VET Assessment Panel Terms of Reference

Section 1 - Establishment

(1) The VET Assessment Validation Panel (VAVP) is established under the Academic Programs Committee Terms of Reference.

Section 2 - Functions and responsibilities

(2) The VAVP will review and approve the full suite of pre-validated assessment tools for each unit of competency listed on the Training and Assessment Strategy (TAS) for each course before submission to the TAFE Learning and Teaching Committee (TAFE LTC) and/or Academic Programs Committee (APC).

(3) This will include Curriculum Management System (CMS) proposals for:

a. New addition to scope;
b. Continuing addition (non-equivalent);
c. Transfer (equivalent); and
d. Major amendment – assessment (as described in the VET Course Registration Procedure).

Section 3 - Membership

(4) Membership of the VAVP will comprise:

a. Senior VET Quality Manager or authorised representative;
b. Assessment Specialist VET or authorised representative;
c. Subject matter expert (applicable VET team); and
d. Nominated assessor for the VET unit.

(5) The Senior VET Quality Manager may appoint additional members to the VAVP to ensure appropriate representation from:

a. CDU TAFE;
b. the Academy of the Arts;
c. the Faculty of Health; and
d. Teaching and Learning Connect (TLC).

Section 4 - Chair

(6) The Senior VET Quality Manager is the chair of the VAVP.

(7) If the Chair is unavailable, they will nominate an alternative chair for that meeting.

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Section 5 - Terms of office

(8) VAVP members will remain as members as long as they participate in relevant professional development annually.

Section 6 - Quorum

(9) At a meeting of the VAVP, the quorum is at least two members, including an assessor on the course and the Chair or their delegate.

Section 7 - Meetings

(10) The VAVP will meet as scheduled by the Chair in consultation with the VET Team Leader from the course delivery area.

(11) Matters requiring a resolution or recommendation by the VAVP must be determined by a simple majority. In the event of a tie vote, the Chair will have a casting vote.

(12) The professional conduct of members is always expected. The Chair may call members to order as required.

Section 8 - Agenda

(13) The format for the VAVP is prescribed in the VET Assessment System Policy and Procedure.

Section 9 - Recording and review

(14) Outcomes of the VAVP are recorded in the VET Unit Validation Quality Assurance Tile in the CMS.

Section 10 - Reporting

(15) VAVP approval is reported through the workflows embedded in the VET Unit Validation Quality Assurance Tile In the CMS.

(16) The VAVP will report annually to APC, summarising their work, including how many panels have met, actions, and common themes.

Section 11 - Conflicts of interest

(17) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 12 - Non-Compliance

(18) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin

University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(19) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(20) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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