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Terms of Reference

Curriculum Advisory Group

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF
ADVISORY GROUP OF THE COLLEGE EDUCATION COMMITTEE TO BE KNOWN AS
THE CURRICULUM ADVISORY GROUP**



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1 INTRODUCTION AND PURPOSE

- 1.1 The College Education Committee has established the Curriculum Advisory Group (the **Advisory Group**) to operate in accordance with these Terms of Reference (***The Curriculum Advisory Group Terms of Reference***)
- 1.2 The College Education Committee has established the Advisory Group to:
 - 1.2.1 develop draft graduate outcomes for RACP training and make recommendations about monitoring, evaluating, refining, and updating the outcomes
 - 1.2.2 develop common standards for Advanced Training curricula, identify synergies and share best practice.
 - 1.2.3 act as a review panel for revised curricula standards
 - 1.2.4 provide advice on learning resources to support the curriculum.
 - 1.2.5 provide advice on strategies and methods for assessment.
 - 1.2.6 provide advice on the accreditation standards that support the implementation of curricula in training sites and settings.
 - 1.2.7 provide advice on the process for curricula renewal.
 - 1.2.8 provide advice on the evaluation of curricula.
 - 1.2.9 promote the changes necessary for curricula renewal and champion the process.
- 1.3 The Advisory Group must not:
 - 1.3.1 enter into contractual relationships; or
 - 1.3.2 represent or imply in any way that the Advisory Group is a body independent of the College.

2 COMPOSITION OF THE ADVISORY GROUP

- 2.1 The Advisory Group shall comprise up to 15 members, one of whom the CEC will appoint to Chair the Advisory Group.
- 2.2 Division Education Committees, Faculty Education Committees, Chapter Education Committees, and Continuing Professional Development Committees will be invited to nominate representatives with interest and expertise in curricula development to join the Advisory Group. Remaining positions will be selected from expressions of interest.
- 2.3 The Advisory Group will have the authority to seek advice and input from members and non-members with special expertise as required.

3 DURATION OF ADVISORY GROUP

- 3.1 The Advisory Group is created for an initial period of five years.
- 3.2 The initial period of five years will start from the date of the first meeting of the Advisory Group.



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- 3.3 The College Education Committee may extend the period of operation of the Advisory Group but unless extended by the College Education Committee the Advisory Group will become dormant five years after the date of the first meeting of the Advisory Group.
- 3.4 If the period of operation of the Advisory Group is extended by the College Education Committee, the Advisory Group will become dormant at the expiry of the first or any subsequent extension period.
- 3.5 The term of the Advisory Group was extended by an additional three years by the College Education Committee.
- 3.6 The term of the Advisory Group was extended by the College Education Committee, to December 2023.

4 MEETINGS

- 4.1 The Advisory Group shall meet face to face no more than once per calendar year.
- 4.2 The Advisory Group shall meet by teleconference at intervals that it determines.

5 REPORTING

- 5.1 The Advisory Group must report to the College Education Committee within one month of each meeting of the Advisory Group.
- 5.2 The Advisory Group must provide an annual work plan of its proposed activities to the College Education Committee by the end of February of each year for the College Education Committee approval.

6 DEFINITIONS

“Board”	means the Board of Directors of the College
“College”	means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	has the same meaning as set out in the College’s Constitution
“Trainee”	has the same meaning as set out in the College's Constitution.

Approved by College Education Committee on the 15th day of August 2014



Terms of Reference History as from 15 August 2014		
Commencement of Terms of Reference		
These Terms of Reference were approved by College Education Committee on 15 August 2014 and commenced on that date.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced
2.1	Increase maximum number of members from 13 to 15.	6 November 2015
1.2	Updates to the purpose statement	7 July 2017
3.5	Group term extended by three years to November 2022.	17 May 2019
4.1	Change from maximum two to maximum one face-to-face meeting per year, as advised by Company Secretary.	1 April 2021
3.5	Group term extended to December 2023	2 December 2022