



Professional Standards Board (PSB)

Short Terms of Reference

Version: 1.4



Purpose

The purpose of this document is to define the specific Terms of Reference relative to the named board or committee. These Short Terms of Reference are intended to be used in conjunction with the ACS Common Terms of Reference which define the general operating parameters common to all representative boards and committees. A copy of the ACS Common Terms of Reference can be found at www.acs.org.au.

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1. Role

To work with the National Office to drive professionalism in ICT, providing review of, strategic advice on, and guidance for current and future ACS programs and activities that relate to professional standards including:

- a. Accreditation of higher education courses and underpinning criteria;
- b. Certification of individual practitioners, including specialisations;
- c. Micro-credentialing and other skills recognition models or programs;
- d. Adoption of SFIA (Skills for the Information Age) and other frameworks;
- e. CPD (Continuing Professional Development) requirements and compliance audit;
- f. Ethical codes, public complaint handling and disciplinary processes;
- g. Professional indemnity insurance standards;
- h. Schemes under Professional Standards legislation;
- i. Professional education standards and quality;
- j. Advice on public policy issues related to ICT education and professional standards;
- k. Engagement with essential national and international professional standards accreditation bodies including IP3 and the Seoul Accord in the interest of ACS and its members;
- l. The ACS Code of Ethics and Code of Professional Practice; and
- m. Professional Standards Scheme outcomes and Professional Standards Council's feedback and recommend improvements.

In undertaking this role, the PSB has established three sub-committees as described below:

- Professional Education Governance
- Professional Ethics
- Accreditation

The work of the PSB may be delegated to various sub-committees as appropriate and the PSB will review the appropriateness of the committees as the need arises. Recommendations from PSB sub-committees will be considered/endorsed by the PSB prior to submission to the MC.

2. Delegation of Authority

The Management Committee delegates authority to the PSB to set, review and validate the professional standards required to satisfy agreed society awards including accreditation of educational qualifications and certification of individuals. Along with authority to further delegate aspects of this to



subcommittees and/ or suitable operational processes of the society's employees.

Specifically regarding:

Accreditation

- To approve the accreditation of degrees as suitable preparation for initial professional practice in ICT
- To maintain as appropriate the criteria for such accreditations
- To approve modifications to the documentation supporting such accreditation processes
- To audit the operational processes leading to recommendations of accreditation in as much as they relate to professional standards

Certification

- To approve the certification of individual members as certified professionals of the Society
- To approve the certification of individual members as certified technologists of the Society.
- To maintain appropriate criteria for such certifications.
- To approve the modifications of documentation supporting such certification processes.
- To audit the operational processes leading to recommendations of certification in as much as they relate to professional standards.

Other:

- To consider and, if appropriate, approve the Society's annual report to the Professional Standards Authority.
- To audit the operational processes for migration skills assessments in as much as they relate to professional standards.

While noting the authority has been delegated from Management Committee to the Professional Standards Board, it is noted that Management Committee may intervene if and when it is appropriate. It is also noted that Management Committee is to remain informed of any changes to the standards, process and procedures made by the Professional Standards Board.

3. Membership

- a. A Director (Chair) elected by Congress;
- b. Up to a total of 12 (twelve) and minimum of 6 (six) members who are currently (or recently) engaged in ICT practice in the private or public sector,



appointed by the Management Committee on the recommendation of the VP, Membership and the Director, PSB;

- c. In order to give authority to the standards it establishes, it is important that membership of the PSB should reflect the diversity of the sector with high level representation from industry, and from academic and government sectors;
- d. Members would normally be expected to be certified professional members of the Society;
- e. The Chairs of the PSB sub-committees may be appointed to the PSB; and
- f. The Chair of the ACS Disciplinary Committee may be appointed to the PSB.

4. Review

- a. This document is due for review by the Management Committee at its first meeting in 2023; and
- b. Minor changes may be approved by the Custodian, e.g. the correction of typographical or formatting errors.



5. Version History

Name	Revision History	Date of Issue	Version
Ian Londish	Initial Draft	3/10/2018	0.1
Nick Tate, Michael Johnson, Rupert Grayston	Clarifications	2/2/2019	0.2
Ian Londish	Minor editorial changes	12/2/2019	0.3
Helen May	Format changes	04/12/20	1.0
Marc Portlock	Renaming of Ethics Committee to Professional Ethics Committee	10/11/2021	1.1
Marc Portlock	Updated Board name from Professional Advisory Board to Professional Standards Board	24/03/2021	1.2
Mandy Watson	Updated all reference from PAB to PSB throughout the document. Removed reference to the ICT Educators Committee – now under MAB.	12/05/2022	1.3
Mandy Watson	Include Delegation of Authority as approved by MC 23 March 2022	16/06/2022	1.3
Mandy Watson	Minor editorial changes	08/07/2022	1.4

6. Approvals

Name		Date of Issue	Version
Mangement Committee		22/2/2019	0.3
Michael Johnson	Director PAB	04/12/20	1.0
Nicolas Tate	Vice President Membership Boards	04/12/20	1.0
Management Committee		17/12/2020	1.0
Management Committee		23/ 03/2022	1.4
PSB		17/6/2022	1.4
Director, PSB and VP Membership		08/07/2022	1.4

7. Distribution

Name		Date of Issue	Version
Profession Advisory Board	Via SharePoint	4/3/2019	0.3
www.acs.org.au	Governance page	4/3/2019	0.3
Profession Advisory Board	Via SharePoint	18/12/2020	1.0
www.acs.org.au	Governance page	18/12/2020	1.0
www.acs.org.au	Governance page	15/09/2022	1.4



8. Document Control

Custodian title & e-mail address:	ACS Company Secretary (governance@acs.org.au)
Responsible Business Unit:	Governance & Risk
Content Security: <i>(Delete entries as required)</i>	PUBLIC - Distribution unlimited