academic Committee</b>	A committee appointed by the Board of Directors to manage and assist in the planning, coordination, development and maintenance of Shorcontrol Safety’s training and educational operations.
<b>Quality Committee</b>	A committee that oversees quality assurance and ensures that any proposed or actual change in Governance is compliant with current, relevant requirements dictated by legislation and/or any interested parties.


## 5. General Procedure Guidelines

### 5.1 Formation of the Academic Committee

The Academic committee is appointed by the Board of Directors to assist in the planning, coordination, and development of Shorcontrol Safety’s training and educational operations. They shall meet once per quarter at a minimum per year.

#### 5.1.1 Membership

All membership is based on a 3-year term with no restrictions placed on serving multiple or consecutive terms. The only exception to this rule is for the position of Chairperson which is a 2-year term. The Chairperson where possible is to strongly consider rotating new members for those whose terms are to expire in order to ensure the committee remains diverse and inclusive.

	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

Members of the AC include the following,

- Chairperson
- Ex-officio Permanent members
  - Dean of Academia/ Head of Training & Development
  - Quality Manager
  - Training Administration Manager
  - IQA/IV, EQA/EV.
- External Advocate

To better represent a more rounded and thorough committee the Chairperson is tasked with allocating and finding representation for the following titles and/or responsibilities:


- Tutor/Faculty Rep. (internal & contracted tutors)
- Learner Rep.

As the company evolves and the structure of the organisation changes, so too may the membership of the Academic Committee to reflect the organisational changes.

### 5.1.2 Purpose and Objectives of the Academic Committee

The purpose and objectives of the AC are as follows:

- Provide oversight on all matters related to Academic Governance, chaperoning the best interest of the training operations in relation to its principles, goals, and objectives while ensuring continuous improvement/sustainability of the academic integrity of training operations.
- Provide representation for all learners, tutors and any other stakeholders involved with training operations and within the academic structure of Shorcontrol Safety.
- Monitor the learners and tutors experience, including queries produced by members of these groups, as well as training assessments and their processes, the results of the assessments and learner certification.
- Provide oversight in terms of the process of design, development, implementation, and approval of courses including potential new courses that are in line with the mission and strategy of Shorcontrol Safety and within the budgetary constraints set by the Board of Directors.
- Establish appropriate structures to implement the courses referred to above and validated by appropriate awarding body/organisation.
- Contribute to policy and procedure development and implementation.
- Ensure that in-house courses are at a minimum the same level of standard as awarding body/organisation derived courses.
- Make recommendations to the BOD for the selection, admission, retention, and exclusion of learners.
- Provide oversight in terms of the Recognition of Prior Learning (RPL) for applicable courses.
- Propose the form of regulations to be made by the BOD for the delivery of courses, the conduct of exams and the evaluation of the academic process.
- Propose to the BOD strategies for and resources required to deliver blended, distance and e-learning (where applicable), and the assessment of such learning. With approval from the BOD, seek approval for the agreed methodologies from the relevant awarding body/organisation.
- Provide oversight on process assessments and their outcomes.
- To provide oversight and approval on tutor auditing procedure and outcomes, determining minimum qualifications for each level of tutor, trainers, developers, assessors etc.
- Provide oversight and recommendations on continual improvement/ development of tutors.

	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

- Provide monitoring and recommendations of induction and/or continual training of faculty in relation to the Academic Governance of the company.
- Responsible for academic discipline and maintaining the integrity of academic standards and awards.
- Ensure that requirements derived from NGO's, which Shorcontrol Safety have relations and obligations with, are harmonised within the company's systems and processes.
- It is the responsibility of the AC to report its activities, discoveries, comments, viewpoints, and suggestions for changes within the Governance to the Board of Directors, the Quality Assurance Committee, and Management.

## 5.2 Role Descriptions & Responsibilities

### 5.2.1 Chairperson

The Chairperson is the principal member of the committee who is responsible for its overall management and outcomes. The first Chairperson is to be appointed by the consortium of individuals who are recognised by or within Shorcontrol Safety which best represent the Academic Governance of the Company. The titles of the consortium are Head of Training and Development, Quality Health & Safety Manager, Administration Manager, and External Advocate. All succeeding Chairpersons shall be voted in by members of the committee by a simple majority basis. The term for each Chairperson is 2-years. The Chairperson is external from the company in order to ensure impartiality and fairness.


The Chairperson is responsible for:

- Selecting representatives from various aspects of the academic side of the training operations which Shorcontrol Safety offers.
- Determining an appropriate schedule and frequency for the committee to assemble for meetings.
- Communicating with all members of the committee
  - Informing members of the next meeting date with a notice period being no less than 30 days except for instances of an emergency.
  - Distributing the agenda for the meetings.
  - Recording the minutes as well as distributing them to members in a timely fashion.
  - Providing reports, action points, or other relevant material to interested parties as necessary (e.g., Quality Committee, Management, Board of Directors, National Governing Bodies, Awarding Organisations etc.)
- The Chairperson may delegate the above listed responsibilities to an appropriate member of the committee, although the Chairperson still holds the ultimate responsibility for them to be completed.

### 5.2.2 Head of Training & Development

The Head of T&D is given the responsibility of acting as 'Dean of Academia' in the company by ensuring adequate budgeting, scheduling, qualified individuals (Faculty), and any other required resources are obtained. They represent and advocate for the best interest of the delegates for all matters and decisions related to academic governance of the company.

### 5.2.3 Quality Manager

	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

The QM is inherently the chairperson of the Quality Committee. They operate independently of commercial considerations while ensuring the reporting mechanisms developed are being implemented and completed.

The QM is responsible for:

- Acting as secretary for the academic committee,
- Collate items of business between meetings,
- Ensure the timely distribution of committee reports,
- Verify that a meeting is quorate at the beginning of each meeting,
- Assist the Chairperson in relevant matters,
- Ensuring that academic decision-making reflects the interests of learners and maintains the required standards at a minimum,
- Provide input to ensure that any proposed or actual change in Governance is compliant with current, relevant requirements dictated by legislation and/or any interested parties,
- Liaising between the Quality and Academic committees.

#### 5.2.4 Training Admin Manager

The training administration manager is responsible for managing the training lifecycle from start to finish and so is inherently tasked with representing the interests and requirements of all applicable awarding bodies/organisations. The chairperson may determine further representation is required and request additional individuals join with this role.

#### 5.2.5 External Advocator


Shorcontrol Safety shall enter into a quasi-relationship with an individual who will represent the External Advocator for the Academic Committee. This individual may be paid on an agreeable flat rate with no incentive for any measurable performance. They must enter into agreement with Shorcontrol Safety to be the committee’s External Advocator on agreed upon time period; after which when that time period has elapsed, a new agreement must be made between the individual and Shorcontrol Safety to either continue the quasi-relationship or immediately cease it.

The default time period for acting as the External Advocator is three years. This individual may be approached and/or selected by the Chairperson of the Academic Committee. The individual selected should be experienced in the administrative and/or quality assurance practices for education or training organisations, institutions, or firms. This person(s) shall have no other interest or function within the company.

*Note: The Chairperson is expected to act in good faith by selecting an individual who serves the fit and purpose of the role, while also adhering to all policies and procedures related but not limited to, code of conduct & ethics, equality diversity & inclusion and conflicts of interest. The other permanent members (as listed in 5.1.1) of the Academic Committee must approve of the individual selected by the Chairperson by simple majority basis.*

The role of the External Advocator is to provide the following functions to the committee as well as the academic governance within Shorcontrol Safety’s training operations:

- Provide an informed, independent and devil’s advocate view to academic and quality assurance processes, procedures, and policies.
- Provide reviews of training documents, procedures, and policies for effectiveness, language clarity, comprehension, and practicality.
- Provide reports to Shorcontrol Safety, or other interested third parties in their assessment of Shorcontrol Safety and its quality or academic practices.

	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

- Reports may only be given to third parties when written agreement has been delivered to the External Advocator by the Chairperson of the Academic Committee or when required by law.
- A copy of all reports submitted to third parties must be submitted to the Chairperson of the Academic Committee within 24 hours of submission to those third parties.
- Provide input and suggestions on amending current or developing new policies and procedures.
- While participating in their role the External Advocator must act in good faith and provide impartial viewpoints, without giving any predisposed bias towards or against Shorcontrol Safety.
- Disclose any conflicts of interest to the Chairperson.
- Respect and voluntarily adhere to all policies and procedures related to equality, ethics, privacy, and safety.
- Actively participate in the Academic Committees functions including
  - Attending regularly scheduled meetings,
  - Providing input either in written or verbal form,
  - Provide reports related to their review of any document, procedure, policy, or their assessment of quality assurance processes and/or overall training aspect of Shorcontrol Safety.

### 5.2.6 Tutor/Faculty Rep.

The tutor/faculty rep is tasked with representing the interests of all internal and external tutors. This person must also be a course leader with relevant experience within the field of training provided. The chairperson may determine further representation is required and request additional individuals join with this role.

### 5.2.7 Learner Rep.


The learner rep is tasked with representing the interests of all learners. This person(s) must have first-hand experience of the training services offered by Shorcontrol Safety. The chairperson may determine further representation is required and request additional individuals join with this role.

### 5.2.8 IQA/IV, EQA/EV

The Training Administration Manager is tasked with representing these titles by default; the chairperson may determine further representation is required and request additional individuals join with these roles.

## 5.3 Proposal and Decision-Making Activities

- Any member on the committee may propose a process, policy, procedure or otherwise change to Shorcontrol Safety's academic functions and/or activities, so long as it adheres to the purpose, objectives and/or responsibilities which the Academic Committee is charged with overseeing.
- Any proposal which is to be accepted and relayed to all relevant stakeholders must pass a simple majority vote of all present committee members on the day of the meeting in which the proposal is introduced.
- In the case of a tie the decision will be deemed non-pass by default and the Chairperson shall have a second or casting vote.
- Any passed proposal must be communicated to all relevant stakeholders in as early as a timely manner which is appropriate to the level and degree of that proposal.
- All affected stakeholders are allowed the ability to refute the change as so long as it is done in good faith and acting for the best interests of the academic integrity of Shorcontrol Safety.


	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

- Any refute by an affected stakeholder must be submitted to a member of the Academic Committee no later than 14-days after being given official notice by the Committee of the proposal.
- The refute shall be circulated to all Academic Committee members and the Chairperson will be responsible for either:
  - Accepting the refute and proceed with moving forward with the proposal,
  - Working with the affected stakeholder to come to a compromise in which both parties agree and bring forth to the next Academic Committee meeting.
  - Postpone implementing the proposal until the next Academic Committee meeting occurs in which case its members may discuss and/or seek alternative proposals to satisfy the original proposals purpose,
  - Submit the refute as well as the proposal and all related information to the Board of Directors for them to determine the proper course of action.
- All passed proposals will be assigned to one or more committee members, by the Chairperson, whose duty will be to communicate, design/develop and implement the proposal within Shorcontrol Safety.
- The committee member selected should be that which is deemed most appropriate in relation to the function within Shorcontrol Safety (i.e., ways of communicating to Tutors; Head of Training and Development and/or Training Administration Manager).

#### 5.4 Interaction and Reporting to Stakeholders

- The Academic Committee retains its authority to oversee the academic interests of Shorcontrol Safety from the Board of Directors of the company.
- The committee may investigate any matter falling within its terms of reference; utilizing which ever readily available resources and information it considers necessary to do so.
- The committee is authorised to seek any information it requires from any employee or contracted individual or provider of the Company to enable it to discharge its responsibilities and shall have made available to it on a timely basis.
- The Academic Committee is responsible to report to the Board of Directors of its findings and/or activities.
  - *Note: The Board of Directors receives reports within 10 working days from the AC from their periodic meetings, while always respecting the authority and academic freedom provided to the members of the AC.*
- The Board of Directors is responsible for acknowledging and reviewing reports produced by the Academic Committee.
- The Academic Committee is responsible for communicating their findings and activities to the Quality Committee.
- The Quality Committee is responsible for communicating their findings and activities to the Academic Committee.
- Each committee has a duty to work in good faith whenever one committee's newly suggested/implemented processes effect the other.
- Should the instance arise where one committee believes such new processes would adversely affect their own purpose and objectives, or adversely affect the academic integrity of Shorcontrol Safety, the Quality Manager is charged with devising a compromise between the two committees, of which both committees' must agree to.
- Should the instance arise where after the Quality Manager's proposed compromise is not accepted by one or both committees, then the matter will be brought to the Board of Directors who will issue a final decision and/or directive related to the proposed process.



	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

## 5.5 Meeting Format

An agenda shall be circulated by the Chairperson a minimum of three working days prior to the meeting. The format of the agenda for each meeting shall be at a minimum as follows:

- Declaration of Conflict of Interest
- Apologies for non-attendance (*if any*)
- Review of Previous Actions
- Feedback from Board of Directors
- Quality Committee Input
- Training Administration Input
- Training & Development Input
- Review of Documentation
- Open Forum

All decisions made shall be recorded and the minutes of the meeting shall be documented and retained by the committee.

The quorum for a meeting shall be fifty percent plus one of the current memberships of the committee. The Chairperson's attendance is mandatory at every meeting. *However, in extenuating circumstances where it is not possible for the Chairperson to attend the meeting, ex-officio members may appoint a representative to chair in their absence.*

## 5.6 Member Reporting Responsibilities

The Chairperson and/or the Academic Committee by consensus may require that each member produce reports that all/other members may review. The following are reports which must be prepared and available for each meeting. The reports are to represent the most recent/previous quarter of operations.


- Head of Training and Development / Acting Dean of Shorcontrol Safety
  - Newly Developed and Approved Courses
  - Tutor Audits
  - Newly Approved or Proposed Faculty
  - Results Panel Results
- Quality Manager
  - Quality Assurance Committee Activities
  - Complaints and Praises of Training Activities
- Administration Manager
  - External Authenticator and Internal Verifier Results
  - Relevant KPIs

## 5.7 Review of Committee Performance

The Academic Committee shall review its own performance, at least once a year, in relation to its purpose and objectives and the effect thereof. The annual performance review and its findings must be made available to the Board of Directors.

The performance review must include but is not limited to:

- Member attendance
- Proposed and completed action points.

	Document Title	<b>Academic Committee Constitution</b>		
	Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
	Author	Angela Byrne	Revision	Rev. 03
	Reviewed by	Academic Committee	Approved by	Board of Directors
	Next Review Date	25/07/2024	Approved Date	25/07/2023

## 6. Responsibilities

Employee Title/Classification	Responsibility
Directors & Committee Members	<p>To ensure the necessary resources are available within the organisation for the implementation of this policy.</p> <p>To ensure the contents of this policy are implemented effectively.</p> <p>To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.</p> <p>To adhere to the requirements set out in this policy.</p> <p>To report any breaches or violation of this policy to top/senior management for investigation and resolution.</p>

## 7. Enforcement

Employee Title/Classification	Responsibility
Directors & Committee Members	<p>Has the discretion of determining the repercussion on the discovery of any breach or violation of this policy.</p> <p>Has the discretion of determining the repercussions on the discovery of any assigned responsible personnel's failure to enforce or follow this policy or its procedures.</p>

## 8. Related Information and Documents

Document ID	Title
GEN-POL-004	Organisational Structure
GEN-POL-005	Job Roles & Responsibilities
GEN-POL-011	Conflict of Interest Policy
TRA-PRO-001	Governance Structure & Quality Management in Training Procedure

## 9. Procedure Review

This procedure shall be reviewed when:

- There is a change of Governance Structure at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. 'Related Information & Documentation' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
29/09/2022	Adam Romans; Quality Coordinator	Initial release of procedure





Document Title	<b>Academic Committee Constitution</b>		
Doc. Number	TRA-PRO-002	Doc. Owner	Academic Committee
Author	Angela Byrne	Revision	Rev. 03
Reviewed by	Academic Committee	Approved by	Board of Directors
Next Review Date	25/07/2024	Approved Date	25/07/2023

09/03/2023	Angela Byrne; QHSM	Review, update and reformat layout/structure to align with QI reengagement guidelines.
25/07/2023	Angela Byrne; QHSM	Update of document code.