

Qualifications & Assessments Committee ('QAC')

Terms of Reference

1.	Authority 1.1. In accordance with the delegation from RICS' Governing Council and RICS Regulation 7.2., the SRB has exclusive responsibility for strategy, policy and operational oversight of the standards, entry and admission to the profession (through RICS' education and qualification standards), and regulatory functions of RICS. 1.2. In accordance with RICS Regulation 7.2.5., the Standards and Regulation Board may delegate work to panels, sub-groups, working parties, Members, non-Members and RICS staff in order to fulfil its standards and regulatory objectives. Any delegated work shall be undertaken in accordance with terms of references approved by the Standards and Regulation Board. 1.3. These terms of reference are approved by the Standards and Regulation Board under the powers delegated to it by Governing Council under RICS Bye-Law 7.2. and Regulation 7.2.5. 1.4. Any variation to these Terms of Reference must be approved by the Standards and Regulation Board.
2.	Purpose The primary purpose of the Qualifications & Assessments Committee is to: 2.1. Recommend policy and frameworks for professional competence to the Standards and Regulation Board; 2.2. Recommend policy and frameworks for admission/entry to the profession and transfer, to the Standards and Regulation Board;

	2.3. Provide assurance to the Standards and Regulation Board on the education and qualification standards.
3.	Membership 3.1. The QAC will be comprised of 8 members, a maximum of four professional members and a maximum of four independent members. 3.2. Others may be invited by the Chair to attend all, or part of any meeting, as observers or presenters, but will not be entitled to vote.
4.	Appointments and Terms 4.1. The Chair and Members of the QAC will be appointed in accordance with the appointment process set out in RICS' Global Appointments Model. RICS will seek to appoint widely diverse and suitably qualified individuals to the QAC. 4.2. Changes in membership must be approved by the Standards and Regulation Board. 4.3. Members of the QAC may not be members of Governing Council or any other RICS Board or Committee, including, for the avoidance of any doubt, the Regulatory Tribunal. 4.4. The Chair and Members initial term of appointment may not exceed three years in accordance with RICS' Bye-Laws and Regulations. 4.5. Board members (including the Chair) may be reappointed for a second term, up to a maximum of six years in accordance with RICS' Bye-laws and Regulations, subject to satisfactory performance.
5.	Chair 5.1. The Chair of the QAC shall be a member of RICS.

	5.2. The Chair will chair the meetings of the QAC. In the absence of the appointed Chair, members will select a Chair for the duration of the meeting.
6.	Secretary 6.1. The Director of Education & Qualification Standards will nominate a member of staff to act as Secretary for each QAC meeting.
7.	Quorum 7.1. The quorum necessary for the transaction of business shall be four Members of the QAC (at least two professional Members and at least two independent Members) plus the Chair.
8.	Frequency of Meetings 8.1. The QAC will meet at least twice per annum or as required by the Chair. 8.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting by the Director of Education & Qualification Standards or their nominee. 8.3. Meetings will be held virtually unless otherwise indicated by the Chair.
9.	Conduct of Meetings 9.1. An approval or resolution may be passed by a simple majority of those present and entitled to vote at the meeting, where a formal vote is deemed necessary. 9.2. The QAC is encouraged to make arrangements to pass resolutions between meetings either in writing or by electronic communications.

	Any decision made outside a meeting must be notified to the Board at its next meeting and recorded in the notes of meetings. 9.3. Any Member of the QAC who has a material interest relating to any decision must declare their interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chair will have the final ruling on whether or not the Member is entitled to vote.
10.	Notes of Meetings 10.1. The Secretary will take notes of meetings and circulate to all members within 10 working days of each meeting.
11.	Duties and responsibilities 11.1. To consider and recommend policy and frameworks for professional competence, entry to the profession, transfer between grades of membership/professional qualification, and the assurance of these frameworks. 11.2. To ensure assessment methodologies are applied consistently. This includes the policies and frameworks for assessment, assessors, licensed assessor trainers, and other key roles in the assessment process; 11.3. To set the overall requirements in relation to the requirements necessary to become a member 11.4. To set frameworks and policies for entry to post-qualification 'registers/schemes/credentials' etc. as they relate to competency and education and qualification standards. 11.5. To decide the accreditation/approval/recognition of education programmes, any applicable dispensations relevant to 11.1., and to monitor and review accreditation standards, the performance of accreditation relationships and programme accreditations; determining what conditions should be applied where necessary;
12.	Reporting responsibilities

	12.1. The QAC is accountable to the Standards and Regulation Board. 12.2. The QAC will report annually to the Standards and Regulation Board.
13.	Delegation of duties 13.1. The QAC may delegate any of its duties to working groups or advisory panels (or similar) established by it. 13.2. Any working groups or advisory panels (or similar) must be approved by the Standards and Regulation Board.
14.	Terms of Reference 14.1. The Terms of Reference will be reviewed annually and recommended changes submitted to the Standards and Regulation Board for approval.

Approved by the Standards and Regulation Board on 21 March 2023

Date for Review: 21 March 2024