



Terms of Reference Education & Training Committee (ETC)

1. Purpose

The Education & Training Committee (ETC) is a formal standing committee of the Board of Censors (BoC). It provides strategic oversight, leadership, and quality assurance of the College's education and training programs, ensuring alignment with the Australian Medical Council (AMC) accreditation standards, best practices in medical education, and the College's educational mission.

2. Scope and Responsibilities

The ETC is responsible for:

2.1 Strategic Education Oversight

- Developing and reviewing the College's education and training strategy.
- Ensuring all education activities align with the AMC Standards for Cosmetic Surgery Training.
- Advising the BoC on trends, risks, and innovations in medical education.

2.2 Curriculum Development and Review

- Overseeing the structure, content, and outcomes of the Cosmetic Surgery Training Program.
- Approving Key Learning Areas, learning outcomes, and mapping to AMC Graduate Outcome Statements.
- Ensuring cultural safety, patient-centred care, and equity principles are integrated.

2.3 Assessment and Progression

- Reviewing and approving assessment policies, methodologies, and psychometric integrity.
- Monitoring performance data from MCQs, VIVAs, WBA, Preceptor Evaluations, and logbooks.
- Recommending progression, remediation, and assessment standards to the BoC.

2.4 Faculty Development and Accreditation

- Oversight of faculty development programs for Preceptors and Examiners.
- Advising on accreditation and re-accreditation of training sites and preceptors.

2.5 Quality Assurance and Monitoring

- Evaluating trainee experience, feedback, and satisfaction.
- Commissioning internal reviews and external education audits.
- Supporting implementation of the Monitoring and Evaluation Framework.

2.6 Stakeholder Engagement

- Liaising with the Curriculum Advisory Group, Trainee Committee, and Community & Consumer Advisory Group.
- Ensuring stakeholder consultation in curriculum and policy development.

3. Membership

The Committee shall comprise:

Position	Role
Chair- Surgical Dean	Fellow with experience in education and training
Education Manager	Strategic leadership role in curriculum and assessment
Medical Educationalist	Independent educational advisor
Education Officer	Ensures the operations of the training program and provides support to the Education Manager
Trainee Representative	Provides insight from current trainees
Surgical Preceptor	Teaching Fellow, provides insight from Preceptors

Committee members must complete a conflict-of-interest declaration and agree to uphold confidentiality and collaborative principles.

4. Meeting Frequency

Meetings will be held at least quarterly, with additional meetings as required. An annual strategic planning workshop may also be convened. Meetings may be held in person or via videoconference.

5. Reporting and Liaison

The ETC reports directly to the Board of Censors (BoC). The Chair will submit:

- A written report after each meeting summarising key actions, risks, and recommendations.
- An annual report evaluating progress against the Education Strategic Plan and AMC compliance.

Key liaisons include:

- BoC and Council
- Curriculum Advisory Group (CAG)
- Community and Consumer Advisory Group
- Trainee Committee
- Monitoring & Evaluation Committee
- Public Safety & Patient Protection Committee (PSPPC)

6. Working Groups and Subcommittees

The ETC may establish time-limited working groups to undertake specific projects (e.g. assessment reform, curriculum mapping, workshop training development). These groups will report to the ETC and disband upon completion of their tasks. The ETC is also responsible for convening the CAG.

7. Review and Evaluation

The Terms of Reference will be reviewed:

Every two years, or upon significant changes to AMC standards or College governance.

The Committee's performance will be evaluated annually based on:

- Compliance with meeting schedule
- Delivery of strategic priorities
- Feedback from Council and BoC
- Accreditation outcomes and audit reports

8. Confidentiality and Conflict of Interest

All members must:

- Maintain confidentiality of sensitive information
- Declare any real or perceived conflicts of interest
- Abide by the College's Conflict of Interest Policy

9. Document Control

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