

Training Program Reference Group

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	11 September 2026
Next Review Date	April 2026
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](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Training Program Reference Group (College Body) is established under the authority of the College Education Committee (Parent Body) to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Indigenous Object

The activities of the College Body will demonstrate a clear commitment to Indigenous aspirations and outcomes, guided by the Indigenous Objects set out in the [RACP Constitution](#). The College Body will actively support and advance initiatives that embed cultural safety across the RACP, for both members and staff.

2. PURPOSE

The College Body provides a forum for establishing and maintaining alignment across RACP training programs, and for consulting on proposed new or amended strategies or policy changes in education.

3. FUNCTIONS

The functions of the College Body are:

- a) Provide advice and feedback to the CEC on proposed education strategies, policy and program changes from a strategic and operational perspective.
- b) Support harmonisation of all aspects of Division, Faculty and Chapter training program requirements and assessment across Aotearoa New Zealand and Australia.
- c) Assist in ensuring standardisation and continuous improvement of training delivery across all specialty areas.
- d) Enable wider consultation and collaboration with key stakeholders, jurisdictions and government as required.
- e) Act as the forum where Training Program Committees, through their Chairs or delegates, can receive professional development, updates and information from the College relating to specific areas of interest, for example policy and governance related issues.
- f) Nominate representatives to other College bodies as required.

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 College Body shall comprise up of the Chair, or delegate, of each Training Program Committee and Training Program Subcommittee.

The Chair may invite representatives from stakeholder groups to participate in specific fora, including jurisdictions and Specialty Societies, as required.

6. MEETING

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

6.1. Number of Meetings

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

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

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

6.4. Voting

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

6.5. Secretariat

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

7. REPORTING

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

8. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
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
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law

Term	Means
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	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

9. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from September 2026 onwards, must be approved by the CEC.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
1.0	N/A	Final Terms of Reference incorporating feedback from staff and members during May-July consultation. Reference to the College Indigenous Object also included.