



The Institute of  
**Internal Auditors**

*Australia*

# EDUCATION COMMITTEE

## Charter

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## 1. Identification

The following table identifies the document title and location.

<b>Document Title</b>	<b>Education Committee Charter</b>
<b>Document Name</b>	<b><u>IIA- Education Committee Charter-final-2020v21.doc</u></b>

## 2. Approval

The Board of the IIA-Australia approved the charter on 18 May 2011.  
The following table records the approvals of the document.

Approval	Date
Board	Nov 2010 The concept was agreed to in principle subject to further investigation into the reporting requirements and whether this would be a Sub-committee or an advisory group.
Executive Committee of the Board	Recommendation to approve as committee of the board and committee membership and tenure 25/1/11
Education Committee	V3 + 4 – Education made changes to the names and responsibilities of the Sub-committees – to be referred back to the Board for approval
Executive committee	29/3/11 reviewed and approved in principle with copy to go to board 16/5/11 <a href="#">..\..\..\Board Meetings\IIA-Board Paper-Education-Committee-DH-29.3.11.doc</a>
Board	18/5/11 To be presented to next board meeting for approval
Board approved	With change noted in V6 below
Board Approval	26/5/16 V17 and V18 as per changes below
Board Approval	21/5/2019 V 20 as per changes below

## 3. Version Release History

Change control applies to this document

Release	Who	Date	Reason for Change
draft	DM	30/11/10	<a href="#">Academic Committee Charter.doc</a>
Final	DH	19/1/11	Added members section and doc control section
Final approved	DH	25/1/11	Approved by the board at the executive committee meeting 25/1/11 with minor changes of reference to Terms of Reference for the Panels.
	Education Committee & DH	2/2/11	Refer minutes of EC meeting and actions agreed <a href="#">..\..\Meetings\1 Meeting 2 Feb 2011\IIA-EC-minutes-DH- 3.2.11.docx</a>

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Final V1	Philomena Leung	24/2/11	<a href="..\..\Meetings\Ad hoc meetings\IIA-EC- minutes&amp;agreements-meeting with PL-DH-24.2.11.docx">..\..\Meetings\Ad hoc meetings\IIA-EC- minutes&amp;agreements-meeting with PL-DH-24.2.11.docx</a>  IIA-Australia team – reviewed the roles and responsibilities and recommended changes to the Sub-committees names and R&R
V2	DH	15/3/11	Added to board responsibilities
V3&4	Education Committee	16/3/11	Education committee reviewed and made changes to the names and responsibilities of sub committees and then approved as final version to go the Board for approval
V5	Dianne Hill	21/4/11	Removed issue raised by Exec Committee on 29/3/11 re tuition assurance scheme – as Graduate Certificate in Internal Auditing is not offered elsewhere then we cannot participate in an assurance scheme – so we will have a bank guarantee in place
V6	Dianne Hill	19/5/11	Board approved 18/5/11 with the addition of the inclusion of requirement for the TAC to have a member from the Education Committee
V7	Amanda Shepherd	9/7/12	Update to Members and Ex officio Members
V8	Amanda Shepherd	3/10/12	Update organisational structure and removed reference to Director Learning & Development
V9	Amanda Shepherd	15/5/13	Remove committee members and organisation structure
V10	Amanda Shepherd	20/8/2013	Replace committee with Sub-committee for ASQ, CCA and TAC
V11	Amanda Shepherd	25/9/2013	Update committees and sub-committees
V12	Amanda Shepherd	1/5/2014	Update reference to Education Manager
V13	Amanda Shepherd	17/7/2014	Update to Committee Composition and Responsibilities
V14	Amanda Shepherd	2/2/2016	Update to membership
V15	Amanda Shepherd	1/4/2016	Amend Candidate Conduct & Appeals Sub-Committee to Conduct & Appeals Sub-Committee
V16	Amanda Shepherd	13/05/16	Amend committee composition to include student representation and advisers.

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V17	Amanda Shepherd	18/5/16	Amend Responsibilities to better reflect the policies for the Education Committee to approve and those for requiring Board approval. Received Board approval 26 May 2016.
V18	Amanda Shepherd	25/6/16	Amend bank guarantee to tuition assurance in board responsibilities. Board approved 26 May 2016
V19	Amanda Shepherd	5 June 2017	Amendments to responsibilities and review as per Board request
V20	Amanda Shepherd	21 May 2019	Changes to responsibilities around professional development. Agreed at EC meeting 11 February 2019. Approved by IIA-Australia Board 21 May 2019.
V21	Dominic Soh Amanda Shepherd	18 June 2020	Editorial changes for clarity. Board approvals updated in section 2 above. Deletion of reference to ASQ members must not be involved in ruling on stds, policies and procedures Delete that TA Chair role is rotating
V22	Request from Board	29 July 2020	Update to TA Composition to include where possible in relation to 3 additional academics 2020 removed in reference to fully qualified profession Sub-point regarding PREC in relation to conflict of interest
V23	Amanda Shepherd	25 September 2020	Replace ASQ with TA on last page
V24	Tara Twiddy	24 August 2022	Update to new branding

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## **Mandate & Purpose**

The Governing Body of the Institute of Internal Auditors-Australia (IIA-Australia) is the Board of Directors (the Board) which delegates 'academic board' matters to the Education Committee.

The Board has the power to delegate under clause 14.8.1 of the Constitution.

The role of the Education Committee is to assist the Board in discharging its responsibilities by monitoring and advising on IIA-Australia's professional education program.

The Board's responsibilities include:

- Oversight of all of the IIA-Australia's activities including conferral of its higher education awards and the delegation of academic governance to an appropriate body
- Legal and public documentation of the IIA-Australia which clearly articulates a purpose focused towards higher education delivery even if this is not the only focus of the institution
- Oversight of IIA-Australia's policies, procedures and practices which encourage academic integrity and honesty as well as free intellectual inquiry in the teaching, research (if relevant) and scholarship activities of the institution
- Ensuring that all the IIA-Australia's operations, including its governance, are systematically reviewed and that strategies are implemented to improve institutional performance
- Ensuring the IIA-Australia has financial and tuition safeguards in place for candidates via a tuition assurance scheme, should the institution cease to be able to provide a course or cease to operate as a higher education institution
- The IIA-Australia has an organisational structure whose reporting arrangements, delegations and inter-relationships are clearly described and which has the necessary positions, structures and arrangements in place to manage all key aspects of a quality higher education institution.

The Education Committee contributes to the IIA-Australia's strategic purpose through its foresight and insight on educational matters of concern to the internal auditing profession.

The Education Committee also exercises such powers and performs such other functions as may be delegated to it by the Board from time to time.

The Education Committee has the power to establish Sub-committees.

## Reporting

The Education Committee reports to the Board of the IIA-Australia.

## Responsibilities

The Education Committee is to have responsibility for the positioning of current and future certification pathways, including the Graduate Certificate in Internal Auditing (GradCertIA) and Global Certifications, and other professional education programs which are designed to help IIA-Australia achieve a fully qualified profession, whilst also ensuring synergy and minimal cost duplication.

1. To act as an Academic Board with respect to the academic oversight of the GradCertIA, including assessment of candidates and the approval of results.
2. To establish, review and approve: standards, policies and procedures with respect to the teaching, delivery and assessment of IIA-Australia's postgraduate education program.
3. To identify and oversight the management of risks which relate to its work. Where management of risks is to a level that is not consistent with the IIA-Australia's risk appetite, escalate to the Board.
4. Where considered appropriate and in line with TEQSA requirements, establish and review for approval, governance related policies, for example, Quality Assurance, Candidate Grievance, Code of Conduct and Personnel Practices, Privacy and Security of Information and Code of Academic Conduct.
5. Oversee the theoretical and practical basis of the GradCertIA's body of knowledge.
6. Review the learning materials and readings to provide advice on the currency and emphasis on academic content and references for the GradCertIA.
7. To monitor quality systems and continuous improvement with regard to learning experiences and graduate outcomes.
8. To monitor the relevance and quality of the professional development program, within a national and international context.
9. To provide support and expertise to professional development ensuring a relevant and contemporary training and conference training program.
10. To assist and advise management of risks to the IIA-Australia arising out of the provision of the professional development and postgraduate education programs and to assist in risk mitigation.
11. To provide input and comment to the Board of specific topics that relate to the responsibilities of the postgraduate education program and professional development as requested by the Board.



## Chairperson

The Chairperson will:

- be appointed by the Board;
- not be a Director of the IIA-Australia; *and*
- will be an academic.

## Chairperson's Tenure

Triennial (to align with academic convention for heads of school, chairs of academic boards and postgraduate coursework committees providing continuity in learning strategy and delivery).

## Education Committee Composition

In addition to the Chairperson, the Education Committee may consist of up to seven (7) persons with a majority being academics and with representation from industry and the Board.

The Education Committee will also include student representation within its deliberative and decision-making processes and encourage students to participate in these processes. This may include student attendance at Education Committee meetings and other forms of consultation.

Furthermore, the Committee may co-opt advisers from time-to-time to bring additional skills, experience or networks to assist it to fulfil its obligations.

## Education Committee Tenure

Appointment to the Education Committee will be for three years or as determined by the Board.

## Education Committee Meetings

- The Education Committee will meet four times per year, with authority to convene additional meetings as circumstances require. All Education Committee members are expected to attend each meeting, in person or via teleconference/remote meeting platform.
- A quorum will be the smallest integer greater than half the members.
- A Sub-committee may not propose any matters for decision to the Education Committee where that Sub-committee has a voting majority on Education Committee at that meeting.
- Education Committee members will be invited to disclose conflicts of interest at the commencement of each meeting
  - *The Professional Responsibility & Ethics Committee may review and provide advice in regard to conflict of interest statements by Committee members.*
- In the Chair's absence from a meeting, the members of the Education Committee present at the meeting will select a Chair for that particular meeting.
- Meetings of the Education Committee may be held face-to-face or through any technological means by which members can participate in a discussion.

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- The notice and agenda of Education Committee meetings will include relevant supporting papers as appropriate.
- The Education Committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.
- Minutes of meetings will be prepared and submitted to the Education Committee.

### **Academic Standards & Quality Sub-committee**

The Education Committee must establish a Sub-committee, to be called the Academic Standards & Quality (ASQ) Sub-committee.

The following responsibilities are delegated to the ASQ Sub-committee:

1. Determines and ensures implementation of academic and candidate policies and procedures
2. Oversight of assessment standards
3. Quality assurance - Independent collection and analysis of data to ensure compliance
4. Benchmarking

The ASQ Sub-committee reports to the Education Committee - refer to the Sub-committee Terms of Reference in **Attachment 1**.

### **Conduct & Appeals Sub-committee**

The Education Committee must establish a Sub-committee, to be called the Conduct & Appeals (CA) Sub-committee.

The following responsibilities are delegated to the CA Sub-committee:

1. Ensuring dissemination of information to candidates and academic staff regarding policies, procedures and rules
2. Receiving, hearing and providing rulings
3. Ensuring continuous improvement

The CA Sub-committee reports to the Education Committee - refer to the Sub-committee Terms of Reference in **Attachment 2**.

## Technical Advisory Sub-committee (Course Advisory)

The Education Committee must establish a Sub-committee, to be called Technical Advisory (TA) Sub-committee.

The following responsibilities are delegated to the TA Sub-committee:

1. Recommend the GradCertIA for approval and release by the Education Committee.
2. Advise on the development of and approve GradCertIA curriculum including assessments.
3. Delegate prescribed responsibilities for Module development to the nominated Module Directors.
4. Provide ongoing technical advice on the IIA-Australia postgraduate education program.
5. Oversight of assessment standards.
6. Ensure continuous improvement.

The TA Sub-committee reports to the Education Committee - refer to the Sub-committee Terms of Reference in **Attachment 3**.

## Authority

The Board has authorised the Education Committee, within the scope of responsibilities set out in this Charter, to:

- Perform the activities required to address its responsibilities and make recommendations to the IIA-Australia management and the Board; and have unrestricted access to management, employees and information it considers relevant to its responsibilities under this Charter
- Not authorise expenditure or incur obligations on behalf of the IIA-Australia without the express authorisation of the Chief Executive Officer (CEO)

## Evaluating Education Committee Performance

To ensure that the Education Committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Charter and provide that information to the Board. This review may be conducted as a self-assessment and will be coordinated by the Chair.
- Provide any information the Board may request to facilitate its review of the Education Committee's performance and its members.
- Obtain feedback from the Board on the Education Committee's performance on an annual basis and implement any agreed actions.
- The Education Committee will provide an Annual Report covering the previous year, including the results of the review of performance, to the Board at its March meeting.

## Review of the Charter

The Education Committee should review their Charter (at least) annually to consider its adequacy and provide assurance that it remains consistent with the Board's objectives and responsibilities.

Any modifications to or replacements to this Charter must be approved by the Board.

## Criteria for Education Committee Membership

### Academic Members

Criteria for nomination and selection of the **academic members** of the Education Committee will be based on:

1. Membership of the IIA-Australia.
2. Employment as an academic by a recognised tertiary institution.
3. A minimum of a Master's degree in area of specialisation, and preferably a doctoral degree.
4. Appropriate experience teaching postgraduate students.
5. Sound research background and active research program.
6. Experience across a range of instructional methodologies including the online distance mode employed by the IIA-Australia's professional educational program.

### Industry Members

Criteria for nomination and selection of the **industry members** of the Education Committee will be based on:

1. Membership of the IIA-Australia.
2. Employment in a senior position in the internal auditing profession with at least 5 years' experience.
3. Informed understanding of the needs of the profession in terms of the knowledge and skills required of an internal auditor at the point of entry to professional membership of the IIA.
4. Commitment to the IIA's International Professional Practices Framework (IPPF) and Code of Ethics and the role of professional standards in the practice of internal audit.

# Attachment 1- Terms of Reference: Academic Standards and Quality (ASQ) Sub-committee

## ASQ Sub-committee Mandate & Purpose

The Education Committee under its Charter must establish a Sub-committee, to be called the Academic Standards and Quality (ASQ) Sub-committee, to function in accordance with the terms of reference and guidelines approved by the Education Committee.

## ASQ Sub-committee Reporting

The ASQ Sub-committee reports to the Education Committee of the IIA-Australia. This will be a standing agenda item on the Education Committee agenda.

## ASQ Sub-committee Responsibilities

The Education Committee authorises the ASQ Sub-committee to act within the following scope of responsibilities:

1. Determines and ensures implementation of academic and candidate policies and procedures
2. Oversight of assessment standards
3. Quality assurance - Independent collection and analysis of data to ensure compliance
4. Benchmarking

### **1. Determines and ensures implementation of academic and candidate policies and procedures**

- To develop for the Education Committee's approval: standards, rules, policies and procedures with respect to the teaching, delivery and assessment of the IIA- Australia's postgraduate education program
- Ensure that standards, rules, policies and procedures are implemented appropriately and consistently
- Ensure that the IIA-Australia has measures in place to uphold academic integrity and to prevent and detect instances of academic dishonesty
- Ensure that all policies and practices encapsulate a commitment to the scholarship of teaching and learning

### **2. Oversight of assessment standards**

- Receive assessment results from the Technical Advisory (TA) Sub-committee
- Review assessment results according to standards
- Make enquires of the TA Sub-committee as needed
- Recommend the outcomes of final assessments to the Education Committee for approval and release

### **3. Quality Assurance - Independent collection and analysis of data to ensure compliance**

- Monitor quality systems and continuous improvement outcomes, with regard to learning experiences and candidate outcomes
- Ensure that effective mechanisms to collect and act on regular, valid and reliable feedback from stakeholders (e.g. candidate questionnaires) are in place
- Consider and act on relevant data such as teaching evaluations, candidate feedback, candidate attrition, progress rates, grade distributions, course completions and candidate satisfaction
- Ensure consistent academic standards are applied to the GradCertIA

### **4. Benchmarking**

- Ensure there are mechanisms for benchmarking the IIA-Australia's academic performance against other appropriate higher education institutions and professional associations, and identify and act upon areas requiring improvement
- Ensure that external scrutiny and appropriate academic input provide assurance that the standard of the GradCertIA is comparable to Australian universities
- Candidate learning outcomes for the GradCertIA are monitored and periodically compared with those of similar courses in Australian universities and the broader higher education sector

### **ASQ Sub-committee Composition**

- Chairperson – to be an Academic member of the Education Committee
- 2 additional members from the Education Committee
  - 1 Academic
  - 1 Industry
- The IIA-Australia Education Manager

### **ASQ Sub-committee Tenure**

Appointment to the ASQ Sub-committee will be for three years.

### **ASQ Sub-committee Meetings**

- The ASQ Sub-committee must meet a minimum of three times per year.
- A quorum will be the smallest integer greater than half the members.
- Sub-committee members will be invited to disclose conflicts of interest at the commencement of each meeting.
- In the Chair's absence from a meeting, the members of the Sub-committee present at the meeting will select a Chair for that particular meeting.

- Meetings of the ASQ Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion.
- The notice and agenda of ASQ Sub-committee meetings will include relevant supporting papers as appropriate.
- The ASQ Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.
- Minutes of meetings will be prepared and submitted to the ASQ Sub-committee.

### **Evaluating ASQ Sub-committee Performance**

To ensure that the ASQ Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee.
- Provide any information the Education Committee may request to facilitate its review of the ASQ Sub-Committee’s performance and its members.
- Obtain feedback from the Education Committee on the Sub-committee’s performance on an annual basis and implement any agreed actions.

### **Review of ASQ Sub-Committee Terms of Reference**

The Sub-committee should review their Terms of Reference (at least) annually to consider its adequacy and provide assurance that it remains consistent with the Education Committee’s objectives and responsibilities.

Any modifications or replacements to the ASQ Sub-committee’s Terms of Reference must be approved by the Education Committee.

### **Criteria for ASQ Sub-Committee Membership**

- A member of the ASQ Sub-committee must: be a member of the IIA-Australia
- be committed to the IIA’s International Professional Practices Framework (IPPF) and Code of Ethics and the role of professional standards in the practice of internal audit.

# Attachment 2: Terms of Reference – Conduct & Appeals Sub-committee (CA)

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## CA Sub-Committee Mandate & Purpose

The Education Committee under its Charter must establish a Sub-committee, to be called the Conduct & Appeals (CA) Sub-committee, to function in accordance with the terms of reference and guidelines approved by the Education Committee.

## CA Sub-Committee Reporting

The CA reports to the Education Committee of the IIA-Australia. This will be a standing agenda item on the Education Committee agenda.

## CA Sub-Committee Responsibilities

The Education Committee authorises the CA Sub-committee to act within the following scope of responsibilities:

1. Ensuring dissemination of information to candidates and academic staff regarding policies, procedures and rules
2. Receiving, hearing and providing rulings
3. Ensuring continuous improvement

### **1. Ensuring dissemination of information to candidates and academic staff regarding policies, procedures and rules**

- To support management and mitigation of risks arising from the provision of the professional education program, the CA Sub-committee will have oversight of the dissemination and implementation of information to candidates and academic staff
- The IIA-Australia Education Manager is a member of the CA Sub-committee to ensure execution of dissemination and reports on status to the CA Sub-committee

### **2. Receiving, hearing and providing rulings**

- Provide information, advice and training as required on all facets of candidate disciplinary matters and appeals
- Act as a referral and advisory service for candidates seeking support
- Advises and acts to reduce, where possible, incidents of academic misconduct
- Receives notification of candidate misconduct and appeals from the IIA-

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- Convenes a panel of at least two members to investigate candidate allegations, appeals or candidate misconduct and provide rulings
- Maintains complete and accurate records of all matters
- Escalates matters to the Education Committee as required and reports outcomes of rulings

### **3. Continuous Improvement**

- The Education Manager on behalf of the CA Sub-committee will collate and maintain relevant data
- The CA Sub-committee will review data and report to the ASQ Sub-committee
- Annually review rules, policies and procedures pertaining to candidate conduct and appeals

### **CA Sub-committee Composition**

- Chairperson – to be an Academic member of the Education Committee
- 2 additional members from the Education Committee
  - 1 Academic
  - 1 Industry
- The IIA-Australia Education Manager

### **CA Sub-committee Tenure**

Appointment to the Sub-committee will be for three years.

### **CA Sub-Committee Meetings**

- The CA Sub-committee must meet a minimum of once per year
- The Education Manager will convene a panel of the Sub-committee as required
- A quorum will be the smallest integer greater than half the members of the CA Sub-committee
- CA Sub-committee members will be invited to disclose conflicts of interest at the commencement of each meeting
- In the Chair's absence from a meeting, the members of the CA Sub-committee present at the meeting will select a Chair for that particular meeting
- Meetings of the CA Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion

- The notice and agenda of CA Sub-committee meetings will include relevant supporting papers as appropriate
- The CA Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities
- Minutes of meetings will be prepared and submitted to the CA Sub-committee

### **Evaluating CA Sub-Committee Performance**

To ensure that the CA Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee
- Provide any information the Education Committee may request to facilitate its review of the CA Sub-committee's performance and its members
- Obtain feedback from the Education Committee on the CA Sub-committee's performance on an annual basis and implement any agreed actions

### **Review of CA Sub-Committee Terms of Reference**

The CA Sub-committee should review their Terms of Reference at least (annually) to consider its adequacy and provide assurance that it remains consistent with the Education Committee's objectives and responsibilities.

Any modifications or replacements to the CA Sub-committee's Terms of Reference must be approved by the Education Committee.

### **Criteria for CA Sub-Committee Membership**

A member of the CA Sub-committee must:

- not be involved in the setting or marking an assessment for the IIA-Australia.
- be a member of the IIA-Australia.
- be committed to the IIA's International Professional Practices Framework (IPPF) and Code of Ethics and the role of professional standards in the practice of internal audit.

# Attachment 3: Terms of Reference – Technical Advisory (TA) Sub-committee

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## TA Sub-Committee Mandate & Purpose

The Education Committee under its Charter must establish a Sub-committee, to be called the Technical Advisory (TA) Sub-committee, to function in accordance with the terms of reference and guidelines approved by the Education Committee.

## TA Sub-Committee Reporting

The TA Sub-committee reports to the Education Committee of the IIA-Australia. This will be a standing agenda item on the Education Committee agenda.

## TA Sub-Committee Responsibilities

The Education Committee authorises the TA Sub-committee to act within the following scope of responsibilities:

- Recommend the GradCertIA for approval and release by the Education Committee
  - Advise on the development of and approve GradCertIA curriculum including assessments
  - Delegate prescribed responsibilities for Module development to the nominated Module Directors
  - Provide ongoing technical advice on the IIA-Australia postgraduate education program
  - Oversight of assessment standards
  - Ensure continuous improvement
- 1. Recommend the GradCertIA for approval and release by the Education Committee**
- Provide sign off on the GradCertIA
  - Make a recommendation to the Education Committee to approve for release the GradCertIA
- 2. Advise on the development of and approve GradCertIA curriculum including assessments**
- Be the technical/course advisory group for the development of the GradCertIA
  - Review learning materials and resources to provide advice on the currency and emphasis on academic content and references
  - Oversee the theoretical and practical basis of the GradCertIA

- Ensure that there are appropriately experienced academic staff available and clearly identified to provide leadership for key academic tasks such as course development, course co-ordination and course review
- Ensure delivery of the GradCertIA is designed to maximise candidate's achievement of the course learning outcomes
- Ensure GradCertIA assessment tasks are appropriately designed to measure course learning outcomes

### **3. Delegate prescribed responsibilities for Module development to the nominated Module Directors**

- Nominate Academic Directors for each Module in the GradCertIA
- Module Director/s will be named in published Module documentation
- Undertake responsibilities set out in 2. above at the Module level
- Ensure Modules are industry focussed

### **4. Provide ongoing technical advice on the IIA-Australia postgraduate education program**

- Provide ongoing technical advice to the IIA-Australia on the GradCertIA once it has been approved and released

### **5. Oversight of assessment standards**

- Compile assessments results with analysis and commentary including trends, percentage passes, etc. and present to the ASQ Sub-committee

### **6. Ensure continuous improvement**

- Analyse and provide data for continuous improvement of the GradCertIA to the ASQ Sub-committee

## **TA Sub-committee Composition**

- Chairperson – to be an Academic member of the Education Committee
- 3 additional academic members, where possible
- The IIA-Australia Education Manager

## **TA Sub-committee Tenure**

Appointment to the TA Sub-committee will be for three years.

## **TA Sub-committee Meetings**

- The TA Sub-committee must meet a minimum of one time per year.
- A quorum will be the smallest integer greater than half the members of the TA Sub-committee.
- TA Sub-committee members will be invited to disclose conflicts of interest at

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the commencement of each meeting.

- In the Chair's absence from a meeting, the members of the TA Sub-committee present at the meeting will select a Chair for that particular meeting.
- Meetings of the TA Sub-committee may be held face-to-face or through any technological means by which members can participate in a discussion.
- The notice and agenda of TA Sub-committee meetings will include relevant supporting papers as appropriate.
- The TA Sub-committee may invite any such other persons to attend as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities.
- Minutes of meetings will be prepared and submitted to the TA Sub-committee.

### **Evaluating TA Sub-committee Performance**

To ensure that the TA Sub-committee is fulfilling its duties, it will:

- Undertake an annual assessment of its performance against the requirements of this Terms of Reference and provide that information to the Education Committee
- Provide any information the Education Committee may request to facilitate its review of the TA Sub-committee's performance and its members
- Obtain feedback from the Education Committee on the TA Sub-committee's performance on an annual basis and implement any agreed actions

### **Review of TA Sub-committee Terms of Reference**

The TA Sub-committee should review their Terms of Reference (at least) annually to consider its adequacy and provide assurance that it remains consistent with the Education Committee's objectives and responsibilities.

Any modifications or replacements to the TA Sub-committee's Terms of Reference must be approved by the Education Committee.

### **Criteria for TA Sub-committee Membership**

A member of the TA Sub-committee must:

- be a member of the IIA-Australia
- be an academic employed by a recognised tertiary institution
- have, as a minimum, a Master's degree in their area of specialisation, and preferably a Doctoral degree
- have appropriate experience teaching postgraduate students
- have a sound research background and be actively engaged in research
- have experience across a range of instructional methodologies including the online distance mode employed by the IIA-Australia's professional educational program.

**Connect > Support > Advance**