



TERMS OF REFERENCE
FIJI QUALIFICATIONS COUNCIL

Terms of Reference

Version Control	
Document Number	2-2-ToR
Status (draft version / approved)	Approved on 8 August 2017 by the Commission
Policy owner	Team Leader – Professional Services
Effective from	8 August 2017
Review date	7 August 2022

<p>Related FHEC documents: procedures/guidelines, etc.</p>	<p>Fiji Higher Education Strategy Policy 2-2 – Policy on the registration of qualifications on the Fiji Qualifications Framework (FQF) Higher Education (Qualifications) (Amendment) Regulations 2013 Revised Edition of the Laws (Consequential Amendments) Regulations 2016 Higher Education (Amendment) Act 2017 2-2a-Form: Schedule 1 – HE(Q)R 2010 2-2b-Form: Schedule 2 – HE(Q)R 2010 2-2c-Form: Schedule 3 – HE(Q)(A)R 2013 Schedule 9 – HER 2009</p>
---	--

1. **Title**
The name of the Council shall be *The Fiji Qualifications Council*.

2. **Authority**
The Fiji Qualifications Council (FQC) is established in accordance with regulation 4(1) of the Higher Education (Qualifications) Regulations 2010, as prescribed by s8 of the Higher Education Act 2008.

3. Purpose

- 3.1 To develop, implement and maintain a Fiji National Qualifications Framework. This shall be referred to as the Fiji Qualifications Framework (FQF).
- 3.2 To develop, implement and maintain the criteria and processes for the accreditation and registration of qualifications.
- 3.3 To ensure that national standards and registered qualifications are internationally compatible.

4. Responsibilities

- 4.1 To provide policy advice to the Commission on matters relating to national standards and qualifications.
- 4.2 To develop, implement and maintain a Fiji Qualifications Framework that is appropriate for all qualifications offered by Higher Education Institutions (HEIs).
- 4.3 To develop criteria and processes for the registration of standards and qualifications on the Fiji Qualifications Framework and to make certain the regular review of the standards and qualifications to ensure continued relevance.
- 4.4 To develop and maintain a database of learning accounts or Record of Learning database for all who pass through the FQF.
- 4.5 To maintain links with relevant international qualifications authorities to ensure the international compatibility of Fiji's qualifications in HEIs.
- 4.6 To facilitate partnerships between business, industry, professional and community stakeholders, and training institutions to ensure relevant qualifications and training programmes that are focused on the needs of businesses, industries and communities.
- 4.7 To record degree and postgraduate programmes of universities.
- 4.8 To approve the quality regulation and assessment procedures and approval of the external reviewers of each programme leading to National Qualifications [NQs].
- 4.9 To develop criteria and processes for the accreditation of all providers of vocational and trade training and for ensuring the ongoing maintenance of standards of accreditation, teaching and assessment.
- 4.10 To evaluate and monitor national examinations and tests for trades and other vocational skills pertaining to qualifications registered on the FQF.

- 4.11 To accredit HEIs that have been given approval to conduct the examinations and tests in 4.10 above.
- 4.12 To recognise and validate vocational and trade skills competencies obtained outside the formal education and training systems for the purpose of certification.
- 4.13 To manage the national apprenticeship and traineeship programs whereby these training formats still apply.
- 4.14 To develop processes for the assessment of candidates for the award of certificates of competencies, the moderation of assessments, and the training of assessors and moderators.
- 4.15 At the end of each calendar year, the Commission will agree on a work plan and a set of KPIs with the FQC for the following year. These may be set against the responsibilities listed above and any other specific criteria and/or responsibility set and agreed between the FQC and the Commission.
- 4.16 After every meeting, the FQC must submit a report of the matters discussed to the Commission.
- 4.17 The FQC shall submit an annual report of its activities to the Commission not more than 3 months after 31st December each calendar year. This report will include a statement of performance against KPIs agreed with the Commission for that calendar year..

5. Membership

- 5.1 There shall be a minimum of eight (8) members but not more than twelve (12), including the Chairperson appointed by the Minister for Education.
- 5.2 The Council shall consist of:
 - One person appointed and approved by the Minister of Education to be the Chairperson;
 - The Director of the Fiji Higher Education Commission (FHEC); and
 - At least six (6) other members from industry groups nominated by the Commission.
- 5.3 Members must have relevant knowledge and experience in post-compulsory education and training.
- 5.4 The Council, with written approval of the Commission, may also nominate co-opted members from time to time.
- 5.5 A committee member will cease to be a member if he or she:

- Resigns from the committee;
- Fails to attend 3 consecutive meetings without providing apologies to the chairperson;
- Breaches confidentiality; or
- Fails to declare a conflict of interest.

5.6 **Deputies for Members:** If a member of the Council is temporarily incapacitated for any sufficient cause from attending a meeting of the Council, such member, other than the Chairperson, may authorise a senior officer from their organisation or association to attend and vote at a meeting on such a member's behalf.

6. Term of Appointment of FQC Members including the Chairperson

The appointment is for a term of three years. Members are eligible for reappointment but may not serve more than two consecutive terms.

7. Vacant Positions

Any vacant positions other than the Chairperson will be filled by appointment of a replacement by the Commission. If the position of Chairperson becomes vacant, the Commission may appoint an acting chair until such time as a new appointment is made by the Minister of Education.

8. Meeting Procedures

8.1 The Chairperson may call meetings of the FQC as often as may be required at such times and such place as the Chairperson shall from time to time determine provided that:

- The FQC shall meet at least once every two months;
- Upon the written request of at least two other members of the FQC, the Chairperson shall call a meeting of the Council at a date not more than fourteen days after the receipt of the request.

8.2 Fifty percent of the total number of members form a quorum;

8.3 The agenda shall be prepared by the Secretariat of the Commission in consultation with the Chairperson. All orders and directions of the FQC shall be given under the hand of the Chairperson, or in the Chairperson's absence by a member specifically authorised and appointed by the FQC;

8.4 The FHEC Secretariat shall provide support including meeting coordination, preparation and distribution of materials and drafting of minutes;

- 8.4 Every meeting of the FQC shall be presided over by the Chairperson, or in the Chairperson's absence, by a member selected by the members of the FQC present at that meeting.
- 8.5 Persons from within or outside the Commission may be invited to attend the meetings at the request of the Chairperson of the FQC on behalf of the Council for advice and assistance as necessary. They have no voting rights and may be requested to leave at any time by the chairperson.
- 8.6 Subject to 8.1 above, the FQC may determine its own procedure for conducting its meetings.

9. Establishment of Committees

- 9.1 The FQC may with written approval of the Commission establish special committees and may refer to any such committee any matters for consideration and inquiry.
- 9.2 The FQC may by seventy-five (75%) percent vote to adopt written rules of procedures for such committees.

10. Conflict of Interest Disclosure

- 10.1 A member of the FQC who has any direct or indirect personal monetary or institutional interest in any matter coming before the FQC, shall on each and every occasion on which the matter comes before the FQC and as soon as possible after the relevant facts have come to the member's knowledge declare his or her interest in the matter.
- 10.2 A disclosure under 10.1 above shall be recorded in the minutes of the meeting of the FQC and the member shall not in respect to that matter:
- a) Be present during any deliberation of the FQC; and
 - b) Take part in any deliberations or vote of the FQC.
- 10.3 The FQC shall include in its report to the Commission all such matters determined under 10.2 above.

11. Confidentiality

Each member must maintain the confidentiality, security and integrity of all materials during and after their term of office.

12. Sitting Allowance

Members external to the FQC shall be paid remuneration, sitting allowance, travelling and other expenses as may from time to time be determined by the Commission, following the approval by the Minister responsible for Public Enterprises and the Prime Minister.

13. Amendment to Terms of Reference

The terms of reference may be amended from time to time by the Commission in consultation with the FQC.

14. APPROVAL BY THE CHAIRPERSON, FIJI HIGHER EDUCATION COMMISSION



Dr Milika Sobey
Chairperson
Fiji Higher Education Commission

08/08/17
Date