

Work Experience Committee

Purpose

1. The Work Experience Committee (WEC) ensures compliance with the Work Experience Rules that apply in the PLT Program.

Terms of Reference

2. The WEC considers Work Experience Approval Applications and Declarations and the terms of reference are set out in entirety in the Work Experience Rules.

Membership

3. The WEC is constituted by:
 - a) A senior member of academic staff nominated by the Chief Academic Officer (Chair);
 - b) A senior student administration officer nominated by the Chief Academic Officer; and
 - c) The relevant PLT Program Director;

Term

4. Non-ex officio members are appointed for a term of 2 years by the Chief Academic Officer.

Quorum

5. All WEC members are required for a quorum. A simple majority of those present is required for the passing of any resolution.

Meetings

6. The WEC will meet as often as the Chair deems necessary in order to undertake and fulfil its role effectively. The WEC will meet at least annually.
7. The WEC should review its terms of reference and the Work Experience Rules biennially to provide assurance that it remains consistent with the Academic Board's objectives and responsibilities.

Written decisions

8. A written decision following consideration of Work Experience Approval Applications and Declarations will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to WEC members within 14 days of the meeting.

Minutes

9. When the WEC meets other than to consider Work Experience Approval Applications and Declarations, minutes of each of those meetings will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to WEC members within 14 days of the meeting.

Circular resolutions

10. Out-of-session decisions may be required for matters outside of regular meetings. In such circumstances, the Chair may request members to deliberate on matters via circular resolution.

Confidentiality

11. WEC members must keep confidential all information pertaining to matters dealt with by the WEC. This includes reports and associated documents, and information contained in those documents. The obligation to maintain confidentiality continues to apply even after a person has left the WEC.