

Assessment Committee Charter

1. About the Committee

- 1.1 The Assessment Committee ('the Committee') is a standing Committee of the Australian Dental Council (ADC) that makes recommendations and advises the ADC Board ('the Board') on matters within the scope of its terms of reference.

2. Preamble

- 2.1 The ADC is appointed by the Dental Board of Australia (DBA) to carry out accreditation functions for the dental professions under the Health Practitioner Regulation National Law Act 2009 ('the National Law'). These functions include overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration in Australia. In carrying out these accreditation functions, the ADC complies with the requirements of the National Law and the agreed 'Quality Framework for the Accreditation Function' developed under the National Registration and Accreditation Scheme.

3. Terms of Reference

- 3.1 The Committee's terms of reference are to:
- develop and implement valid, reliable and defensible assessment/examination processes to determine the knowledge level and competency of those dental practitioners who are international graduates and others as required, via recommendations to the Board;
 - monitor the performance of examinations;
 - monitor, review and evaluate examination procedures and outcomes for quality improvement purposes;
 - consider reports and advice from Working Parties;
 - consider reports on specialist assessments;
 - consider reports from Review Panels;
 - consider changes in the external environment (e.g. immigration, workforce, accreditation, education) and develop policies, strategies and recommendations to go to the Board; and
 - undertake any other task referred to it by the Board.

4. Membership

- 4.1 The Committee will comprise a maximum of nine members. The Committee will include:
- A Chair who will be based in Australia and appointed by the ADC Board.
 - A minimum of one member who holds directorship of the ADC.
 - A minimum of one member who identifies as Aboriginal and/or Torres Strait Islander.

4.2 The membership will comprise:

- Six members who are registered dental practitioners including:
 - at least one member who is a dental therapist, dental hygienist, oral health therapist or dental prosthetist;
 - at least one member who is a dental specialist; and
 - at least one member who has successfully passed the ADC examinations within the last two years at the time of their appointment to the Committee.
- Three non-dental practitioner members.

4.3 In appointing members to the Committee, the ADC will seek to ensure that the Committee benefits from a diverse range of skills, experience and perspectives relevant to its role. Specifically, members with relevant skills and experience in one or more of the following areas will be sought:

- Dental education and/or practice across the range of registration divisions.
- Expertise in assessment pedagogies and processes including from outside of the dental professions.
- Representation and/or advocacy of community and/or consumer interests.
- Employment of dental practitioners in the private and public sectors.

5. Appointments

5.1 Appointments to the Committee are made by the ADC Board of Directors in accordance with the membership outlined in item 4, and on recommendation from the Nominations Committee in consultation with the CEO and Committee Chair.

6. Meetings

6.1 The Committee will meet as required, face-to-face or by teleconference. The Committee will meet at least two times per year.

6.2 The quorum of the Committee is a majority of the members.

6.3 The Committee may establish working parties as required, with the agreement of the Chair and the CEO.

7. Authority and responsibilities

7.1 The Committee will conduct its affairs under the Charter, policies and guidelines approved by the Board.

7.2 Upon receipt of a recommendation or advice from the Committee, the Board may request that the Committee gives further consideration to any relevant matters or takes further action, as the Board specifies.

7.3 Meeting minutes are included in the agenda of the ADC Board and any relevant documents are made available.

8. Review

8.1 The Charter will be reviewed by the Board at least every two years or as required.

Approved: ADC Board
Approval Date: 24 May 2019