

# Education Subcommittee - Terms of Reference

## Purpose

The Education Subcommittee (**'EdSub'**) is responsible to the Membership & Qualifications Committee (**'MQC'**) for oversight of IChemE's definition and assessment of knowledge and understanding (the Educational Base) required to meet the standard for professionally qualified membership of the Institution, and professional registration.

Some of the operational activities are carried out by subpanels – Virtual Accreditation Panels (**'VA Panels'**) and the Individual Case Procedure Panels (**'ICP Panels'**) for which the EdSub retains responsibility; each of these have their own Terms of Reference and membership.

## Duties and responsibilities

Reporting to and seeking approval from the MQC as required, the EdSub shall ensure appropriate oversight of:

- the definition and documentation of the underpinning knowledge and understanding standards, required for professionally qualified membership of the Institution as determined by the Regulations and as licensed by the Engineering Council and other relevant national and International regulatory bodies, in a manner that is compliant with but does not unnecessarily exceed IChemE and Regulator regulations and guidance
- the definition, documentation and delivery of the processes for benchmarking, assessment and accreditation of educational programmes to meet the required standards and regulations for IChemE membership, and registration with relevant national and international regulatory bodies
- the recognition of programmes including degrees, the educational element of degree apprenticeships and educational element of Engineering Technician (EngTech) programmes. In accordance with Engineering Council's Regulations for Registration, decisions shall be based on the report from the accreditation or approval panel.
- the on-going recruitment, training and support of an inclusive and diverse pool of assessors, ensuring compliance with Engineering Council's Regulations for Registration (paragraphs 42 and 43)
- post assessment, the decisions about whether or not a programme will be recognised
- the maintenance of effective communications with all stakeholders, including producing an annual report of the EdSub's activities, for approval by MQC

In addition:

- members of the EdSub may be invited by the Director of Qualifications to represent the Institution on matters relating to education and accreditation on relevant bodies, such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies; in particular the committee will keep under review the state of chemical engineering education, and other issues affecting accreditation such as regulatory change, to ensure that the EdSub's policy and processes remain fit for purpose, and to provide advice on accreditation matters to IChemE and MQC

## Membership

The membership of the EdSub shall comprise:

- Chair
- Vice-Chair
- Director of Qualifications (IChemE employee)
- Chair of Education Special Interest Group (ex-officio)
- Between 12 and 15 trained academic assessors
- ICP Panel Chair
- Up to two non-registrant Associate Members
- Professional Standards Manager (IChemE employee)
- Head of Qualification Services (IChemE employee)

In attendance:

- Accreditation specialist
- Secretariat

The aim is for ~25% of the committee to have Incorporated Engineer (IEng), Engineering Technician (EngTech) and/or apprenticeship experience.

In accordance with Engineering Council's Regulations for Registration, *registrants shall be in the majority on the recognition committee or board.*

The Chair, Vice Chair and other members shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to ensure a diverse and representative Subcommittee.

The selection panel will comprise the VP Qualifications, the Director of Qualifications and two other appropriate individuals.

The Term of office for all members will normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of committee membership.

IChemE employees are non-voting members of the Committee.

All EdSub members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

If any member fails to attend three committee meetings in a row, the Chair may require the member to retire.

## Task and Finish Groups

In agreement with the Chair, the Director of Qualifications may convene appropriate Task and Finish Groups responsible for specific aspects of EdSub's work, and/or other small Working Groups from within the EdSub to address specific EdSub issues. Recommendations and actions shall be, where appropriate, then recommended by EdSub to MQC for approval.

## Meetings

The EdSub shall typically hold four to six meetings per year.

Meetings will normally be virtual and shall be scheduled to facilitate the attendance of the EdSub's global membership.

Meetings shall be quorate if at least seven registrant members are present including either the Chair or the Vice Chair, plus the Director of Qualifications (or their delegate).

VA Panels, comprising at least three EdSub members, shall be arranged to consider accreditation assessor recommendations and establish accreditation outcomes. These shall be scheduled as required following accreditation visits. Outcomes of VAPs shall be ratified by a sub-group of EdSub either by correspondence or at a scheduled meeting.

ICP Panels will hold meetings on a monthly basis to ratify the assessment of the Underpinning Knowledge and Understanding of applicants who do not hold an accredited qualification.

### Reporting responsibilities

The EdSub Chair shall report to MQC after each meeting on matters within its duties and responsibilities.

### Other matters

The Committee shall:

- have access to sufficient resources for it to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the EdSub and sub-panels to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC.

Approved by:	Board of Trustees
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