



6.1.1 Acknowledge Education Governance Framework

1.0 Purpose

The purpose of this document is to outline the governance framework of Acknowledge Education Pty Ltd t/as Acknowledge Education ('AE'), Stott's College, Australian Surf Industry Training School, Front Cooking School, Melbourne Language Centre, and Affectors Academy (Institution) and to define the roles and responsibilities of key bodies involved in institutional governance.

This Framework ensures AE is appropriately governed in accordance with the regulations governing higher education providers, VET providers, and schools. It aims to establish clear guidelines for decision-making, responsibilities, accountability, and compliance with regulatory requirements, while promoting and achieving AE's objectives and goals. The Framework is to be read in conjunction with the Company's Constitution, and where there are any inconsistencies, the Constitution will prevail.

2.0 Scope

The governance framework applies to all aspects of AE's operations and encompasses the roles and responsibilities of the Board of Directors, Academic Board, CEO, Risk and Compliance Committee, VCE and ELICOS Quality and Compliance Committee, VET Quality and Compliance Committee, and other subcommittees within the organisation. It also includes guiding principles, objectives, and guidelines for meetings and reviews.

3.0 Governance Structure

AE's governance framework consists of principal bodies, each having core roles and responsibilities: the Board of Directors, the Academic Board, the Risk and Compliance Committee, the VCE and ELICOS Quality and Compliance Committee, and the VET Quality and Compliance Committee.

3.1 Board of Directors (The Board)

Acknowledge Education Pty Ltd is a company established in accordance with the *Corporations Act 2001*. The Act specifies that the Board is ultimately responsible for all matters related to the running of AE.

Directors must always:

- act in the best interests of the Company as a whole, with this obligation to be observed in priority to any duty a member may owe to those electing or appointing them;
- act in good faith, honestly, and for a proper purpose;
- exercise appropriate care and diligence;
- fulfil fiduciary duties;
- not improperly use their position to gain an advantage for themselves or anybody else;
- need to abide by the code of conduct as in Section 5.3; and
- disclose and avoid conflicts of interest.

The Board has the authority to determine the overall strategic direction, performance targets, policies, and processes necessary to achieve its objectives.

Moreover, the Board is accountable to both shareholders and stakeholders for the organisational performance and oversight of the risks as an educational institution.

AE's stakeholders include students, as well as regulatory agencies in higher education, vocational education and secondary education. It is the Board's responsibility to ensure that AE meets or exceeds all applicable educational standards and frameworks.

The Board is accountable for all operations in, or from, Australia, including the award of higher education qualifications and for the accuracy and integrity of its representation directly or through agents and other parties.

The Board, as the VCE School Governing Body, holds ultimate accountability for ensuring compliance with the Child Safe Standards and for fostering and sustaining a robust culture of child safety throughout the organisation.

3.1.1 Delegations

At its discretion, the Board may delegate certain responsibilities to committees or persons as it sees fit. All delegations are made according to the Delegations Framework and listed in the Delegation of Authorities Register.

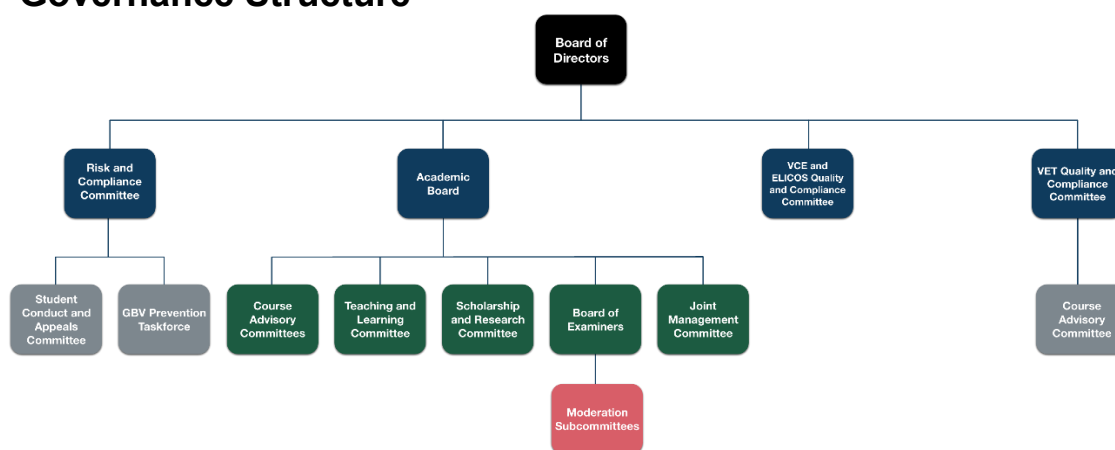
3.2 AE Academic Board

The Academic Board serves as the peak academic governing body. It establishes and monitors policies and processes that align with AE’s strategic direction to achieve high-quality academic outcomes.

Composed of a mix of internal and independent members, the Academic Board provides expert academic advice to allow informed and competent decision making and direction setting by AE.

The Academic Board sets academic standards, monitors academic outcomes, operates under the delegated authority of the Board and is accountable for reporting academic outcomes. The Academic Board also serves as one of several forums where the student voice can be heard, and student participation is included in AE’s deliberative and decision-making processes.

4.0 Governance Structure



5.0 Guiding Principles and Objectives

5.1 Objectives, Goals and Values

AE adopts and employs governance practices that allow the company to meet its objectives and goals effectively and efficiently, to remain a challenging, relevant and creative leader in the education sector and to continue to meet its regulatory and financial obligations and responsibilities.

5.2 Principles of Governance

- AE's governing body, the Board, is formally established as a legal instrument under the *Corporations Act 2001*.
- Principal bodies are established and function in accordance with Terms of Reference ('TOR') approved by the Board.
- TOR of the principal bodies are regularly reviewed to ensure their continuing effectiveness for driving continuous improvement.

5.3 Code of Conduct for Governing and Principal Body Members

- All members of AE's governing body and principal bodies must act with integrity and diligence, in accordance with their roles as the instruments by which the organisation may achieve its mission, objectives, goals and values.
- All members of AE's governing and principal bodies must comply with all relevant laws, educational industry standards, regulations and codes, principles of good governance, and established policies and procedures.
- All members are responsible for acting for the benefit of AE, exercising skill, care, and diligence, fulfilling fiduciary duty, ensuring efficient and legal operations, and conducting thorough analysis.
- In their decision-making and discharge of duties, all members must demonstrate commercial reasonableness, good faith, honesty, and the generous contribution of their skill and expertise.
- Prohibited behaviours of members of governing and principal bodies include, but are not limited to:
 - using the powers of their office for an improper purpose.
 - allowing personal interests to conflict with AE's interests.
 - allowing the interests of their associates to conflict with AE's interests.
 - engaging in conduct likely to discredit AE or likely to bring AE or the sector in which it operates into disrepute.
 - making improper use of information gained through their position
- Members of governing bodies and members of senior management must act in a manner that best enables the effective and efficient functioning of the bodies to which they belong, or the performance of the office they occupy. To this end, during formal meetings and the conduct of business, they must:
 - act professionally and accord internal and external stakeholders of AE respect and respect the viewpoints and contributions of others.
 - actively raise and address relevant and pertinent issues.
 - ensure topics covered remain focused on relevant AE operations.
 - employ good judgment, common sense and tact when discussing potentially sensitive or highly contentious matters.
- Members of AE's governing body must comply with the TEQSA 'fit and proper person' determination and make a new declaration every year or as required.
- Members must declare their conflicts/potential conflict of interests. A register of interests will be maintained by the Quality Team.

5.6 Quorum

A quorum shall consist of the following:

- In the case of an even number of members, half of the members plus one.
- In the case of an odd number of members, the next highest whole number after half the number of the members.
- At least one independent member must be present as applicable to the membership of the board/committee.
- In the case of a tied vote, the Chair has the casting vote.

- If a quorum is not present, the meeting shall be adjourned, and decisions made in the absence of a quorum shall not be binding
- Ex officio members are entitled to full voting rights

5.5 Criteria and Characteristics of Independent Members

An Independent member is defined as a person who is neither an employee, shareholder, officer, nor owner of AE. To qualify as an Independent member, the following additional criteria will apply:

- Has not had an employment, business, or other material contractual relationship with AE within the last three years (other than in the course of engagement as an independent expert);
- Does not have a direct or indirect material financial interest in AE;
- Is not involved in the day-to-day management functions of AE;
- Is sufficiently impartial and disconnected from AE’s operations, and in a position to act in AE’s best interests;
- Does not have a material personal interest in the outcome of a board/committee meeting;
- Is free of any interest, position, association, or relationship that might influence, or reasonably be perceived to influence their capacity to exercise independent judgement; and
- Has not been an Independent committee/board member of AE for a period longer than nine years.

Independent appointments to boards and committees should complement internal appointments to ensure that the relevant boards and committees effectively conduct their business according to the respective terms of reference detailed within this Charter.

5.6 Memberships of the Board and Sub-committees

Role	Term of Appointment
Chair	Initial appointment – 2 years + may be appointed for 2 additional 3-year terms, maximum tenure 9 years
Independent Members	Initial appointment – 2 years + may be appointed for 2 additional 3-year terms, maximum tenure 9 years
Ex Officio	For the term that they hold the ex officio position

5.7 The Chair of the Board of Directors will:

- be appointed as in the Constitution;
- approve the Board of Directors meeting agenda;
- run and facilitate the effective functioning of Board meetings;
- encourage contributions by all Board members and seek consensus when making decisions;
- act as an essential point of contact between the Board of Directors and the CEO;
- resolve and address the issues raised by the Directors;
- lead the appointment and induction processes for the CEO, Chair of the Academic Board and the Chair of the Risk and Compliance Committee upon their appointment;
- oversee the process for appraising Board members and the Board as a whole;
- lead the succession planning of the CEO.

6.0 Terms of Reference

6.1 Board of Directors (The Board) - Terms of Reference

6.1.1 Introduction

The Board bears ultimate responsibility to the shareholders and stakeholders for both corporate and academic outcomes, overseeing the management and operation of AE.

6.1.2 Purpose

The Board is the principal governing body of AE. It bears ultimate responsibility for ensuring that AE is well managed, and that its operations are successful, having regard to the primary purpose of education.

6.1.3 Responsibilities

The Board bears responsibility for:

- a. Ensuring AE's compliance with all relevant Commonwealth and State laws and regulations, including fulfilling all directors' duties established by the *Corporations Act 2001*, including the prevention of insolvent trading, acting in the best interests of the organisation, acting in good faith and exercising care and diligence¹.
- b. Determine and monitor the governance framework (roles, relationships, systems and processes) to achieve the provider's objectives and meet legislative and statutory obligations².
- c. Ensure the Board of Directors is appropriately constituted (including independent directors), members meet fit and proper person requirements, and residency requirements³.
- d. Set the strategic direction by approving the values, vision, mission and Strategic Plan, and oversee the achievement of strategic objectives⁴.
- e. Set realistic performance targets, monitor progress against targets, and require timely corrective action where performance is off track⁵.
- f. Approve the annual budget⁶.
- g. Oversee financial viability and sustainability, including regular monitoring of financial performance, cash flows, reporting accuracy, safeguards and annual independent audit in accordance with Australian accounting standards⁷.
- h. Approve major plans and corporate policies⁸.
- i. Oversee significant new commercial activities⁹.
- j. Obtain and use the information and advice needed for informed, competent decision-making (including independent and academic advice where required)¹⁰.
- k. Define roles and delegate authority appropriately (including to standing committees) and regularly monitor that delegations are implemented and operating effectively¹¹.

¹ *Corporations Act 2001 (Cth) ss 180, 181, 588G; HESF 2021 cl 6.2.1(a); RTOs 2025-compliance s20*

² *HESF 2021 6.1.3, 6.2.1; Standards for RTOs 2025 Outcome Standards 4.1-4.4*

³ *HESF 2021 6.1.1-6.1.2; Corporations Act 2001 (Cth) s201A; Standards for RTOs 2025 – Outcome Standards 4.1; VRQA -Standards and guidelines for RTOs*

⁴ *HESF 2021 6.1.3(a), 6.2.1(b); Standards for RTOs 2025 Outcome Standards 4.1, 4.4*

⁵ *HESF 2021 6.2.1(b); Standards for RTOs 2025 Outcome Standards 4.4*

⁶ *HESF 2021 6.2.1(c)(d); Corporations Act 2001 (Cth) s180*

⁷ *HESF 2021 6.2.1(c)(d); Standards for RTOs 2025 Outcome Standards 4.3*

⁸ *HESF 2021 6.1.3(a)-(c), 6.2.1; Standards for RTOs 2025 Outcome Standards 4.1,4.2*

⁹ *Corporations Act 2001 (Cth) ss 180-181; HESF 2021 cl 6.2.1(b)-(d); Standards for RTOs 2025 – Outcome Standards 4.3*

¹⁰ *HESF 2021 cl 6.1.4; Standards for RTOs 2025-Outcome Standards 4.1(c)*

¹¹ *HESF 2021 cl 6.1.3(b), 6.3.2(b); Standards for RTOs 2025-Outcome Standards 4.2*

- l. Establish the Academic Board and appoint the Academic Board Members¹² and appoint the Chair of Risk and Compliance Committee.
- m. Ensure the Institution's operations (including any delivery through third parties) are governed by institutional policies, and that operations are consistent with those policies¹³.
- n. Oversight of the engagement of third parties and representations of the Institution, including agents and other parties¹⁴.
- o. Oversee provider risk management, ensuring material risks are identified, managed and mitigated effectively, and that risk controls remain effective¹⁵.
- p. Ensure credible business continuity planning and appropriate financial/tuition safeguards to mitigate disadvantage to students if operations change unexpectedly or cease¹⁶.
- q. Monitor trends in formal complaints, misconduct, integrity breaches and critical incidents, and ensure action is taken to address underlying causes and prevent recurrence¹⁷.
- r. Assure ongoing compliance with the Higher Education Standards Framework (HESF) 2021, National Code of Practice for Providers of Education and Training to Overseas Students 2018, 2025 RTO Standards, VRQA Standards and other regulatory requirements including identifying compliance lapses, ensuring prompt corrective action, and evaluating the effectiveness of actions taken¹⁸.
- s. Undertake periodic independent governance reviews (at least every seven years) of the Board and its sub-committees, including their effectiveness, consider the findings, and ensure agreed actions are implemented and documented¹⁹.
- t. Foster an institutional environment that upholds equity and supports the wellbeing of students and staff²⁰.
- u. Ensure qualifications are awarded legitimately and that qualification conferral and secure issuance controls are effective²¹.
- v. Ensure the school complies with the Child Safe Standards and embeds a culture of child safety across the organisation²².

6.1.4 The Board Membership

6.1.4.1 Composition

The Board is structured to include members with the diverse range of skills and experience necessary for effective governance. The Board must consist of individuals who annually meet the criteria to be deemed fit and proper persons, as per TEQSA requirements, with at least two members being ordinarily resident in Australia. Independent members form part of the composition of the Board, offering impartial independent corporate and academic advice to facilitate informed and competent decision making and direction setting. This composition ensures that the Board has access to a comprehensive pool of expertise to fulfill its governance responsibilities.

¹² HESF 6.3.1, 6.3.2

¹³ HESF 6.1.3(c); 5.4.

¹⁴ HESF 7.1.1, 7.1.4, 7.1.5; NC 2018 Standard 1 & 4; RTO 2025- Compliance Stds s7 & s17

¹⁵ HESF 6.2.1, 5.2; RTO 2025- Outcome Stds 4.3

¹⁶ HESF 6.2.1(i); ESOS Act 2000 (tuition protection/provider default obligations); TPS framework; RTO 2025 Compliance Stds s18

¹⁷ HESF 6.2.1(j); HESF 2.4 & 5.2; NC 2018 Std 10; RTO 2025- Outcome Stds 2.7, 2.8

¹⁸ HESF 6.2.1(k); RTO 2025 Compliance Stds s15, s16 & s20; NC 2018, ESOS framework; VRQA standards/guidelines for Victorian RTOs

¹⁹ HESF 6.1.3(d); RTO 2025 Outcome Stds 4.4

²⁰ HESF Std 2.2, 2.3, 6.1.4; RTO 2025 Outcome Stds 2.5, 2.6

²¹ HESF 1.5 and 6.2.1(h); RTO 2025 Compliance Standards s12 and s13

²² Ministerial Order 1359 - Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises

Members	Term of Office
1. Chair	Initial term of 2 years (maximum 9 years)
2. Independent Directors (up to 3)-includes Chair of Academic Board, Chair of Risk and Compliance Committee	Initial term of 2 years (maximum 9 years)
3. Executive Directors (up to 3)	As determined by the Board

The CEO, Provost, and the Head of Quality & Risk will be in attendance. The Chair can from time-to-time invite any other Senior Leadership Team members as required.

6.1.4.2 Appointment

- Members shall be appointed in accordance with the Company Constitution, taking into consideration relevant standing, experience and/or expertise in areas such as education, law, commercial management, and accounting and finance.
- Members should be appointed in such a way that ensures a balanced membership of the Board in terms of the skills and experience present.
- On appointment, members will receive information regarding the roles and responsibilities inherent in their office and a formal letter of appointment.
- The Board will appoint the Academic Board members and the Chair of Risk and Compliance Committee.

6.1.4.3 Dismissal

- Members may be dismissed from their positions in accordance with provisions outlined in the Company Constitution, or their respective letter of appointment.

6.1.5 Passing Resolutions

The Board may, by a majority vote of members present at meetings, pass resolutions regarding any of the functions and responsibilities described in or allowed by these terms.

6.1.6 Meeting Documentation

- Agendas must be prepared prior to each meeting of the Board. All related documents should be presented to all members at such time as to allow a reasonable time for their perusal.
- Minutes of each meeting must be prepared and circulated within seven (7) days of meetings and must be approved at the next meeting.
- The Board shall meet in ordinary sessions at minimum intervals of three months.
- Special meetings may be held as required.
- The Quality team will provide secretariat support for all Board of Directors meetings.
- The Quality team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.1.7 Standing Committees

The Board of Directors will maintain the following standing committees:

- The Academic Board
- The Risk and Compliance Committee
- The VET Quality and Compliance Committee
- The VCE and ELICOS Quality and Compliance Committee

6.2 The Risk and Compliance Committee – Terms of Reference

The Risk and Compliance Committee ('RCC') is established as a standing committee of the Board. The RCC's primary role is to examine, review, make recommendations and report to the Board on matters of risk and compliance related to higher education, VET, and VCE/ELICOS. The Chair of RCC reports to the Board at least quarterly. The Board has ultimate primacy of governance over all AE's operations including risks.

6.2.1 Purpose

The RCC is responsible for assisting the Board in establishing and maintaining effective compliance and risk management programs to ensure AE meets its obligations and effectively mitigates risks.

6.2.2 Responsibilities

The RCC has delegated authority from the Board to undertake the following responsibilities:

- a. Monitor and review risk against the Risk Management Framework/Policy, proposing improvements and corrective actions where required²³.
- b. Monitor, review, and provide advice to the Board on a regular basis regarding risks, including reporting on risk registers and compliance with relevant legislation and regulations (Higher Education, VET and VCE/ELICOS)²⁴.
- c. Monitor and review the activities and outcomes of internal and external audits and ensure recommendations and agreed actions are promptly implemented and enacted²⁵.
- d. Monitoring, reviewing, and providing advice on risk assessment and management related to the Child Safe Standards²⁶.
- e. Monitor and oversee risks related to discrimination, Gender based Violence and Sexual Assault, and Sexual Harassment²⁷.
- f. Review the complaints and conduct patterns and report the risks to the Board²⁸.

6.2.3 Meetings

- Meetings of the RCC will take place once a quarter.
- Resolutions regarding the RCC's functions and responsibilities may be passed by a majority vote of members, including at least one independent board member.
- Agendas must be prepared prior to each RCC meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Quality team will provide secretariat support for all RCC meetings.
- The Quality team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

²³ HESF 6.2.1(b), 6.2.1(e), 6.2.1(k); RTO 2025 4.3, 4.4

²⁴ HESF 6.1, 6.2.1(e); RTO 2025 4.3; VRQA Sch 4 cl 15(1)

²⁵ HESF 6.1.3(d), 6.2.1(d); RTO 2025 4.4

²⁶ Child Safe Standard 9; MO 1359 cl 6.2(d), 13.1, 14.1; HESF 2.3.4

²⁷ HESF 2.3.2, 2.3.4; National Code 6.1, 10.1; RTO 2025 2.6, 2.8; MO 1359 cl 7.3

²⁸ HESF 2.4.1, 2.4.2, 6.2.1(j); National Code 10.1; RTO 2025 2.8

6.2.4 Membership

Members	Term of Office
1. Chair (Independent)-also an Independent Director	Initial term of 2 years (maximum 9 years)
2. Chair of Academic Board	Invited
3. CEO	Ex officio
4. Head of Quality and Risk	Ex officio
5. Provost	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members as required.

6.3 Academic Board (AB)– Terms of Reference

The Board has delegated its authority for the governance of the higher education academic operations of AE to the Academic Board. The Chair of the Academic Board provides advice and reports to the Board of Directors. The Board has ultimate primacy of governance over all AE's operations.

6.3.1 Purpose

The Academic Board has responsibility for ensuring the quality and integrity of AE's Higher Education academic programs through active academic governance and the promotion of high standards of learning, teaching, and scholarship.

6.3.2 Authority

The Board has delegated authority to the Academic Board for the management of academic policy and the planning, development, and operation of all academic programs. The Board and management of AE rely upon the Academic Board to provide independent advice and academic governance. This separation is vital to ensuring the consistency of business operations with the values and objectives of AE including the provision of education of the highest possible quality and integrity. The Board appoints the Academic Board members. The Academic Board appoints the members of the AB sub-committees.

Where urgent action is required between scheduled meetings of the Academic Board, the Chair of the Academic Board, in consultation with the Provost, may act on behalf of the Academic Board, and will report all such actions to the Academic Board for ratification at its next meeting.

6.3.3 Responsibilities

The Academic Board has delegated authority from the Board to undertake the following responsibilities:

- a. Lead and provide effective oversight of academic governance through a clear framework of academic policies, systems and processes.²⁹
- b. Approve academic policies and key academic plans (including Learning and Teaching Plan, Scholarship and Research Plan, Gen AI Plan) and strategies and monitor their implementation and effectiveness.³⁰
- c. Review delegations of academic authority and confirm delegations are applied appropriately.³¹
- d. Foster a culture in which academic autonomy, freedom of speech and free intellectual inquiry are upheld.³²
- e. Foster a culture of scholarship and oversee scholarly activity, including scholarship, research, and research training.³³
- f. Maintain oversight of academic and research integrity, including monitoring risks and ensuring appropriate mitigation strategies are in place.³⁴
- g. Review, monitor and approve preventative actions in relation to academic risks, including risks to students, course quality and graduate outcomes.³⁵
- h. Provide input on academic risk to the Risk and Compliance Committee.

²⁹ HESF 6.3.1a

³⁰ HESF 6.3.2a

³¹ HESF 6.3.2b

³² HESF 6.1.4

³³ HESF 3.2.3a

³⁴ HESF 6.3.2d; 5.2.1-5.2.4

³⁵ HESF 6.3.2d; 5.3.2; 1.3.4

- i. Provide academic oversight of the quality of learning and teaching, scholarship, and research.³⁶
- j. Set, monitor and ensure that appropriate academic services, facilities and infrastructure are provided to support all courses delivered.³⁷
- k. Monitor and review the academic workforce plan to ensure student to staff ratio, casual staffing, and academic leadership align with the levels of awards offered.³⁸
- l. Critically monitor, review and academically approve projects relating to course development, course renewal and, where appropriate, course discontinuation.³⁹
- m. Ensure all accredited courses of study undergo periodic comprehensive review (at least every seven years or as directed by the Academic Board), incorporating external referencing and benchmarking.⁴⁰
- n. Review and assess relevant academic elements of applications for (re)registration and (re)accreditation to be assessed by external regulators and professional bodies.⁴¹
- o. Set, monitor and oversee institutional benchmarks for academic quality and outcomes.⁴²
- p. Review course review reports and associated student outcome data to assure performance meets institutional benchmarks.⁴³
- q. Ensure annual course monitoring, review and improvement activities include internal and external referencing of graduate success, student satisfaction, and cohort performance against comparable courses, including:
 - i. analysis of progression, attrition, completion times and completion rates, grade distributions and comparisons across delivery locations; and
 - ii. review of assessment methods and grading to confirm achievement of learning outcomes in selected units of study.⁴⁴
- r. Monitor and evaluate proposals for educational innovation and the effectiveness of approved innovations.⁴⁵
- s. Regularly review and monitor student feedback, grievances, and appeals, and the effectiveness of strategies that support student engagement in academic governance.⁴⁶
- t. Advise on academic aspects in the development and review of AE's Strategic Plan.
- u. Provide advice and reports to the Board of Directors on academic matters, including academic outcomes, policies and practices, the quality of teaching, learning and research, and the effectiveness of institutional monitoring, review and improvement of academic activities.⁴⁷
- v. Approve the graduands list and recommend the award conferral list to the Board of Directors.
- w. Exercise other responsibilities as delegated by the Board of Directors.

6.3.4 Membership

Members may be appointed by resolution of the Board on the basis of relevant expertise, experience and/or standing. Members may be dismissed by resolution of the Board of Directors.

The members of the Academic Board shall hold office for durations as follows:

³⁶ HESF 6.3.1a

³⁷ HESF 2.1.1

³⁸ HESF 6.3.1c

³⁹ HESF 6.3.2c

⁴⁰ HESF 5.3.1; 5.3.2

⁴¹ HESF 6.3.2c

⁴² HESF 6.3.1b

⁴³ HESF 6.3.2e; 5.3.3

⁴⁴ HESF 5.3.4a, b

⁴⁵ HESF 6.3.2f

⁴⁶ HESF 5.3.5; 6.3.3

⁴⁷ HESF 6.3.1d; 6.3.2, h

Members	Term of Office
1. Chair (Independent)- also an Independent Director	Initial term of 2 years (maximum 9 years)
2. Independent Members (up to 4)	Initial term of 2 years (maximum 9 years)
3. Provost	Ex officio
4. Head of Quality and Risk	Ex officio
5. Dean- Academic Delivery	Ex officio
6. Dean- Academic Quality	Ex officio
7. Director of Teaching and Learning	Ex officio
8. Academic Staff Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended
9. Student Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended

The Chair can from time-to-time invite any other Senior Leadership Team members as required.

6.3.5 Meetings

- Meetings of the AB will take place at least four times a year.
- Resolutions regarding the AB's functions and responsibilities may be passed by a majority vote of members, including at least one independent board member.
- Agendas must be prepared prior to each AB meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Quality team will provide secretariat support for all AB meetings.
- The Quality team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.3.6 Standing Sub-Committees of AB

The Academic Board will maintain the following standing committees:

- a. Course Advisory Committee
- b. Teaching and Learning Committee
- c. Scholarship and Research Committee
- d. Board of Examiners
- e. Joint Management Committee (for third party delivery)

6.4 Course Advisory Committees (for Higher Education) - Terms of Reference

Course Advisory Committees ('CAC') is a standing committee of the Academic Board.

6.4.1 Purpose

The role of the Course Advisory Committee for Higher Education is to lead development and review of the courses delegated by the Academic Board and report back to the Academic Board, ensuring alignment with strategic goals, professional accreditation standards and industry best practices.

CACs must be formally established by the Academic Board. The appointment of committee members is determined and approved by the Academic Board.

6.4.2 Responsibilities

The Course Advisory Committee has delegated authority from the Academic Board to undertake the following responsibilities:

- a. Provide advice to the Academic Board on all matters regarding the development and review of existing and future courses.
- b. Provide input, guidance, and assistance on all course accreditation/reaccreditation projects (regulatory and professionally accredited).
- c. Engage with independent academics and appropriate industry experts to provide specialist advice on emerging discipline-specific and educational trends.
- d. Undertake, as scheduled, interim and comprehensive course reviews of existing courses.
- e. Undertake, as scheduled external course reviews for the courses in development.

6.4.3 Meetings

- CACs are expected to meet three times per year for each discipline area. More frequent meetings may be held during course development or during course review.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Academic team will provide secretariat support for all CAC meetings.
- The Academic team working with Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.
- The Discipline areas include Community Services, Social Work, Early Childhood Education, Construction Management and Hospitality Management.

6.4.4 Membership

CAC membership is based on relevant expertise and experience, ensuring balanced representation.

Members	Term of Office
1. Dean- Academic Quality -Chair	Ex officio
2. External Academic and Industry Members (up to 3)	Initial term 1 year and may be extended
3. Quality Office Representative	Ex officio
4. Dean- Academic Delivery	Ex officio
5. First Nations Representative	Appointed/ Invited

Members	Term of Office
6. Director of Teaching and Learning	Ex officio
7. Discipline Lead/ Course coordinators/ Academic Staff (up to 3) including Head of Placement and Provost (or delegate)	Ex officio
8. Student Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.5 Teaching and Learning Committee – Terms of Reference

The Teaching and Learning Committee ('TLC'), as a Standing Committee of the Academic Board for Higher Education Courses, will collaborate with, and report to the Academic Board to ensure high quality teaching and learning across the institution.

6.5.1 Purpose

The purpose of the TLC is to formulate and implement teaching and learning policies, provide progress reports to the Academic Board, monitor compliance, advise on current and emerging issues, consult with experts, manage curriculum development proposals, and engage in cohort monitoring.

6.5.2 Responsibilities

- a. Initiate learning and teaching initiatives, educational innovation, and processes to support excellence in all academic activities.
- b. Monitor, review, and promote the effectiveness of learning, teaching, and assessment practices.
- c. Ensure academic staff are appropriately qualified and skilled to deliver courses.
- d. Analyse student performance (grades, progression, attrition, completion) by cohort, course, campus, and agent, and report on outcomes to the Academic Board, including admission standards.
- e. Monitor and initiate action to improve performance against institutional benchmarks and external standards for academic quality and outcomes.
- f. Develop approaches for learning and teaching pedagogies at the College.
- g. Review the student support services, academic support, physical and IT resources provided for all learning and teaching delivery.
- h. Develop and oversee the implementation of policies relevant to learning and teaching.
- i. Oversee academic integrity, record any breaches, and review actions taken.

6.5.3 Meetings

- The TLC is expected to meet at least four times per year.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Academic team will provide secretariat support for all TLC meetings.
- The Academic team working with the Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.5.4 Membership

Members	Term of Office
1. Provost/ Delegate -Chair	Ex officio
2. Registrar/ Head of Operations	Ex officio
3. Dean- Academic Quality	Ex officio
4. Course Coordinator (s)/ Discipline Head (up to 3)	Ex officio
5. Dean- Academic Delivery	Ex officio
6. Director of Teaching and Learning	Ex officio
7. Quality Office Representative	Ex officio

8. Academic Staff Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended
9. Student Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.6 Scholarship and Research Committee – Terms of Reference

6.6.1 Purpose

The Scholarship and Research Committee is a standing committee of Academic Board and has delegated authority from the Academic Board and is convened to foster and support a culture of research and scholarly activities

6.6.2 Responsibilities

- a. Foster the culture of scholarly activities.
- b. Develop and build the capacity for academic research and scholarly activities with industry and academic partners.
- c. Periodically review research ethics proposals to ensure guidelines related to negligible and low-risk research are being met.
- d. Oversee the ongoing maintenance of a Scholarship Register and Research Register.
- e. Develop appropriate policies and guidelines to support research and scholarly activities.

6.6.3 Meetings

- The SRC is expected to meet at least twice a year.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Academic team will provide secretariat support for all SRC meetings.
- The Academic team working with the Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.6.4 Membership

Members	Term of Office
1. Dean- Academic Quality -Chair	Ex officio
2. Dean- Academic Delivery	Ex officio
3. Course Coordinator (s)/ Discipline Head (up to 3)	Ex officio
4. Provost/ Delegate	Ex officio
5. Director of Teaching and Learning	Ex officio
6. Academic Staff Representative (Research active)	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.7 Board of Examiners – Terms of Reference

6.7.1 Purpose

The Board of Examiners is a standing committee of Academic Board.

The Board of Examiners reviews all academic coursework results, approves the release of the final marks/grades, and approves those students eligible for conferral of awards.

6.7.2 Responsibilities

- a. Review and monitor the awarding of administrative grades.
- b. Oversee moderation and assessment validation processes.
- c. Approve the release of final and administrative marks and grades for units.
- d. Review reports from unit coordinators/ academic staff for units identified for further monitoring.
- e. Analyse and monitor grade distribution for courses, units, and campuses each study period to ensure comparability with other higher education institutions.
- f. Determine student eligibility to graduate and recommend the award conferral list to the Academic Board.
- g. Monitor assessment related policies, procedures, and practices to ensure best practice and recommend improvements and changes to the Learning and Teaching Committee.
- h. Recommend the Dean’s Merit Awards and awards for academic excellence to the Academic Board.
- i. Approve the list of students identified for academic caution and at risk.

6.7.3 Meetings

- The BoE is expected to meet every trimester.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Academic team will provide secretariat support for all BoE meetings.
- The Academic team working with the Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.7.4 Membership

Members	Term of Office
1. Dean- Academic Delivery-Chair	Ex officio
2. Course Coordinator (s)/ Discipline Head (up to 3)	Ex officio
3. Dean-Academic Quality	Ex officio
4. Director of Teaching and Learning	Ex officio
5. Academic Staff Representative	Recommended by Dean-Academic Delivery. Initial term 1 year and may be extended
6. Head of Student Administration/ Registrar	Ex officio

The Chair can, from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.8 Joint Management Committee - Terms of Reference

The Joint Management Committee (JMC) provides structured governance and operational oversight of the course(s) delivered through third-party arrangement/ partner agreement.

6.8.1 Purpose

The Joint Management Scholarship and Research Committee is a standing committee of the Academic Board and has delegated authority from the Academic Board to provide monitoring and oversight of AE courses delivered on behalf of AE by partner providers.

6.8.2 Responsibilities

- a. Monitor, implement and oversee the Partner Agreement.
- b. Manage responsibilities of each party involved as course owner and delivery partner.
- c. Ongoing compliance with relevant regulatory requirements and institutional obligations (including TEQSA-related responsibilities and third-party delivery requirements and professional accreditation standards).
- d. Review compliance incidents, audit outcomes, corrective actions, and evidence of closure.
- e. Monitor academic standards, academic integrity, progression, attrition, assessment quality, moderation, and continuous improvement actions.
- f. Confirm senior academic oversight of academic inputs, processes and outcomes.
- g. Ensure final academic control is maintained, including entry requirements (including RPL), teaching periods, minimum unit requirements, and assessment criteria.
- h. Oversee the development and maintenance of program materials aligned to approved base materials, policies, and resources.
- i. Oversee admissions and enrolments processes within institutional systems, including effective handover to delivery services.
- j. Monitor student onboarding/induction and academic, welfare, counselling, and careers support services against policy requirements.
- k. Monitor complaints, grievances, academic integrity and misconduct handling, including escalation of appeals to the appropriate institutional authority.
- l. Approve marketing materials, program information, and promotional claims prior to publication.
- m. Monitor recruitment activity risks, including accuracy of information, transparency, lead-generation partners practices.
- n. Oversee field education arrangements, including placement pipeline risks, placement suitability, student preparation, supervision, and monitoring.
- o. Maintain visibility and assure the quality of delivery of staffing levels and capability, including qualifications and scholarly activity records (provided each trimester).

6.8.3 Meetings

- JMCs are expected to meet at least twice a year.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Academic team will provide secretariat support for all JMC meetings.
- The Academic team working with the Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.8.4 Membership

Members	Term of Office
1. Provost or Delegate- Chair	Ex officio
2. Provost or Delegate (Partner Institution)	Ex officio
3. Dean- Academic Quality	Ex officio
4. Dean-Academic Delivery	Ex officio
5. Dean (Partner Institution)	Ex officio
5. Head of Quality and Risk	Ex officio
6. Head of Quality (Partner Institution)	Ex officio
7. Discipline Lead/ Course Coordinator	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.9 Gender Based Violence (GBV) Taskforce - Terms of Reference

Gender Based Violence (GBV) Taskforce is a taskforce that reports to the Risk and Compliance Committee.

6.9.1 Purpose

Gender Based Violence Taskforce is a taskforce which whole-of-organisation leadership to prevent and respond to broader Gender-based Violence (GBV) and Sexual Assault & Sexual Harassment (SASH) and ensure compliance with the National Higher Education Code and continuous improvement in safety, support and culture.

6.9.2 Responsibilities

- a. Accountable leadership & governance: Whole of Organisation Prevention & Response Plan; outcomes framework; six-monthly reporting to Governing Body; biannual Chair report to the Board.
- b. Safe environments and systems: Maintain plain English, trauma informed GBV policy; manage declarations and conflicts of interest; implement Ombudsman recommendations.
- c. Knowledge and capability: Evidence informed prevention education; annual 'responding to disclosures' training; qualified risk assessors/investigators; engage external experts where needed.
- d. Safety and support: Person centred, trauma informed responses; access to supports and adjustments; separate case managers for disclosers/respondents; periodic service reviews.
- e. Safe processes: Clear multi-channel reporting (incl. anonymous); investigate formal reports; procedural fairness; target resolution within 45 business days and appeals within 20 business days.
- f. Data, evidence and impact: Privacy complaint data collection and analysis; annual data reporting by 30 June.

6.9.3 Meetings

- Meet at least four times a year; urgent meetings within 24 hours for serious risk.
- Quorum: Chair (or delegate) + 50% of voting members, including one student and one staff representative.
- Consensus where possible; otherwise simple majority with Chair casting vote; declare and manage conflicts of interest.
- Handle information per Privacy Laws and the Code.

6.9.4 Membership

Members	Term of Office
1. CEO -Chair	Ex officio
2. Provost	Ex officio
3. Head of Operations	Ex officio
4. Head of Placements	Ex officio
5. Head of Quality and Risk	Ex officio
6. Staff Representative (up to 4)	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.10 VET Quality and Compliance Committee - Terms of Reference

The VET Quality and Compliance Committee (VET-QCC) is a sub-committee of the Board of Directors.

6.10.1 Purpose

The VET Quality and Compliance Committee serves as an impartial and independent committee to provide advice to the Board of Directors in relation to AE's VET compliance, activities and related matters.

6.10.2 Responsibilities

- a. Provides advice on the compliance of AE's RTO with the current standards, reporting and compliance obligations for RTOs and the National Code.
- b. Provides guidance and advice to the Board of Directors on VET-related matters through quarterly written reports and verbal updates at meetings of the Board.
- c. Peruses and advises on new and updated Training and Assessment Strategies.
- d. Peruses and advises on validation actions, and assessment activities and outcomes.
- e. Identifies and assesses risks related to VET compliance and delivery and recommends mitigation strategies to the Board of Directors and AE's Risk and Compliance Committee in relation to VET-specific risks.
- f. Monitor outcomes of regular reviews and internal audits to identify gaps in training delivery, assessment, student support and VET data reporting (including VET international student data), and monitor corrective actions and improvements.
- g. Examines actions taken to monitor student progress and reporting of students.
- h. Approves VET policies and procedures that align with quality, compliance and ASQA requirements.
- i. Ensures VET policies are regularly updated to reflect changes in legislation, standards, and sectoral requirements and expectations.
- j. Approval of position description of trainers/assessors, their qualifications and experience.
- k. Monitor and review professional development and industry currency of staff, including training and assessment staff.
- l. Peruse feedback and data to advise on continuous improvements.
- m. Peruse audit and review outcomes, in relation to CRICOS compliance.

6.10.3 Meetings

- VET-QCC is expected to meet at least four times a year.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Quality team will provide secretariat support for all VET-QCC meetings.
- The Quality team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.10.4 Membership

Members	Term of Office
1. Head of Quality and Risk (Chair)	Ex officio
2. Head of VET -Co-chair	Ex officio
3. External Members (up to 3)	Initial term of 2 years. Can be extended.
4. CEO	Ex officio
5. Provost	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.11 VET Course Advisory Committee - Terms of Reference

The VET Course Advisory Committee (VET-CAC) is a sub-committee of the VET-QCC.

6.11.1 Purpose

The purpose of the VET Course Advisory Committee (CAC) is to formalise ongoing and meaningful engagement between AE and industry stakeholders across all VET disciplines. The Committee provides expert industry advice to support the development, delivery, compliance, and continuous improvement of AE's VET programs.

6.11.2 Responsibilities

- a. Provide expert guidance on curriculum design, assessment practices, and training requirements across VET programs.
- b. Support AE in aligning programs with current industry practices, workforce capability needs, and sector expectations.
- c. Provide structured feedback on student performance, placement readiness, and emerging skills gaps.
- d. Identify and provide insights on emerging trends, technology changes, regulatory updates, and evolving industry conditions including workforce development needs, and skill shortages across sectors.
- e. Strengthen pathways to employment and industry placements through strong collaborative partnerships
- f. Review and provide advice on curriculum design, sequencing, and industry alignment.
- g. Contribute to the development, review, and endorsement of Training and Assessment Strategies (TAS) for all VET programs.
- h. Peruses and advises on validation actions, and assessment activities and outcomes, providing additional recommendations as required.
- i. Provide expert industry feedback to ensure assessment practices are current, authentic, and reflect workplace expectations.
- j. Provide sector specific/ industry specific insights for program updates.
- k. Ensure programs meet professional industry requirements, professional accreditation, licensing expectations, and any discipline specific standards.

6.11.3 Meetings

- VET-CAC is expected to meet at least four times a year for each discipline area. More frequent meetings may be held during course development or during course review.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The VET Academic team will provide secretariat support for all VET-CAC meetings.
- The VET Academic team working with the Quality Team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.
- The Discipline area includes: Community Services, Construction Management, and Nursing.

6.11.4 Membership

Members	Term of Office
1. Head of VET -Chair	Ex officio
2. Course Coordinator -Co-chair	Ex officio
3. External Members/ Industry Partners/ (up to 3)	Initial term of 2 years. Can be extended.

4. Staff Representatives (up to 2)	Ex officio
5. Placement representatives	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

6.12 VCE and ELICOS Quality and Compliance - Terms of Reference

The VCE and ELICOS Quality and Compliance Committee (VCE-ELICOS-QCC) is a sub-committee of the Board of Directors. VCE-ELICOS-QCC is an advisory committee to the Board.

6.12.1 Responsibilities

- a. Monitor and provide advice to the Board on the school's ongoing compliance with the VRQA minimum standards for registration (including governance, financial management, curriculum/teaching, student wellbeing/safety, staffing, premises, and related record-keeping).
- b. Maintain a rolling compliance calendar (policy review dates, annual reporting, mandatory training, audits, key lodgements/notifications) and report exceptions/risks promptly to the Board.
- c. Review, recommend, and periodically test that the school has an effective governance framework (clear roles, delegations, conflicts of interest management, meeting and decision records).
- d. Ensure the school's policies and procedures framework is documented, current, communicated, and supported by evidence of implementation.
- e. Oversee (or advise on) the school's risk management framework (risk register, controls, incidents, action plans) and escalate material risks to the Board.
- f. Ensure the school has a documented curriculum framework appropriate to year levels delivered, and oversight of how curriculum is planned, delivered, assessed and reviewed.
- g. Monitor student learning and improvement actions (achievement data, assessment moderation, interventions, and continuous improvement) and provide recommendations to the Board.
- h. Oversee systems that support student wellbeing, safety and duty of care, including incident management and escalation arrangements for serious matters.
- i. Ensure implementation oversight of Child Safe Standards and any applicable Ministerial Orders relating to child safety in schools.
- j. Oversee enrolment governance: transparent enrolment processes, appropriate student records, and compliance with the school's approved year levels.
- k. Monitor attendance governance: attendance recording, follow-up processes, and trends; ensure reporting/escalation where attendance risks emerge.
- l. Oversee staffing compliance: recruitment/selection controls, role clarity, induction, mandatory training, and checks that staff meet relevant registration/suitability requirements for their roles.
- m. Monitor the school's approach to professional practice and performance (coaching, performance review, complaints about staff conduct, and remediation/escalation pathways).
- n. Oversee premises and facilities assurance: buildings/grounds remain safe and fit-for-purpose, maintenance plans are in place, and hazards are managed/escalated appropriately.
- o. Ensure governance oversight of emergency preparedness relevant to the site and school operations (plans, drills, training, lessons learned, corrective actions).

6.12.2 Meetings

- VCE-ELICOS-QCCs are expected to meet at least four times a year.
- The Chair will establish these meetings and arrange for agendas and minutes.
- Agendas must be prepared prior to each meeting, with related documents provided to members in advance.
- Minutes of each meeting must be prepared and circulated within seven (7) days and approved at the next meeting.
- Special meetings may be held as required.
- The Quality team will provide secretariat support for all VCE-ELICOS-QCC meetings.

- The Quality team will maintain the meeting papers, minutes of the meetings, resolutions register and actions register.

6.13.3 Membership

Members	Term of Office
1. Head of Quality and Risk -Chair	Ex officio
2. Head of School -Co-chair	Ex officio
3. VCE Coordinator	Ex officio
4. ELICOS Coordinator	Ex officio
4. CEO	Ex officio
5. Provost	Ex officio
6. Homestay Coordinator	Ex officio
7. International Student Coordinator	Ex officio
8. Head of Operations or Delegate	Ex officio
8. Agents Manager	Ex officio
9. Head of Students Administration	Ex officio

The Chair can from time-to-time invite any other Senior Leadership Team members/ staff of AE as required.

7.0 Policy Information

Policy name:	Acknowledge Education Governance Framework
Document number:	6.1.1
Version number:	2.0
Audience:	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Date approved:	19/02/2026
Date of previous approval:	27/07/2023
Effective date:	17/03/2026
Next review date:	19/02/2028
Related documents:	Acknowledge Education Pty Ltd Constitution, Delegations Framework, Risk Register, QA Framework, Partner Agreement
Approving authority:	Board of Directors
References and Legislation:	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000 (Cth) The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) 2025 Standards for RTOs Tertiary Education Quality and Standards Agency Act 2011 Education and Training Reform Act 2006 Education and Training Reform Regulations 2017 Child Wellbeing and Safety Act 2005 VRQA Guidelines Ministerial Order 1359 - Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises Higher Education Support Act 2003 (Cth). National Higher Education Code to Prevent and Respond to Gender-based Violence 2025 (Cth)
Responsibilities:	Board of Directors, Academic Board, Risk and Compliance Committee, VET Quality and Compliance Committee, VCE-ELICOS Quality and Compliance Committee

8.0 Change Log

Date	Version	By	Notes
04/07/2023	1.0	Dean	Full revision of the previous framework
28/02/2025	1.1	Head of Compliance and Risk	Full policy review. <ul style="list-style-type: none"> - Amended role titles - Added section on Academic Board quorum - Provided additional clarity regarding the role, membership and responsibilities of the Academic Board.
19/02/2026	2.0	Provost	Functions and responsibilities collated in the Terms of Reference. The VET Governance Framework and Higher Education Governance Framework has been merged in the main Governance Framework for AE. New GBV Taskforce ToR added. New JMC ToR added. New VCE-ELICOS QCC ToR added. New sub-committees of AB- BoE and SRC added. Separation of HE CAC and VET CAC.