

# Education Subcommittee Terms of Reference

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## Delegated Authority

Royal Charter 3(e)	To hold or prescribe examinations
By-Law 1	Qualification of members, passing examinations, courses of study and/or assessments
By-laws 21, 22, 26(a) (i)	
By-law 91	Delegation from the Board of Trustees

## Purpose

The Education Subcommittee (ESub) is responsible to the Membership & Qualifications Committee (MQC) for defining and assessing the knowledge and understanding (the Educational Base) required to meet the standard for professionally qualified membership of the Institution.

## Duties

The Subcommittee shall:

- define, document, and keep under review, for approval by MQC, the educational standards, knowledge and understanding (the Educational Base) 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
- define, document, and deliver the processes for assessment and accreditation of educational programmes to meet the required Educational Base for IChemE membership and registration with relevant national and International Regulatory Bodies
- accredit academic programmes
- recommend academic accreditation fees to the Membership & Qualification Committee
- define, document, and deliver the processes for assessment of the educational formation of individuals with relevant, but not accredited, qualifications and experiential learning
- oversee the functioning of the Individual Case Procedure Panel which assesses the educational formation of individuals with relevant, but not accredited, qualifications and experiential learning.
- maintain a pool of assessors suitably qualified and trained to deliver all assessment processes
- 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

- keep under review the state of chemical engineering education, and other issues affecting accreditation such as regulatory change, to ensure that the ESub's policy and processes remain fit for purpose, and to provide advice on accreditation matters to IChemE and MQC
- maintain effective communications with all stakeholders, including producing an annual report of the Subcommittee's processes and activities, for approval by MQC
- maintain oversight of Student Membership and the progression from Student Membership to Associate Membership. Report any concerns to MQC.

## Membership

The membership of the Subcommittee shall comprise:

- Chair
- Up to three Vice Chairs
- Normally twenty-eight (28) members chosen from the Assessor Pool.
- A minimum of one non-registrant Associate Member

The Chair, who shall be a Fellow, shall be appointed following expressions of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications, the Trustee representative on MQC, two further members of MQC and a senior member of staff.

The Vice Chairs, who shall be Fellows, shall be appointed following expressions of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications and the Chair of the Subcommittee.

Subcommittee members, who shall in the majority be Voting Members and EngC registrants, shall be appointed following an expression of interest from the Assessor Pool and appointed via a panel including the Chair and Vice Chairs of the Subcommittee, two further members of MQC and a senior member of staff. At least one of the Subcommittee members shall be familiar with the delivery of level 3 programmes suitable for the purposes of registration as EngTech. At least one of the Subcommittee members shall be a non-registrant Associate Member.

The Subcommittee's members' term will normally be for five years with the potential for a second term to ensure subcommittee continuity. The Chair's and Vice Chairs' respective terms will normally be for three years with the potential for a second term; these terms supersede their terms as a subcommittee member. Members who have completed their maximum terms may be eligible for a further term after an interval of two years.

Where feasible, the geographical background of the ESub members will reflect the geographical distribution of accredited programmes and will have a diverse membership from academic and industrial backgrounds. Ideally, the ESub membership will also reflect the diversity of IChemE's membership. If necessary up to three suitably qualified members can be by co-opted to address the diversity of ESub's membership.

The following are Ex Officio members of ESub:

- Chair of Education SIG
- Engineering Council Liaison Officer (non-voting)
- Director Qualifications (non-voting)
- Education and Academic Assessment Manager (non-voting, Executive Secretary)

- Accreditation and ICP administrator (non-voting, Minutes Secretary)

The Chair may convene a Steering Group consisting of the Vice Chairs and individuals responsible for specific aspects of the ESub's work, and/or other small working groups from within the ESub to address specific matters in more detail than is practical in the full ESub. Recommendations from such smaller groups must be approved by the full ESub.

## Meetings

The Subcommittee will hold typically four to six meetings per year to discuss and execute education and accreditation business. Meetings will normally be virtual and be scheduled to facilitate the attendance of the Subcommittee's global membership. Minutes will be prepared within 21 days of the meeting.

The meetings will be quorate if at least half of the membership is present including either the Chair or one of the Vice Chairs.

Virtual Accreditation Panels (VAPs), comprising at least five ESub members, will be arranged to decide accreditation outcomes. These will be scheduled as required to follow accreditation visits. Outcomes of VAPs will be ratified by correspondence by the ESub or, by exception, at a full ESub meeting.

The Subcommittee 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 appropriate training, both 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 as appropriate
- arrange for periodic review of its own performance, and at least annually review the Committee Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Membership & Qualifications Committee for approval.