



TRAINEE COMMITTEE

Council of Education

1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Committee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the Trainee Committee (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE))
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operations of the committee.

2. MEMBERSHIP

- (a) Ex-officio members
- the Trainee representative on the ACEM Board pursuant to clause 8.1.7 of the Constitution
- (b) One (1) ACEM specialist trainee from each of the following regions:
- Australian Capital Territory
 - New South Wales
 - New Zealand
 - Northern Territory
 - Queensland
 - South Australia
 - Tasmania
 - Victoria
 - Western Australia

In attendance (non-voting):

- Censor-in-Chief
- Deputy Censor-in-Chief
- Executive Director of Education and Training
- General Manager of Education
- General Manager of Training and Accreditation
- Relevant Unit Manager
- Trainee Advocate

ACEM staff members in attendance do not have voting rights.

Office Holders

The Chair and the Deputy Chair shall be elected from and by the members of the committee appointed pursuant to 2(b) above.

Ordinarily, the Chair shall be the trainee representative on the Council of Advocacy, Practice and Partnerships (CAPP) and COE, and the Deputy Chair the trainee representative on the Specialist Training and Assessment Committee (STAC) and Central WBA Panel. The Council(s) and/or entity(ies) on which the Chair and Deputy Chair sit may be altered by mutual agreement between both parties. The Deputy Chair shall attend meetings of CAPP and COE when the Chair is unable to do so and the Chair may attend meetings of STAC and the Central WBA Panel when the Deputy Chair is unable to do so.

Trainee Committee Representatives

Where approved by CAPP or COE the membership of ACEM sub/committees may include a representative of the Trainee Committee. The representative sitting on individual sub/committees shall be determined by the Chair and Deputy Chair of the Trainee Committee, in consultation with the members of the Trainee Committee as required.

3. RESPONSIBILITIES AND AUTHORITY

The Trainee Committee provides formal representation for all ACEM trainees, representing the interests of trainees in matters relating to the activities of the College. The committee is also involved in facilitating forums to collect and disseminate information, facilitating local support networks, and promoting the needs of trainees. All eligible trainees have the opportunity to nominate for election to the committee.

3.1 Responsibilities

Note: Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

The role of the committee is to work with ACEM Staff:

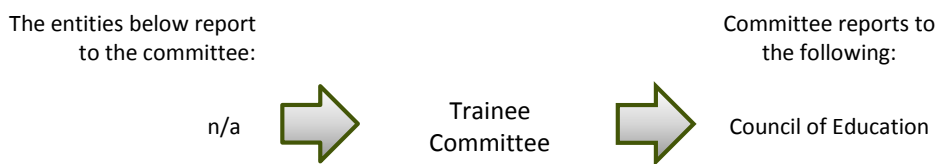
- (a) To advise and make recommendations to relevant ACEM sub/committees, COE, CAPP and the Board on matters relating to trainees including trainee selection, program requirements, supervision, support and educational experience.
- (b) To advocate the views and concerns of all trainees to COE, the Board and other sub/committees and working groups as appropriate.
- (c) To provide information and feedback to trainees informally on matters before COE and the Board on relevant issues (official notification is made by the College).
- (d) To provide a forum for discussion between trainees at all levels and from all regions, on matters relevant to their training and education, including the training and assessment requirements of the ACEM Specialist Training Program, in order to identify concerns that might impact on their training and assessment.
- (e) To facilitate forums to collect and disseminate information, in order to encourage debate and improve communication amongst trainees at regional level.
- (f) To promote the needs of trainees generally.
- (g) To facilitate local support networks for trainees.

3.2 Extent of Authority

The committee shall make recommendations to the Board, CAPP, COE and other sub/committees as applicable regarding the above. The authority to approve or not to approve such recommendations rests solely with the relevant entity and subject to its designated authority.

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole committee as required. Matters dealt with by the Chair will be tabled at the next meeting of the committee.

3.3 Line of Reporting



4. MEETINGS REQUIREMENTS

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. Any such allowed variations are specified below.

(a) Frequency of Meetings

These requirements of the policy are varied to the following extent only:

- The committee shall meet at least three (3) times a year. One such meeting must be held face-to-face, with the remainder being held by webinar or teleconference.

(b) Voting Rights

These requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

(c) Proxies / Alternates

The Chair / Deputy Chair may attend meetings of CAPP, COE, STAC and the Central WBA Panel where the other Office Bearer is unable to do so. The Chair / Deputy Chair shall have the same rights and obligations, including voting rights, as their alternate.

5. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation:	Council of Education
Document implementation:	Director of Education / Director of Training and Accreditation / relevant Unit Manager
Document maintenance:	Manager, Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2015	Approved by COE.
v2	Dec-2015	Revisions following review of COE entities by COE.
v3	Feb-2017	Revisions to non-voting membership and inclusion of provision on proxies/alternates for Chair and Deputy Chair