



ACA Education and Training Committee Charter

1. Purpose of this Document

This document outlines the structural component of the Education & Training Committee (“the Committee”) as part of the Australasian Corrosion Association (“the Association”). This is a living document and may evolve to reflect new innovations within the Committee’s configuration.

2. Purpose of the Education and Training Committee

The Committee provides strategic oversight of the education and training functions of the Association. The Committee will support the vision and goals of the Association as defined by the Association’s strategic plan.

The Committee ensures impartial and transparent processes for any programs that rely on assessments, certification and qualifications relating to standards or industry requirements. An important role for the Committee is to provide member confidence in the governance of any certification and quality related programs

3. Objectives

1. To ensure the Association considers the full scope of education, training, skill requirements, in the corrosion industry throughout Australasia.
2. To consider how qualified corrosion practitioners are recognised for their skills and experience, and that minimum attributes are linked to industry standards, Standards Australia, and where possible global standards.
3. To provide strategic input into future training requirements and new areas of corrosion development considering emerging needs in the industry.

4. Duties and Responsibilities of the Education & Training Committee

Responsibilities of the Committee include:

- Review and monitor performance and milestones of the operational arm of the Training Department that align with the ACA Strategy.
- Develop and oversee ACA certification schemes for corrosion practitioner's certification and consider how the schemes link to all standards and industry expectations.
- Provide strategic input into future training trends, and identify new areas of corrosion development, training opportunities, including contemporary offerings (online for example).
- Selection and oversight of independent experts and/or subcommittees (including development of terms of reference as required) that can assist with specific outputs, such as the assessment of certification, or advice on course content.
- Provide strategic input to the career pathways and linkages to training, skills assessments, certification, and standards.



5. Membership of the Education & Training Committee

The Committee shall have a minimum of three voting members, one of which shall be a Director who shall also act as the Committee Chair. In addition to the Committee Chair, the Committee can include up to one additional director and up to two other ACA members (who may or may not be Directors) as voting members. The Association's Executive Officer will be a non-voting member of the Committee. All committee appointments are made by the ACA Board. The Committee may invite any staff, Members or other stakeholders to attend all or part of a meeting of the Committee to contribute their expertise for a particular topic or issue. The Committee may also invite external persons to attend meetings to contribute their expertise for a particular topic or issue.

The Committee shall consist of:

	Committee Members	Standing Member	From	Voting rights
1	Committee Chair	Yes	Board	Yes
2	Committee member	Yes	Board	Yes
3	Committee member	Yes	ACA Members	Yes
4	Committee member	Yes	ACA Members	Yes
5	Association Executive Officer	Yes	ACA Staff	No
6	Secretary	No	ACA Staff	No

6. Appointment and Tenure

All non-Director members of the Committee shall serve for a term of two years with an option for up to a further two years as approved by the Board. Members wishing to rejoin the Committee may reapply for an extended tenure with approval by the Board.

The Chair of Committee is responsible for conducting the affairs of Committee at and between meetings, for scheduling meetings, for developing the agenda, approving minutes of meetings and reporting to the Board.

7. Conflict of Interest

All members of the Committee will complete the Association's annual Conflict of Interest declaration as per the ACA policy *GOV-001 Conflict of Interest*. This must be completed on a yearly basis.

8. Code of Conduct

All Members of the Committee will complete the Association's annually reviewed Code of Conduct. This must be done on a yearly basis.



9. Meetings of the Education & Training Committee

The Committee shall meet at least quarterly, with additional meetings called if necessary. The Committee Chair shall develop meeting agendas in conjunction with the Association Secretary and distribute them prior to any scheduled meeting.

Meeting minutes shall be recorded and distributed to all members of the Committee after approval by the Chair. These minutes will comprise part of the Board papers for the next ACA Board meeting.

10. Decision-Making Process of the Education & Training Committee

A quorum is defined as over 50% of the voting members. Quorums are required for valid votes at meetings of the Committee. Issues shall be decided by a simple majority vote of the voting members present. In the event there is a drawn vote, the Chair shall have a casting vote.

11. Authority of the Committee

To undertake the duties as outlined in this Charter that is ratified by the ACA Board and provide regular reports to the ACA Board.

12. Reporting to the Board

At least two weeks prior to any board meeting, the Committee Chair shall submit a written report to the Board concerning activities with the Committee's assigned areas of responsibility at each board meeting.

13. Review of this Document

The Board will review and update this Charter on an annual basis. The Charter may be amended by resolution of the Board.

14. Review and Access to Charter

The Education & Training Committee Charter is reviewed by the Committee annually and submitted to the Board for ratification. This Charter shall be made available on the Association's website.

15. Charter History and Version Control

Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.2	Reviewed			Board	29 Nov 2014
1.3	Reviewed	Governance Committee	6Jul 2017	Board	31 Jul 2017
2.0	Reviewed to comply with new charter format	ETC	2 Aug 2023	Board	9 Aug 2023



	and re-launch of ETC				
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