



ICHAS

Section 2 (b) – Terms of Reference for Advisory Structures

Subject:	Terms of Reference for the Placement Review Committee		
Date Approved by Academic Council:			October 2022
Policy Version	1/2022	Date due for Revision	July 2020

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities)

The Placement Review Committee reviews and evaluates practice placements where students engage in work-based learning.

MEMBERSHIP

Membership will include:

- Placement Officer
- Vice President (Academic Affairs)
- Practice Placement Director
- Programme Director

ROLE AND RESPONSIBILITIES

All practice placements are evaluated and approved by the Placement Review Committee

Role of the Chair of the Placement Review Committee Committee

The Chair convenes and manages meetings, provides members with any documentation or reports necessary for the proper functioning of the committee and arranges the production of quarterly reports to Academic Council.

Role & Expectations of Members of the Placement Review Committee

Committee members are expected to be appropriately prepared for each meeting, read relevant material and documentation in advance, and make reasonable efforts to attend each meeting.

Operating Procedures

- The Chair convenes meetings with adequate notice.
- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Ensure that meetings are held in a timely and efficient manner.
- Ensure minutes are recorded and available to any internal Committee or if necessary, to the Academic Awarding Body.

Appointment to the Placement Review Committee: Appointments to the Committee are made by the President on the advice of the Vice President (Academic Affairs).

Meetings of the Placement Review Committee

Frequency of Meetings: The Placement Review Committee meets twice per Semester and at whatever other times may be deemed necessary by the Chair.

Quorum: The quorum for a meeting is 3 members. Where a quorum not possible, the meeting will be adjourned until a time determined by the Chairperson.

Powers of Decision Making: The Placement Review committee is advisory in nature and it arranges for approval for placements that meet the required QA Standards.

Reporting Relationships: The Placement Review Committee reports to the relevant Programme Board and through them to the Vice President (Academic Affairs).