

College Education Committee

By-law

BY-LAW PURSUANT TO THE CONSITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND OPERATION OF A COLLEGE BODY

Area of College	Education, Development and Improvement (EDI) Unit
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Approved by	RACP Board
Effective Date	14/08/2026
Next Review Date	27/02/2028
References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the RACP Policy Framework.

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the College Education Committee (the “College Body”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both the Governance of College Bodies By-law and this By-law govern the College Body.

2. PURPOSE

The College Body is delegated by the Board as the peak body for education responsible for the governance of the RACP’s education enterprise, its education strategy, standards and policy, and ensuring the consistent high quality of RACP training, education, and continuous professional development (CPD) programs.

3. FUNCTIONS

The functions of the College Education Committee include:

- a) Oversee RACP’s education strategy and governance in alignment with the RACP Board’s strategic priorities to ensure consistent high quality of RACP training, education and CPD programs and overseas trained physician (OTP) training and assessment.
- b) Approve education policy and standards for RACP education functions for all College training and education and continuous professional development programs including:
 - i. professional standards – broad statements of expected competencies to be attained by all graduates of RACP training programs and maintained throughout expert professional practice;
 - ii. curriculum model;
 - iii. selection into training;
 - iv. teaching and learning;
 - v. assessment;
 - vi. progression through training including certification of training;
 - vii. changes to training program requirements;
 - viii. accreditation of training providers and settings;
 - ix. appointment, support and certification of supervisors;
 - x. continuing professional development;
 - xi. training and assessment for overseas-trained physicians and specialists
- c) Approve both new and amended training and education programs of the College, and any other programs jointly or otherwise auspiced by the College,

against agreed policies and standards, and following agreed stakeholder consultation and endorsement processes including:

- i. training program curricula (including curricula standards, and learning, teaching and assessment programs)
 - ii. teaching and learning processes;
 - iii. supervisory frameworks and support programs;
 - iv. assessment frameworks for trainee education programs;
 - v. assessment frameworks for overseas trained physicians (OTP);
 - vi. continuing professional development programs.
- d) Oversee monitoring and evaluation of training and education, CPD programs and OTP assessment.
 - e) Ensure compliance of RACP education functions with regulatory requirements including the Australian Medical Council and Medical Council of New Zealand | Te Kaunihera Rata o Aotearoa.
 - f) Promote and support development of new educational initiatives.
 - g) Consider relevant differences between the Aotearoa New Zealand (NZ) and Australian contexts.
 - h) Consider relevant differences between the training and education programs of the Divisions, Faculties and Chapters including the differences between those delivered in hospital and non-hospital settings.
 - i) Report to the Board on governance of education and training, CPD and OTP assessment, addressing significant risks, issues and opportunities.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

The membership of the College Body shall comprise up to 21 members, comprising:

5.1. Chair and Deputy Chair

The Chair shall be selected through an open expression of interest process to RACP Fellows, with selection and approval of the Chair by the Board. On the recommendation of the College Body, the Board will appoint one Member to be Deputy Chair.

5.2. Ex-officio Members

- a) College Censor and Chair of the Assessment Committee (appointed by the Board through an expression of interest process)
- b) Chair or Permanent Delegate of the Continuing Professional Development Committee
- c) Chair or Permanent Delegate of the Overseas Trained Physicians Committee
- d) Chair or Permanent Delegate of the Training Program Management Committee
- e) Chair or Permanent Delegate of the Accreditation Committee
- f) Chair or Permanent Delegate of the Curriculum Improvement & Supervision Advisory Committee
- g) Permanent Delegate of the Aboriginal and Torres Strait Islander Health Committee
- h) Permanent Delegate of the Māori Health Committee
- i) Basic Trainee nominated by the College Trainees' Committee
- j) Advanced Trainee nominated by the College Trainees' Committee
- k) Board representative

5.3. Appointed Members

- a) Member of the Adult Medicine Division (Australia)
- b) Member of the Adult Medicine Division (Aotearoa New Zealand)
- c) Member of the Paediatrics & Child Health Division (Australia)
- d) Member of the Paediatrics & Child Health Division (Aotearoa New Zealand)
- e) Member of the Australasian Faculty of Rehabilitation Medicine
- f) Member of the Australasian Faculty of Occupational and Environmental Medicine
- g) Member of the Australasian Faculty of Public Health Medicine
- h) Member of a Chapter (on rotation between Chapters).

5.4. Independent Community Members

Up to one independent community member comprising:

- a) Permanent Delegate of the Consumer Advisory Group.

5.5. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

Members of the College Body may have multiple responsibilities.

5.6. Executive Committee

5.5.1 Establishment of an Executive Committee

Subject to Board approval, the CEC may (but is not required to) establish an Executive Committee to conduct business on behalf of the CEC in the intervening periods between meetings.

5.5.2 Role of the Executive Committee

The Executive Committee shall convene in the intervening periods between meetings and as otherwise required by the College Body, to exercise such powers of the College Body in managing its business and interests, as may be delegated to it by resolution of the College Body or as the Chair, in certain cases may decide.

5.5.3 Membership of the Executive Committee

- a) Chair of the CEC
- b) Deputy Chair of the CEC
- c) One member of the CEC, appointed by the CEC membership through an expression of interest process
- d) Up to two members of the CEC, as appointed by the Executive as co-opted members should certain skills be required in business considerations.

The Executive Committee shall always have an odd number of members to ensure majority decision-making processes.

6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1. College Body Attendance

One Basic and one Advanced Trainee may be invited by the Chair to attend meetings of the CEC as observers. The Basic and Advanced Trainee shall not be considered as part of the College Body quorum, and only have the right to a proxy vote, should either of the standing trainee members not be in attendance at a meeting. The Chair shall have the discretion as to what part of parts of the CEC meeting papers shall be provided to the invited Basic and Advanced Trainees under this clause.

6.2. Number of Meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference, face to face or videoconference. The College Body may hold up to two (2) face to face meetings per calendar year.

6.3. Chair

The Chair or their appointee will Chair all meetings.

6.4. Quorum

A quorum is one half of the total College Body membership.

6.5. Voting

Decisions will be made by consensus of the majority of members.

6.6. Minutes

The proceedings of all meetings of the College Body shall be recorded in the minutes.

6.7. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6.8. College Body Reviews

The College Body is to undertake a skill and experience review annually.

The College Body is to review their performance against this By-law every two (2) years.

7. SUBCOMMITTEES AND WORKING GROUPS

The College Body may create such other committees or time-limited or specific purpose working groups as it may determine from time to time.

8. REPORTING

The College Body must report and make recommendations to the Board (Parent Body) as required.

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

9. REVIEW OF BY-LAWS

These By-laws will be reviewed each three years.

10. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians

Term	Means
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as the Governance of College Bodies By-law
Member	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

11. HISTORY

Commencement		
This By-law was approved by the Board and commenced on 9 December 2011		
Revision	Effective Date	Summary of Changes
1.0	27/7/12	Removal of order priority clause – now in the Governance of College Bodies By-Law
2.0	25/5/13	- Revision of CEC By-Laws – as per agreed changes to membership from the approved Education Governance proposal December 2012. - Membership amended to one Faculty member on the CEC and one Divisional Advanced Training Committee member. - The appointment of the Chapter and Faculty members who currently serve on the CEC Executive as the initial Chapter and Faculty members of the new College Education Committee. - The appointment of the current Chairs of the OTP and CPD EAGs as interim members of the new CEC. - The appointment of a member with specialist skills in Education and Training.
3.0	19/3/15	- Amending clause 2.2.6 to allow the CEC to identify an appropriate Chair or delegate of a Divisional Advanced Training committee as a member of the CEC. - Deleting clauses 2.3 and 2.4 relating to terms of committee membership and number of committee meetings held each year respectively, as these matters are covered in the Governance of College Bodies By-Law.
3.1	12/11/15	Inserted 2.2.2 position of College Censor
4.0	4/5/2020	- Update to CI 2.2.1 to change the Chair of the CEC from being a Director, to being appointed through an open EOI process to RACP Fellows, with selection and approval by the Board. - Insert new CI 2.2.2 to include a Board Director as part of the membership of the CEC (and subsequent clause re-numbering) - Addition of CI 2.2.17 to include a consumer representative as part of the Committee's membership – as approved by the Board in 2018. - Increase the membership of the CEC from a maximum of 15 to a maximum of 17.

		• Include Aotearoa before New Zealand, as consistent with College practice.
4.1	10/02/2023	• Addition of 5.5 Executive Committee, and addition of 6.1 Committee Attendance to permit two additional trainees to attend meetings as observers.
5.0	07/11/2025	• Terms of Reference converted to new governance template. • Update Clause 3 to improve clarity and alignment of functions with the Board-approved Education Governance Structure. • Update Clause 5.2 and 5.3 to align membership with the Board-approved governance model, including: ○ Addition of Indigenous member representation. ○ Addition of Division, Faculty and Chapter representatives as members in their own right, rather than through Division, Faculty and Chapter education committees (removed as de-established). ○ Addition of Chairs of the new lead education committees. • No substantive changes to the committee's purpose or authority; amendments primarily reflect governance alignment and membership updates arising from the implementation of the new education governance structure.
5.1	9/12/2025	• Under Appointed Members, changed 'Permanent Delegate' to 'Member'.