



Curriculum Advisory Committee Terms of Reference

Context

The Curriculum Advisory Committees (CACs) will provide the School Curriculum and Standards Authority (the Authority) with expert advice from practising teachers representing all education systems/sector, representatives from education systems/sector offices and professional associations and, as appropriate, representatives from universities, the training sector, industry and/or the community.

The Authority's CACs cover each phase of learning:

- Late Adolescence and Early Adulthood (Years 11 and 12): these committees will provide advice on senior school courses and pathways
- Early and Middle Adolescence (Years 7–10): eight committees will provide advice on the following eight learning areas – English, Health and Physical Education, Humanities and Social Sciences, Languages, Mathematics, Science, Technologies and The Arts
- Middle to Late Childhood (Years 3–6): one committee will provide advice on the Western Australian Curriculum (Years 3–6)
- Early Childhood (Kindergarten–Year 2): one committee will provide advice on the Western Australian Curriculum (Kindergarten–Year 2), including the *Kindergarten Curriculum Guidelines* and the *Early Years Learning Framework*.

Roles and responsibilities

These committees will be responsible for providing expert advice to the Authority on a range of matters, including, but not limited to:

- the Western Australian Curriculum Kindergarten to Year 12
- the Principles of Teaching, Learning and Assessment
- the *Pre-primary to Year 10: Teaching, Assessing and Reporting Policy* and *Policy Standards for Pre-primary to Year 10: Teaching, Assessing and Reporting*
- external assessments (National Assessment Program – Literacy and Numeracy (NAPLAN), Online Literacy and Numeracy Assessment (OLNA), Externally Set Tasks (ESTs) and Australian Tertiary Admission Rank (ATAR) course examinations)
- assessment and moderation – Pre-primary to Year 2, Years 3 to 6, Years 7 to 10, Years 11 and 12
- the Western Australian Certificate of Education (WACE) syllabus requirements
- the Australian Curriculum
- trends and emerging issues pertaining to Kindergarten to Year 12 curriculum and assessment.

Membership

Each committee will consist typically of 10 to 12 members selected by the Authority through a self-nomination process involving an application. Members will be appointed for a three-year term and may be appointed for more than one term.

A Chair for each committee will be selected by the Authority prior to the first meeting and may be appointed as Chair for a maximum of two consecutive three-year terms. The Chair may be a member of an Authority examining panel or Chief Marker for a Year 12 course.

Membership of the committee is voluntary and there is no payment for attending meetings. The Chair of each committee may be provided with two days of teacher relief per annum or an individual project payment to support their role.

The Authority will appoint a Principal Consultant from the School Curriculum and Standards (SCS) Division as the Executive Officer (EO) for each committee.

Years 11 and 12

Each committee will typically, and as appropriate, consist of:

- practising teachers (who are not on a CAC for another course/learning area/phase of learning). Committee membership will generally reflect the course enrolment patterns across the education systems/sector. Typically the representation will be a 2:1:1 ratio (Department of Education (the Department): Catholic Education Western Australia (CEWA): Association of Independent Schools of Western Australia (AISWA)). The Authority will ensure a representative balance is maintained
- a non-school-based member from each education system/sector*
- a professional association representative (who is not on a CAC for another course/learning area/phase of learning)
- university, training, industry and/or community representative/s as deemed appropriate[†] (who is/are not on a CAC for another course/learning area/phase of learning).

Members of the Years 11 and 12 committees who are also examination panel members are required to declare their conflict of interest and withdraw from discussion related to examinations.

* A school-based person may represent an education system/sector if no office person is available. In this instance a school-based person may not be on a CAC for another course/learning area/phase of learning.

[†] For committees that require specific content advice, additional university, training, industry and/or community representatives may be co-opted to the committee in an ex officio capacity for up to twelve months, to provide input and participate in discussions.

Years 7–10

Each committee will typically, and as appropriate, consist of:

- practising teachers (who are not on a CAC for another course/learning area/phase of learning). Committee membership will generally reflect the school enrolment patterns across the education systems/sector. Typically the representation will be a 2:1:1 ratio (Department: CEWA: AISWA). The Authority will ensure a representative balance is maintained
- a non-school based member from each education system/sector*
- a professional association representative (who is not on a CAC for another course/learning area/phase of learning)
- university, training, industry and/or community representative/s, as deemed appropriate[†] (who is/are not on a CAC for another course/learning area/phase of learning).

Years 3–6 and Years K–2

Each committee will typically, and as appropriate, consist of:

- practising teachers (who are not on a CAC for another course/learning area/phase of learning). Committee membership will generally reflect the school enrolment patterns across the education systems/sector. Typically the representation will be a 2:1:1 ratio (Department: CEWA: AISWA). The Authority will ensure a representative balance is maintained
- a non-school based member from each education system/sector*
- a professional association representative (who is not on a CAC for another course/learning area/phase of learning)
- university, training, industry and/or community representative/s, as deemed appropriate[†] (who is/are not on a CAC for another course/learning area/phase of learning).

Meeting protocols

Chair

The Chair of the committee is to be selected by the Authority prior to the first meeting. The Chair will provide active leadership, ensuring that all members have the opportunity to participate in discussion.

Executive Officer

A Principal Consultant from the SCS Division will be appointed by the Authority as the EO for each committee. The EO will work with the Chair to ensure:

- the agenda for each meeting is prepared and disseminated to all members (approximately 5 to 10 days before the meeting date)

* A school-based person may represent an education system/sector if no office person is available. In this instance a school-based person may not be on a CAC for another course/learning area/phase of learning.

[†] For committees that require specific content advice, additional university, training, industry and/or community representatives may be co-opted to the committee in an ex officio capacity for up to twelve months, to provide input and participate in discussions.

- the Record of Meeting is accurate and reflects the views of the committee
- the meeting is timely, well managed and effective.

Frequency

The committees will be required to meet once per term. Additional meetings will be negotiated as required, with two weeks' notice provided to members.

Meetings will typically be held at the Authority on weekdays from 4.00 pm to 6.00 pm. Meetings may be held at school venues with the approval of the relevant Curriculum and Assessment Manager. Where appropriate, out-of-session contact with members, via an email group discussion, teleconference and/or surveys, rather than face-to-face meetings, may be used.

Consensus

Committees provide advice through consensus rather than individual voting. Where members hold different positions to the consensus of the group, these are noted in the Record of Meeting. The views of those not present at a meeting are followed up out of session by the EO and noted in the Record of Meeting.

Quorum

For meetings to be effective, at least two thirds of the members should be present. If a significant number of members cannot attend a meeting, it should be cancelled and rescheduled with approval of the Chair.

Attendance

It is important that members attend scheduled CAC meetings. A committee member cannot nominate a proxy to attend on their behalf. If a committee member misses two consecutive meetings without sufficient justification, the EO will make contact with the member. Where members continue to be absent from meetings, the EO will inform the relevant Curriculum and Assessment Manager and a letter from the Assistant Executive Director, Curriculum, Assessment and Strategic Policy (CASP), will be sent to the member to ascertain their position. As required, the Assistant Executive Director, CASP will then advise the relevant school, education systems/sector, professional association, university, training or industry of such instances for their follow-up. If the member is absent from the next meeting without a satisfactory explanation being received, the Assistant Executive Director, CASP will advise the member that their appointment has been terminated and a replacement will be sought.

Resignation

When a committee member resigns they must notify the Chair and EO of the committee in writing. As required, the Assistant Executive Director, CASP will then advise the relevant school, education system/sector, professional association, university, training or industry. A replacement nomination will be sought.

Note: when a member retires from their employment or changes their employer/role their membership of the committee ceases. If there is a vacancy available, the EO will discuss the change in status with the relevant Curriculum and Assessment Manager and, after consultation with the Assistant Executive Director, CASP, will determine if the committee would benefit from the ongoing involvement of the member. Only after this process is completed may the member be offered a position on the committee.

Role of committee members

Committee members, as experts in their own right, will play an active role in the deliberations of the committee.

To promote good practice and ethical conduct, committee members will:

- acknowledge and respect the Authority's role, and the legitimate interests of the government and the responsible Minister, concerning the Authority's role and the operations of the organisation
- be cognisant of the policy frameworks of their education system/sector, professional association, university, training or industry
- be responsible for their own actions and behaviour, and recognise the need for ethical discernment, truthfulness and confidentiality
- act professionally and courteously, with sensitivity, respect and concern for the wellbeing of others in the committee
- treat others fairly and impartially, respect privacy, observe confidentiality, and value the cultural diversity of others
- undertake appropriate preparation for each meeting
- recognise and appreciate the contribution of their colleagues in the committee and contribute to making the working environment harmonious and supportive, enabling the group to achieve agreed goals
- arrive at recommendations through a process of consensus decision-making.

Code of conduct

Committee members are required to adhere to the *School Curriculum and Standards Authority Act 1997* and must not directly or indirectly record, disclose or make use of information obtained in the course of duty except in prescribed circumstances.

Committee members are not permitted to circulate draft discussion papers or confidential data or make public comment on behalf of the committee, without first gaining the approval of the Executive Director, SCS.

Committee members are provided with a copy of the Authority's Code of Conduct which must be signed and returned to the EO at the first meeting of the year.

Conflict of interest

All committee members are required to declare and/or confirm any conflict of interest. Conflict of interest is a standing item on the agenda given that individuals' circumstances may change.

Payment for services

- Committees are not approved to render payment for services except that made to schools for the purpose of releasing staff (the Chair) to attend in support of the Chair role, i.e. teacher relief payment.
- Teacher relief payment is processed in accordance with the Authority's policy and processes.