

# Standards Committee

## Terms of Reference (ToR)

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### Purpose

The Standards Committee is a Committee that reports to Membership and Qualifications Committee with specific responsibility for overseeing the correct application of standards to the admission and re-admission to, and transfer of Members within, the Membership Roll; together with specific responsibility for overseeing the standards applied to all the professionally qualified grades of membership and registrations.

### Duties

- Setting and distributing test papers to assessors
- Reviewing test papers
- Observing interviews
- Providing feedback to newly trained assessors
- Providing feedback/coaching to individual assessors as required
- Reviewing cases where the subcommittee review does not concur with the original assessors' decision or where the decision is not to elect
- Identifying trends and issues
- Producing Lessons Learned Bulletins for dissemination
- Producing highlight reports for other relevant subcommittees for consideration and potential action
- Contributing improvements to assessor training (initial training and refresher training)

### Membership

The membership of Standards Committee shall comprise:

- Chair
- Vice Chair
- At least nine CEng-registered, experienced reviewers with prior experience of assessment
- Of these, at least two should be Fellows and one Professional Process Safety Engineer
- Director of Qualifications (IChemE employee)
- Head of Qualification Services (IChemE employee)
- Professional Standards Manager (IChemE employee)

In attendance:

- Secretariat
- Other IChemE employees as required

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 deliver a diverse and representative Subcommittee.

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

The term of office for all members shall 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 Standards Committee 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.

It is the responsibility of the Standards Committee Chair to bring any policy issues relating to the Standards Committee and its work to the attention of the MQC. The Standards Committee Chair may seek additional advice and input from non-Committee members with expertise appropriate to the matters being discussed.

## Meetings

Meetings will be held quarterly; however, much of the committee's work will be handled via SharePoint/other electronic methods, without the need for meetings

Meetings shall normally be virtual and shall be scheduled to facilitate the attendance of the global membership

## Other matters

The Standards 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 RSub and sub-panels to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC.

Approved by: Endorsed by:	Governance Committee Board of Trustees
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