

Governance Framework

Navitas Professional Institute

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Related Documents

- NPI Constitution¹
- College Council Charter
- College Council Meeting Protocols
- NPI Standing Orders: Rules for Committees and Subcommittees²
- NPI Terms of Reference of non-standing committees of the Academic Board (*includes Terms of Reference for Course Advisory Committees*).
- NPI HREC Working Protocols and Procedures
- NPI Governance Framework Membership Role Matrix

Terminology

In this document

Academic Board means the NPI Academic Board

College Council means the NPI College Council

Position titles listed in this document are positions within NPI unless otherwise stated.

¹ NPI Pty Ltd Constitution.

² This document sets out the "rules" on the way in which committee business is conducted. Where the College Council's Terms of Reference or Meeting Protocols, or the Terms of Reference or other meeting protocols of the Academic Board or a committee/subcommittee are silent on some point covered in these Standing Orders, it is NPI's practice to follow these *Standing Orders: Rules for Committees and Subcommittees*.



The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) division of Navitas Limited. These colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's courses delivered by NPI Pty Ltd trading as ATTC. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.

This document describes the governance framework for the Navitas Professional Institute (NPI) and its colleges. The governing body is the Board of Directors. The constitution specifically identifies the NPI College Council and NPI Academic Board as committees to which Board powers may be delegated. Through delegations from the Board of Directors, the College Council is empowered to be the effective governing body of NPI and its colleges, with overall responsibility for the pursuit of the vision and mission of NPI and its colleges as contained in the objects of the Company Constitution.

The objects and purpose of the Company are to improve professional practice through the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship. The Company has the following principal functions for the promotion of its objects and purposes:

- a) To disseminate knowledge and promote scholarship;
- b) To provide courses of study or instruction across a range of fields in Australia and the Asia-Pacific region;
- c) To provide learning and teaching that encourage the advancement, development and application of knowledge informed by free inquiry;
- d) To maintain high standards of professionalism and ethics;
- e) To contribute to the community with a sense of integrity, equity and social justice;
- f) To confer, after appropriate assessment, educational awards as may be accredited by relevant educational bodies, authorities and agencies;
- g) To provide facilities and resources for the general welfare and development of enrolled students;
- h) To create an environment that empowers and supports the personal and professional development of enrolled students and staff of the Company;
- i) To foster a teaching and learning environment that is engaging, challenging, flexible, rewarding and encourages lifelong learning;
- j) To offer opportunities for development and further training to teaching and other staff of the Company;
- k) To meet the needs of employers, professional bodies and the community through graduating students who are ready to work;
- l) To provide programs and services in ways that reflect principles of equity;
- m) To develop corporate and academic governance, rules, admission and other policies, quality assurance and other processes and financial and other arrangements that are underpinned by the values and goals above and are sufficient to ensure the integrity of the Company's programs; and
- n) To provide returns to shareholders aligned with the expectations of being a commercial enterprise.

The College Council oversees the implementation of the Strategic Plan in pursuit of these objects. The Academic Board is empowered by Board delegation to oversee the academic pursuits of NPI colleges. There is an important separation of powers between the College Council and the Academic Board. Whilst the Academic Board reports to the College Council, the Academic Board has been created by Board delegation. Accordingly, the Academic Board is independent of the College Council with regard to academic matters.

The diagram herein shows the relationship between NPI's governing bodies and their various committees and subcommittees. By delegation of the Board of Directors NPI's College Council is the effective corporate governing body (CGB) and Academic Board the effective academic governing body reporting through the College Council. All other committees and subcommittees are management committees overseen by the governance committees. Of these committees, the Executive Committee plays an important third principal component in NPI's governance framework as through this Committee executive management implements policies, programs and processes, including through decisions about staffing, budgets and infrastructure. It is ultimately responsible and accountable to the College Council for effective implementation of both corporate and academic objectives. All components in NPI's governance framework have interdependent and overlapping functions to some degree but their principal roles and responsibilities are clearly defined through their Terms of Reference. This is balanced through effective communication, cooperation and collaboration through the three principal components. The Principal Executive Officer (PEO) of NPI and its colleges is the Principal and Executive General Manager who is a member of the College Council and Academic Board, and also Chairperson of the Executive Committee. The Dean Academic, NPI is a member of the Academic Board, College Council and Executive Committee.

The Standing Orders (and where applicable Meeting Protocols) guide the way that business is conducted by NPI's governing bodies and committees.

1 Background**1.1 Purpose**

This document has been developed to assist the College Council and Academic Board and each Committee and working group appointed or overseen by College Council and Academic Board to fulfil its Membership functions and duties as outlined in the Standing Orders: Rules for Committees and Subcommittees and Terms of Reference for the Committee, and describes the procedures that must be followed by the Committee in performing those functions and duties.

1.2 Variation

These protocols will be reviewed by College Council from time to time and will be varied as the College Council considers appropriate.

2 Appointment and Skills of Committee Members

- 2.1 Committee or subcommittee members will serve for a period of 3 years. Management shall give consideration to any need for variation of the recommended terms of office.
- 2.2 Committee members of each committee and working group appointed or overseen by the College Council or Academic Board may be appointed and removed by the Committee Chairperson, with the approval of the College Council.
- 2.3 Appointments of internal members of Committees should broadly reflect the mix of qualifications, seniority and experience suitable for functions of the Committee.
- 2.4 Appointments of external members to Committees should broadly reflect the diversity of the population as well as the seniority and appropriate experience suitable for functions of the Committee.
- 2.5 Appointments of internal and external members of a Committee should take account of gender representation and should also be representative of the rich diversity of the Australian higher education and vocational education sectors, and other constituents of importance to the College and its functioning.
- 2.6 A Committee member may resign from the Committee by notice in writing to the Committee Chairperson.
- 2.7 A Committee may co-opt members on the basis of their experience as necessary.

3 Minutes

- 3.1 The secretary appointed by the Committee must minute all Committee meetings and the Chairperson must sign the minutes within a reasonable time after the meeting.
- 3.2 The Chairperson is responsible for ensuring the minutes are accurately recorded, prepared and distributed.

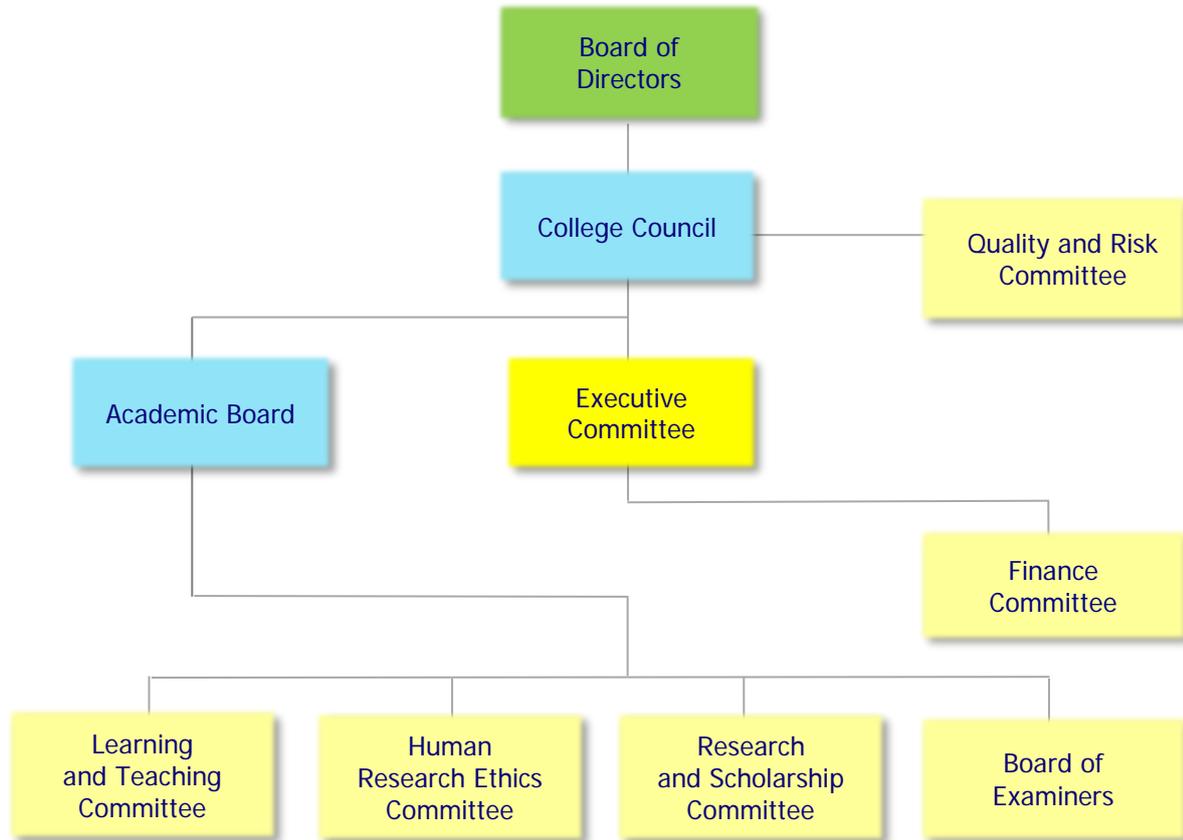
4 Resourcing

- 4.1 The College Council allocates internal human and financial resources at the reasonable expense of the College on request of the Committee Chairperson to enable the Committee to carry out its terms of reference.

5 Independent Advice

- 5.1 The College Council may commission independent advice or assistance at the reasonable expense of the Colleges on request of the Committee Chairperson to further assist the Committee in carrying out its terms of reference.

NPI GOVERNANCE STRUCTURE DIAGRAM



Legend

- Board of Directors of Company
- Effective governing bodies (by delegation of Board of Directors)
- Executive Management Committee
- Other Management Committees

1 Role

The Board of Directors is the governing body of the Navitas Professional Institute (NPI) and its colleges. It has final governance responsibility of all matters associated with NPI colleges.

2 Functions

The functions of the Board of Directors are to:

Pursue the objects and principal purposes of the Navitas Professional Institute (NPI) and its colleges, which are to improve professional practice through the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship. NPI has the following principal functions for the promotion of its objects and principal purposes:

1. To disseminate knowledge and promote scholarship;
2. To provide courses of study or instruction across a range of fields in Australia and the Asia-Pacific region;
3. To provide learning and teaching that encourage the advancement, development and application of knowledge informed by free inquiry;
4. To maintain high standards of professionalism and ethics;
5. To contribute to the community with a sense of integrity, equity and social justice;
6. To confer, after appropriate assessment, educational awards as may be accredited by relevant educational bodies, authorities and agencies;
7. To provide facilities and resources for the general welfare and development of enrolled students;
8. To create an environment that empowers and supports the personal and professional development of enrolled students and staff;
9. To foster a teaching and learning environment that is engaging, challenging, flexible, rewarding and encourages lifelong learning;
10. To offer opportunities for development and further training to teaching and other staff.
11. To meet the needs of employers, professional bodies and the community through graduating students who are work ready;
12. To provide programs and services in ways that reflect principles of equity;
13. To develop corporate and academic governance, rules, admission, and other policies, quality assurance and other processes and financial and other arrangements that are underpinned by the values and goals above and are sufficient to ensure the integrity of college programs; and
14. To provide returns to shareholders aligned with the expectations of being a commercial enterprise.

The above functions of the Board of Directors are delegated to the College Council and Academic Board by written resolutions pursuant to section 248A of the Corporations Act.

The College Council is delegated the powers and authorities to:

- Pursue the mission and vision of the College;
- Carry out the objects and purposes of the Company set out in the constitution of the Company; and
- Undertake the functions set out in the constitution of the Company and all other functions which are incidental or convenient for the purposes of the above power and authority, including without limitation:
 - Provide advice regarding the overall operations of the Colleges from a strategic perspective;
 - Monitor the implementation of the Colleges' Strategic Plan;
 - Oversee and monitor the overall quality of the College's services;
 - Oversee the Academic Board;
 - Confer academic awards;
 - Establish any necessary committees to meet the Colleges' requirements; and
 - Initiate reviews and improvements.

The Academic Board is delegated the powers and authorities to:

- Approve new courses and changes to existing courses consistent with registration and accreditation requirements;
- Monitor and approve student results and scholarships;
- Oversee and monitor the academic quality of programs and courses;
- Initiate academic reviews and improvements;

- Develop, approve and implement academic policies and procedures; and
- Report to the College Council consistent with the objects and purposes of NPI and its colleges.

3 Membership

The Board of Directors consists of:

- Rod Jones, Chief Executive Officer of Navitas Limited, the parent company;
- Richard Arkell, Chief Operating Officer, Navitas Professional and English Programs Division (PEP); and
- Andrew Little, Principal and Executive General Manager, NPI.

The Navitas Company Secretary, Hugh Hangchi, is responsible for recording, preparing and distributing the minutes for each meeting.

4 Frequency of meetings

The Board of Directors meets on a date and time according to a pre-established schedule.

1 Role

Through delegation from the Board of Directors, the College Council is empowered to be the effective governing body of NPI and its colleges, with overall responsibility for the pursuit of the vision and mission of NPI and its colleges as contained in the objects of the Company constitution. The College Council is delegated the powers and authority to:

- Pursue the Mission and Vision of NPI and its Colleges;
- Carry out the objects and purposes of the Company set out in the constitution of the Company.

2 Functions

The College Council undertakes the functions set out in the constitution of the Company and all other functions which are incidental or convenient for the purposes of the above power and authority, including without limitation:

- Provide advice regarding the overall operations of the Colleges from a strategic perspective;
- Monitor the implementation of the Colleges' Strategic Plan;
- Oversee and monitor the overall quality of the Colleges' services;
- Oversee the Academic Board;
- Confer academic awards;
- Establish any necessary committees to meet the Colleges' requirements; and
- Initiate reviews and improvements.

3 Membership

The College Council consists of:

- Chief Operating Officer, Navitas PEP Division
- Principal and Executive General Manager
- Dean Academic
- Chair of the Academic Board
- Senior Staff member of University Programs Division, Navitas
- Three-five external independent members.

The Chairperson of the College Council is the Chief Operating Officer, Navitas PEP Division.

4 Frequency of meetings

The College Council meets a minimum of three times per year according to a pre-established schedule.

5 Subcommittees

- Academic Board
- Executive Committee
- Quality and Risk Committee

6 Conduct of business

The business of the Council and its subcommittees shall be conducted as set out in the College Council Meeting Protocols. Where the College Council's Meeting Protocols are silent on some point covered in the *Standing Orders: Rules for Committees and Subcommittees* it is NPI's practice to then follow these Standing Orders,

2.1 QUALITY AND RISK COMMITTEE

1 Role

The role of the Quality and Risk Committee is to ensure that the NPI colleges develop and maintain internal systems of quality assurance and continuous improvement to maintain and improve the quality of the Colleges' educational programs. It also oversees and monitors risk management practices, including responses to internal and external audits.

2 Functions

The functions of the Quality and Risk Committee are to:

- Oversee and provide advice on the quality assurance systems of the Colleges;
- Oversee internal and external educational self-assessments, including VET and National Code self-assessments, and regulatory audits, and provide advice on reported outcomes;
- Oversee and monitor NPI's Risk Management Plan;
- Provide advice on outcomes of college reports in connection with education program quality and risk management; and
- Monitor long term trends in graduate outcomes and provide advice on reported outcomes.

3 Reporting

The Quality Committee reports to the College Council.

4 Membership

The Committee consists of:

- A member of the College Council
- An external representative appointed by the College Council
- The Dean Academic or other member of the Academic Board
- The Principal and Executive General Manager
- The Chairperson, Learning and Teaching Committee
- The Head of VET
- The Registrar
- The Director Marketing
- The Director Quality and Accreditation.

The Chairperson of the Quality and Risk Committee is appointed by the College Council.

5 Frequency of meetings

The Quality and Risk Committee meets quarterly on a date and time according to a pre-established schedule.

6 Conduct of business

- The business of the Committee shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

1 Role

The Academic Board oversees the educational processes involved in designing, delivering and assessing NPI programs.

2 Functions

The functions of the Academic Board are to:

- Approve new courses and changes to existing courses consistent with registration and accreditation requirements;
- Monitor and approve student results and scholarships;
- Oversee and monitor the academic quality of programs and courses;
- Initiate academic reviews and improvements;
- Develop, approve and implement academic policies and procedures; and
- Report to the College Council consistent with the objects and purposes of NPI and its colleges consistent with the objects and purposes of the company.

3 Reporting

The Academic Board reports to the College Council.

4 Membership

The Board consists of:

- Chairperson
- Principal and Executive General Manager
- Dean Academic
- Dean Development and Partnerships
- Heads of School (ACAP) and Academic Heads of NCPS and HSA
- Head of VET, NPI
- Senior Manager, Educational Technology and Support
- Two Academic staff representatives to be elected by Academic staff, (one from higher education and one from VET)³
- Academic staff with full professorial status
- Two student representatives (being one undergraduate student and one postgraduate student, one of whom must have studied at least one module by the online mode of study)
- A minimum of three independent members.

The Chairperson of the Academic Board is an external appointee of high academic standing and appropriate experience.

5 Frequency and duration of meetings

The Academic Board meets six times per year on a date and time according to a pre-established schedule. Academic Board meetings shall normally be 3 hours in duration.

6 Subcommittees

- Learning and Teaching Committee
- Human Research Ethics Committee
- Research and Scholarship Committee
- Board of Examiners

7 Conduct of business

The business of the Academic Board and its subcommittees shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees. This includes Sections 5 and 6 of these Standing Orders which outline the conditions for appointing the Board's Chair and external members.

³ Representatives from higher education and VET will be recommended by a specific school within each sector annually. The schools will be determined by the Dean Academic, in consultation with the Chair of the Academic Board, to ensure all schools are represented on a rotational basis.

3.1 LEARNING AND TEACHING COMMITTEE

1 Role

The Learning and Teaching Committee provides advice and makes recommendations to the Academic Board on NPI's strategic directions, priorities and quality assurance processes for learning and teaching. In doing so, the Committee supports achievement of the NPI's academic goals.

2 Functions

The function of the Learning and Teaching Committee is to advise and make recommendations to the Academic Board on academic matters. Embedded in this function are the following actions:

- 2.1 Respond to requests from the Academic Board related to learning and teaching.
- 2.2 Act as a forum for strategic advice to NPI's colleges on matters relating to teaching and learning.
- 2.3 Promote academic scholarship in learning and teaching processes.
- 2.4 Promote effective design and implementation of learning, teaching and assessment practices.
- 2.5 Review and guide implementation of the NPI's academic policies and programs.
- 2.6 Monitor progress against NPI's Learning and Teaching plan.
- 2.7 Establish working parties where needed to develop learning and teaching strategies, implementation plans and procedures.

3 Reporting

The Committee reports to the Academic Board.

4 Membership

The Committee consists of:

- The Dean Academic (ex officio)
- Heads of School ⁴ or delegate (ex officio)
- The Deputy Registrar and Director of Student Success (ex officio)
- General Manager, Navitas Learning and Teaching Services, Navitas or delegate (ex officio)
- Senior Manager, Library Services
- One academic/teaching staff representative from across each of NPI's academic faculty departments and schools.

The Chairperson of the Committee shall be the Dean Academic or Dean Academic's delegate. The Chairperson has delegation to co-opt members on a needs basis.

5 Length of Term of Co-opted Members

Co-opted members will be appointed for a period as determined by the Chair, but for a period no greater than 12 months.

6 Frequency of meetings

The Committee will convene as required. However, as a minimum, the Committee should convene at least six (6) times per year.

7 Executive officer

The Executive Officer of the Committee shall be the Faculty Coordinator.

8 Quorum

Quorums must be consistent with requirements stated in the Standing Orders Rule for Committees and Subcommittees.

9 Subcommittees

The Committee may establish regular or ad hoc subcommittees or working parties to assist in performing its role, including expediting ethical appraisal of minimal risk research projects. The subcommittee or working party Chairperson should be appointed from members of the Committee. Subcommittee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Committee.

10 Conduct of business

The business of the Committee and its subcommittees shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

⁴ Defined as ACAP, NCPS, HSA, ATTC and their designated academic schools

1 Role

The role of the Human Research Ethics Committee (HREC) is to assess and determine whether proposed human research studies of NPI students and staff meet the guiding ethical values and principles set-out in the [National Statement on Ethical Conduct in Human Research 2007](#).

No human research project undertaken by a student or staff member may proceed without prior consideration and approval via a written protocol of this Committee.

The Committee will abide by and ensure that the protocol and procedures for the research comply with the Values and Principles of Ethical Conduct outlined in the National Statement on Ethical Conduct in Human Research [March 2007], issued by the National Health and Medical Research Council (NHMRC) in accordance with the NHMRC Act, 1992 (Cwth.), the Australian Code for the Responsible Conduct of Research jointly issued by the NHMRC, the Australian Research Council and Universities Australia (2007), the Value and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (NHMRC 2003), and all other relevant Acts and legislative requirements including the Guidelines under Section 95 of the Federal Privacy Act, 1988, and the NSW Privacy and Personal Information Protection Act, 1998.

2 Functions

The functions of the HREC are to:

- Advise NPI colleges in relation to NPI's commitment to meeting the highest standards of ethical and professional behaviour with respect to research involving humans, such as to protect the interests of research participants, investigators and the NPI's colleges, with due regard to applicable Australian legislative and contractual obligations, and national, international and professional codes of conduct and community standards and expectations;
- Advise the colleges in relation to its development, establishment or revision of working policies and procedures to assist in the function and performance of the Committee, including the Committee's establishment of regular or ad hoc subcommittees or working parties and/or the appointment of regular or ad hoc committee delegate(s);
- Liaise with the Research and Scholarship Committee as required to ensure ethical standards for all research and scholarship activities are maintained;
- Assess the research merit and ethical integrity of staff research proposals involving humans and determine whether they are acceptable on scholarly or scientific and ethical grounds;
- Assess the research merit and ethical integrity of student research proposals involving humans and determine whether they are acceptable on scholarly or scientific and ethical grounds;
- Ensure the Colleges maintains a register of proposed and approved research projects involving human participants and communicate information on request to appropriate national bodies;
- Monitor the progress of HREC approved human research projects to ensure continued compliance with ethical standards through the receipt and consideration of the annual human research progress reports submitted to the Committee by current holders of HREC ethics approval for conducting research;
- Report annually to Academic Board via the Dean Academic; and
- Advise the colleges in relation to content for Human Ethics Research related reports that the Colleges is required to provide to external authorities, including the annual report to the National Health and Medical Research Council (NHMRC).

3 Reporting

The HREC reports to the Academic Board.

4 Membership and Meeting Protocols

The minimum membership ([National Statement on Ethical Conduct in Human Research, 2007, Section 5.1](#)) of a Human Research Ethics Committee (HREC) is eight members, being men and women, comprising:

- Chairperson, with suitable experience, whose other responsibilities will not impair the HREC's capacity to carry out its obligations under this National Statement
- At least two lay people, one man and one woman, who have no affiliation with the College, and are not currently involved in medical, scientific, legal or academic work
- At least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (e.g. social worker, clinical psychologist, or allied health professional)
- At least one person who performs a pastoral care role in a community (e.g. an Aboriginal elder, a minister of religion)
- At least one lawyer, where possible one who is not engaged to advise the institution

- At least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend. These two members may be selected, according to need, from an established pool of inducted members with relevant expertise.

No member may be appointed in more than one of the categories listed above, but the Colleges may establish a pool of inducted members in each category.

Wherever possible one or more of the members of the Committee should be experienced in reflecting on and analysing ethical decision-making.

The College Dean Academic, on the advice of the Committee Chairperson, shall ensure the Committee has access to the expertise necessary to enable it to address the ethical issues arising from the categories of research it is likely to consider, and this may necessitate going outside the Committee membership.

The Chairperson of the Committee is elected by the members of the Committee. The Chairperson is elected for a period of two years renewable for an additional third year.

The Committee Secretary, as nominated by the Dean Academic from time to time, is responsible for providing administrative support to the Committee, including:

- Recording, preparing and distributing the minutes of each meeting; and
- Maintaining the College Register of Proposed and Approved Research Projects involving Human Participants, and ensuring the Committee is advised of the currency status of this Register at each Committee meeting.

5 Frequency of Meetings

The HREC meets at least once per trimester.

6 Quorum

Unless otherwise prescribed by external regulatory requirements, the quorum for meetings shall be four (4), including the Chairperson, provided that members unable to attend have had sufficient opportunity to consider agenda items and provide their views.

7 Subcommittees

The Committee may establish regular or ad hoc subcommittees or working parties to assist in its performing its role, including expediting ethical appraisal of minimal risk research projects. The subcommittee or working party Chairperson should be appointed from members of the Committee.

Subcommittee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Committee.

8 Conduct of business

The business of the Committee shall be conducted as set out in the *NPI HREC Working Protocols Procedures*. Where these Protocols and Procedures are silent on some point covered in *NPI's Standing Orders: Rules for Committees and Subcommittees* the committee will follow these Standing Orders.

3.3 RESEARCH AND SCHOLARSHIP COMMITTEE

1 Role

The role of the Research and Scholarship Committee is to support a culture of research and scholarship at Navitas Professional Institute, and to provide oversight of research and scholarship⁵.

2 Functions

The functions of the Research and Scholarship Committee are to encourage and support a culture of research and scholarship by:

- Supporting and facilitating quality scholarship activities across all academic roles, Schools and Colleges;
- Building the capacity for quality academic research and scholarship through the implementation of research grants;
- Collecting annual data on research and scholarship activities of NPI and submit an annual report on research and scholarship outputs to the Academic Board;
- Providing academic review of abstracts submitted for the annual ACAP Conference;
- Develop policies and guidelines for the responsible conduct of research conducted by staff and students of Navitas Professional Institute;
- Liaise with the HREC as required to ensure that research and scholarship activities meet ethical standards.

3 Reporting

The Committee reports to the Academic Board.

4 Membership

The Committee consists of:

- Chair (member of the NPI professoriate nominated by the Dean Academic);
- Deputy Chair appointed by the committee from its membership;
- Dean Academic (ex officio);
- Dean, Development and Partnerships (ex officio);
- Chair of the Human Research Ethics Committee (ex officio);
- Academic representative from each school of NPI who holds a research higher degree, or in the absence of a representative in the school with such qualification, holds a senior position in the school.

The Chair has delegation to co-opt members on a needs basis.

5 Length of Term for Nominated, Elected and Co-opted Members

The Chair will be appointed for a two year period. Elected members will be appointed for a two year period. Co-opted members will be appointed for a period as determined by the Chair, but for a period no greater than 12 months.

6 Frequency of meetings

The Committee will convene as required. However, a minimum of six meetings will be scheduled each year.

7 Executive Officer

The Executive officer of the Committee shall be an NPI administrative staff member.

⁵ The Committee's definition of scholarship is based on the Boyer model (Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. New York: The Carnegie Foundation for the Advancement of Teaching.)

8 Quorum

Quorums must be consistent with requirements stated in NPI's Standing Orders: Rules for Committees and Subcommittees.

9 Subcommittees

The Committee may establish regular or ad hoc subcommittees or working parties to assist in performing its role. The subcommittee or working party Chairperson will be appointed from the membership of the Committee. Subcommittee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Committee.

10. Conduct of business

The business of the Committee shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

3.4 BOARD OF EXAMINERS

1 Role

The role of the Board of Examiners is to determine and approve academic results on behalf of the Academic Board.

2 Functions

The Board of Examiners is a Committee of the Academic Board and has the following delegated authority and associated responsibilities:

- 2.1 Meet as necessary in order to review and approve academic grades recommended by the assessment committees of each School⁶
- 2.2 Review and evaluate assessment data and assessment performance indicators associated with the cohort of results presented for approval.
- 2.3 Seek explanations from Schools if grading patterns are not consistent with NPI Assessment Policy.
- 2.4 Report to the Academic Board all determinations made by the Board of Examiners together with an analysis of the results that relates to appropriate assessment performances indicators and adherence to the Assessment Policy.
- 2.5 Approve grades for release to students.

3 Reporting

The Board of Examiners reports to the Academic Board.

4 Membership

The membership of the Board shall comprise:

- Dean Academic (or delegate)
- Heads of School
- The Deputy Registrar and Director of Student Success.

The Chairperson of the Committee shall be the Dean Academic or Dean Academic's delegate. The Chairperson has delegation to co-opt members on a needs basis.

The Executive Officer of the Board shall be the Faculty Coordinator.

5 Frequency of meetings

The Board of Examiners is required to meet as necessary in order to determine academic results recommended by the Schools.

6 Quorum

Quorums must be consistent with requirements stated in the *Standing Orders Rule for Committees and Subcommittees*.

7 Subcommittees

The Committee may establish regular or ad hoc subcommittees or working parties to assist in performing its role, including expediting ethical appraisal of minimal risk research projects. The subcommittee or working party Chairperson should be appointed from members of the Committee.

Subcommittee or working party decisions remain interim until ratified at a subsequent deliberative meeting of the Committee.

8. Conduct of business

The business of the Committee shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

⁶ Defined as ACAP, NCPS, HSA, ATTC and designated schools within NPI

1 Role

The Executive Committee is responsible for the efficient conduct of the College's business and is the primary operational decision-making body of the Colleges. This Committee oversees: Colleges operations; directs the Colleges in the implementation of its Strategic Plan and reviews the implementation of its one-year Operational Plan on a quarterly basis.

2 Functions

The functions of the Executive Committee are to:

- Exercise an executive decision-making and coordination role in relation to Colleges business;
- Oversee and implement strategic planning processes to ensure the Colleges is a quality assured learning and teaching organisation for all stakeholders including students and staff;
- Authorise policies and procedures that go to the College Council for final endorsement;
- Monitor the Colleges' human resource performance including WHS, EEO and staffing and resource issues; and
- Review and analyse resourcing requirements for the Colleges.

3 Reporting

The Executive Committee reports to the College Council.

4 Membership

The Committee consists of:

- The Principal and Executive General Manager
- The Dean Academic
- The Registrar
- The Head of VET
- The Dean Development and Partnerships, Academic Director of NCPS and Professor of Psychological Sciences
- The Head of Health

The Chairperson of the Executive Committee is the Principal and Executive General Manager. The Chairperson has delegation to co-opt members on a needs basis.

5 Length of Term of Co-opted Members

Co-opted members will be appointed for a period as determined by the Chairperson, but for a period no greater than 12 months.

6 Frequency of meetings

The Executive Committee meets a minimum of once per month on a date and time according to a pre-established schedule. The Executive Committee is currently meeting on a weekly basis.

7 Subcommittees

- Finance Committee

8 Conduct of business

The business of the Committee shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

1 Role

The Finance Committee is responsible for ensuring that the Colleges provide returns to shareholders aligned with the expectations of being a commercial enterprise. This Committee advises the Executive Committee on: Colleges finances; the financial impact of implementation of its business plans and reviews the implementation of its rolling plan on a quarterly basis.

2 Functions

The functions of the Finance Committee are to:

- Oversee the development of rolling plans;
- Ensure the Colleges and departmental rolling plans are aligned with the strategic and operational plans of NPI;
- Monitor and report on the financial performance of the Colleges and its constituent parts against the rolling plan and prior corresponding periods;
- Monitor and report on the financial position of the Colleges including determining appropriate levels of capital
- Review the fitness and viability of business cases (e.g. business development proposals, course viability decisions) having a material effect on financial performance including assessing return on investment;
- Formulate strategies for improving the Colleges financial position; and
- Periodically review the effectiveness of the finance function.

3 Reporting

The Finance Committee reports to the Executive Committee.

4 Membership

The Committee consists of:

- The Principal and Executive General Manager
- The General Manager, Finance (Navitas PEP Division)
- The General Manager, Navitas Learning and Teaching Services, Navitas
- The Regional Director (QLD, NT), ACAP and HSA.

The Chairperson of the Finance Committee will be the Principal and Executive General Manager.

5 Frequency of meetings

The Committee meets quarterly on a date and time according to a pre-established schedule.

6. Conduct of business

The business of the Committee shall be conducted as set out in NPI's Standing Orders: Rules for Committees and Subcommittees.

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