



A/3.2 AVA CVP Learning and Teaching Committee Terms of Reference

1. Role

The AVA has established the AVA CVP Learning and Teaching Committee to provide oversight of three broad areas of policy relating to: learning and teaching, courses and curriculum (including issues of quality); and academic entitlements of individual students undertaking the AVA Chartered Veterinary Practitioner™ in the areas of admission, enrolment, exemption, assessment, discipline, progression and exclusion, review and appeals and program completion.

The AVA CVP Learning and Teaching Committee is an academic committee accountable to the AVA Chief Executive Officer. The AVA CVP Learning and Teaching Committee will report through the AVA CVP Education Committee to the AVA.

2. Function

The AVA CVP Learning and Teaching Committee will undertake the following responsibilities:

Learning and teaching

- recommends to the AVA CEO policy and procedures on AVA CVP learning and teaching
- advises the AVA CEO on the AVA CVP learning and teaching components of the AVA education plans
- advises the AVA CEO on trends and developments in teaching, teaching technology, learning and assessment and recommends changes to reflect best practice
- promotes high quality and innovative teaching within the AVA CVP through policy development and learning and teaching related funding opportunities (as required) and teaching awards.

Student academic entitlements

- recommends to AVA CEO policy, procedures and rules relating to the academic entitlements of individual students undertaking the AVA CVP education program, in the areas of admission, enrolment, exemption, assessment, discipline, progression and exclusion, reviews and appeals and program completion

Program, courses and curriculum

- reports to AVA CEO on trends and developments relating to the AVA CVP program and course provision, and issues of curriculum enhancement. This may include strategic

reviews of the AVA CVP program and courses to provide analyses of curriculum related issues.

Quality assurance

- AVA CVP Learning and Teaching Committee leads and provides oversight of quality assurance in teaching, programs, courses and curriculum and maintenance of academic standards for AVA CVP education program and students. In particular, the Committee
 - monitors and advises the AVA CEO on national and local quality assurance developments in relation to educational programs and learning and teaching
 - provides advice to program and course coordinators on good practice quality assurance processes in relation to programs, courses and learning and teaching
 - provides comment to AVA CEO on course quality assurance through consideration of reports generated through the AVA’s program quality assurance cycle process
 - provides advice to AVA CEO on academic standards and quality assurance applicable to student academic entitlements
 - approves curriculum developments and discontinuations for AVA CVP in accordance with *B/2.1 Curriculum Design Policy and Procedure*.

The AVA will assign resources to oversee management of AVA CVP development, implementation, and evaluation processes; finance; risk and associated issues; administration.

3. Authority

The AVA’s Chief Executive Officer. The CEO (or their nominee) will endeavour to meet with the Chairperson, AVA CVP Learning and Teaching Committee on an annual basis to discuss matters such as the annual report from the AVA CVP Learning and Teaching Committee or any other issue which may impact on learning and teaching, courses and curriculum (including issues of quality); and academic entitlements of individual students undertaking the AVA Chartered Veterinary Practitioner™ in the areas of admission, enrolment, exemption, assessment, discipline, progression and exclusion, review and appeals and program completion.

3.1 CVP Education Committee Delegations

The AVA CEO has established the following delegations:

Activity	Scope of delegation
Appointment and re-appointment of AVA CVP Learning and Teaching Committee Members	AVA CVP Program Director
All other operational aspects of the AVA CVP Learning and Teaching Committee	AVA Head of Education (upon recommendation by the AVA CVP Program Director and the AVA CVP Program Manager)

4. Membership

The AVA CVP Learning and Teaching Committee will comprise a minimum of seven members as outlined in Membership Category, and not exceed a maximum of 12 members.

Ex-officio members will serve for the duration they hold the appointed position. Nominated student members will be appointed annually (and up to a three-year period) following expressions of interest from currently enrolled AVA CVP students. Nominated AVA SIG members of the Committee serve a term of up to three years.

Reasonable costs incurred on behalf of the AVA will be reimbursed. Pre-approval via the AVA CVP Program Manager must be sought prior to expenditure.

4.1 Membership category

- AVA CVP Program Director *ex officio* as Chair
- AVA CVP Course Coordinator (CVP1010) *ex officio*
- AVA CVP Course Coordinator (CVP1020) *ex officio*
- AVA CVP Course Coordinator (CVP1030) *ex officio*
- AVA CVP Course Coordinator (CVP1040) *ex officio*
- One member nominated by the AVA CVP Education Committee
- One member nominated by and from each AVA Special Interest Group for which a postnominal of the AVA CVP is offered:
 - Small Animal: one member nominated by the ASAV with knowledge of, and current experience in small animal veterinary practice
- Two AVA CVP students nominated by the Chair of AVA CVP Education Committee after receiving expressions of interest

4.2 Responsibilities of AVA CVP Learning and Teaching Committee members

Each member of the AVA CVP Learning and Teaching Committee is entitled to one vote on recommendations tabled for approval.

AVA CVP Learning and Teaching Committee members will:

- attend each scheduled meeting or provide a formal apology at the earliest possible opportunity;
- engage with material circulated ahead of meetings to ensure they are about to contribute meaningfully at the meeting;

4.3 Working parties, co-option and observers

The AVA CVP Learning and Teaching Committee may invite people with specific expertise to provide advice as required and/or observers to attend AVA CVP Learning and Teaching Committee meetings in part or in full. Invited individuals are ineligible to vote on meeting proposals but may provide their opinion if requested by the Chair of the AVA CVP Learning and Teaching Committee.

The AVA CVP Learning and Teaching Committee may form working parties, either from within AVA CVP Learning and Teaching Committee membership or by invitation to people with specific expertise as required. Working parties will elect a project lead from within the group. The working party project lead will be responsible for acting as the conduit between the working group and the AVA CVP Learning and Teaching Committee and will be required to provide written reports to meetings as requested.

5. Meetings, reporting and minutes

Frequency of meetings: AVA CVP Learning and Teaching Committee will meet as per the schedule of meeting dates. Special meetings may be called by the Chair of the AVA CVP Learning and Teaching Committee as required.

Format of meetings: A combination of face-to-face and online conferencing.

Reports to: AVA CEO. A report on governance and/or operational matters from each meeting may be referred to the AVA Board and/or members of the AVA Executive Leadership Team.

Minutes: Meetings may be audio and/or video recorded and will be formally minuted.

6. Member conduct

Members of the AVA CVP Learning and Teaching Committee are to:

- exercise objectivity and integrity in the discharge of their duties and responsibilities;
- refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- exercise sound judgement guided by the highest personal standards of honesty and integrity in all matters relating to membership of the AVA CVP Learning and Teaching Committee;
- ensure they do not place themselves in situations which could lead to, or be perceived to, give rise to a conflict of interest;
- disclose to the AVA CVP Learning and Teaching Committee Chair any matter which could compromise, or be seen to compromise, the performance of their duties on the AVA CVP Learning and Teaching Committee or give rise to a perception of a conflict of interest; and
- have a sound understanding of, and demonstrate behaviours consistent with, the AVA's Code of Conduct. The AVA *Code of Professional Conduct* which sets out requirements in relation to conflicts of interest, disclosure, confidentiality, and other policies to be followed by Committee members

7. Review of Terms of Reference

The Terms of Reference will be reviewed by the AVA CVP Learning and Teaching Committee Chair and either the AVA CVP Program Manager or AVA Head of Education annually, or earlier if required by external regulatory bodies.

Relevant stakeholders may attend meetings as appropriate to the Committee's objectives

Agenda and pre-reading papers will be distributed in advance of each meeting

8. Modification History

Version	Date	Source	Details
0.00	01.06.2022	AVA CVP Program Manager	Development of TOR
0.01	13.06.2022	AVA CVP Education Committee	<p>Incorporation of minor revisions to:</p> <ul style="list-style-type: none">• Section 1. Role (to clarify relationship with AVA CVP Education Committee)• Section 2. Function (to clarify role of committee in quality assurance)• Section 4. Membership (to clarify appointment of various membership categories)• Section 6. Member conduct (to clarify resources referred to) <p>Endorsed by AVA CVP Education Committee. Referred to AVA CEO for approval.</p>