

THE RTO COURSE ADVISORY GROUP TERMS OF REFERENCE

1 PURPOSE AND SCOPE

- 1.1 The purpose of this document is to provide Terms of Reference for The RTO Course Advisory Group (CAG), established by The College RTO Committee to which it reports.
- 1.2 The primary role of the RTO Course Advisory Group, is to ensure that any new and existing courses are current and relevant by taking into account advice from a range of perspectives, including that of relevant training staff, employers / industry, academic peers and recent graduates.

2 DEFINITIONS

- 2.1 For the purposes of the Terms of Reference, the following definitions apply:
 - 2.1.1 Award – an AQF qualification that is taught under VET guidelines.
 - 2.1.2 RTO – Registered Training Organisation.
 - 2.1.3 The Committee – refers to The College RTO Committee.
 - 2.1.4 CAG – Course Advisory Group
 - 2.1.5 The Board – Western Sydney University Enterprises Board.
 - 2.1.6 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.7 The University – Western Sydney University.

3 POLICY STATEMENT

Terms of Reference

- 3.1 The CAG is a sub-committee / group of The College RTO Committee.
- 3.2 There can be more than one CAG to ensure various fields of study are represented.
- 3.3 The CAG is responsible to The College RTO Committee for:
 - 3.3.1 Drawing to the attention of The College RTO Committee, recent trends in the various fields of study, relevant government policy changes likely to impact on the curriculum, employer / industry expectations and job opportunities for graduates, and any innovative practices in teaching or learning.
 - 3.3.2 Reviewing course documentation to ensure that it meets standards of rigor and depth appropriate to the level of the award and that the rationale, aims and content are consistent with, and reflect, best practice. Reviews are conducted in terms of review schedules and compliance requirements. Course documentation for new

courses is reviewed to inform recommendations to The College RTO Committee for consideration and approval.

3.3.3 Considering major changes to existing content and courses, seeking additional expert advice where necessary and ensuring modifications are in line with regulatory guidelines.

3.3.4 Receiving and review any new course proposals including, evidence of need and demand, subject descriptions, assessment schedules, and admission and progression requirements.

3.3.5 Considering the existing or proposed quality assurance mechanisms to ensure that learning outcomes from courses are as expected, paying particular attention to assessment procedures and any benchmarking undertaken with other vocational education providers.

3.3.6 Acting on any other matters referred by The College RTO Committee, The College Management or the Board.

3.4 The CAG will advise The College RTO Committee on:

3.4.1 The overall student experience in The College RTO in the context of benchmarking and industry relevance;

3.4.2 Alignment of training and content with current industry practices;

3.4.3 Current industry trends and insights;

3.4.4 Future curriculum design and opportunities.

4 MEMBERSHIP OF THE COLLEGE RTO COURSE ADVISORY GROUP

4.1 The CAG consists of members and appointed members.

4.2 The members and roles of the CAG are:

	Role
The Director, The College RTO (Chair)	Member
Course Co-ordinator, The College RTO	Member
One staff of The College appointed by the Executive Director Academic Studies	Appointed member
One nominee from The College Blended Learning staff	Appointed member
External Employer and/or Industry Association representatives (at least 2)	Appointed members

External Academic Peers (at least 2)	Appointed members
Academic Staff Representatives (at least 2)	Appointed members
The College RTO Compliance Officer	Appointed member
Graduate Student Representative	Appointed member
One Western Sydney University representative from a relevant area of the University determined by the Executive Director, Academic Studies	Appointed member

5 TERM OF OFFICE

- 5.1 An appointed member of CAG holds office for a period of two (2) years and may be reappointed with the approval from the Chief Executive Officer of The College.

6 MEETINGS

- 6.1 The CAG meets a minimum of two (2) times per year.
- 6.2 Standing orders for meetings are developed by the CAG and are appropriate for the size and capacity of The College RTO and are consistent with those of the University. The University Policy on electronic meetings is adopted by The College.
- 6.3 If the Chair is absent from the meeting, or if at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting if a quorum of four (4) is present. If the meeting is not quorate, it is rescheduled to occur within four (4) weeks of the cancelled meeting.
- 6.4 Members are provided with the agenda and relevant documents to be considered at the meeting, at least five (5) working days prior to the meeting.

7 GUIDELINES AND REFERENCES

- 7.1 Secretarial support to the CAG will be provided by administrative staff from The College RTO who will be responsible for formal meeting notifications, agendas, minutes and record keeping.

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STATUS AND DETAILS

Status	Current		
Version	4		
Effective Date	24 June 2020		
Review Date	24 June 2023		
Approval Authority Policy	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code	POL_GOV_003		
Policy Category	Governance		
Related Documents, including Legislation/Policies/Procedures	The Standards for Registered Training Organisations (RTOs) 2015 The RTO Committee Terms of Reference		

Summary of Changes from Previous Version

The Registered Training Organisation Governance Policy was reviewed and changed to reflect the Terms of Reference of the Committee.