

Position description	
Position title:	Student member – Learning and Teaching Quality Committee
Classification:	Volunteer
Time commitment:	Up to 4 hours per meeting (2-hour meeting plus reading, preparation)
Term of office:	12-month elected term
Further information from:	Governance and Policy Team Email: academic.secretariat@federation.edu.au

Position Summary

The Learning and Teaching Quality Committee (LTQC) is responsible for developing, implementing and monitoring a teaching and learning quality assurance framework, and maintaining a systematic overview of the quality of learning and teaching that delivers high learner satisfaction and graduate outcomes. LTQC provides recommendations to the Academic Board on standards and measures of the quality of learning and teaching and identifies and monitors risks and mitigation strategies associated with the quality of learning and teaching, learner satisfaction, graduate outcomes, and academic standards.

LTQC reviews regular performance reports, receives reports on student complaints, grievances, reviews of decisions and appeals relating to learning and teaching, ensures academic integrity and reviews, monitors and quality assures the outcomes of internal audits of compliance with regulatory requirements, in addition to the outcomes of external audits by ASQA, VRQA and TEQSA.

Visit the [Learning and Teaching Quality Committee website](#) for further information and links to the Charter.

The [Student Senate website](#) also provides information to students.

Eligibility

In accordance with the Learning and Teaching Quality Committee Charter, this position is open to any students studying at a Federation University campus or online enrolled at a fraction of 0.5 FTSL or more.

Members are appointed via an election process conducted in accordance with the [Federation University Australia \(Operations\) Regulations 2022 \(Division 3\)](#).

Key responsibilities

1. Attend at least 6 (six) meetings of Learning and Teaching Quality Committee across the calendar year. Meetings are conducted online (eliminating any travel requirements), and usually on a Thursday from 1-3pm.
2. Attend up to 8 (eight) meetings of Student Senate across the year and commit to a minimum of 2 hrs per week on Senate business. (optional)
3. Advocate for students on issues related to academic governance of university projects and processes.

4. Prepare for meetings by reading agenda papers and being prepared to contribute to discussions.
5. Provide a verbal or written report on occasions to meetings.
6. Undertake the responsibilities of the position adhering to:
 - the [Student Code of Conduct](#), [Child Safe Code of Conduct](#), and [Conflict of Interest Policy and Procedure](#);
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Benefits

1. Invaluable governance experience of the University.
2. Develop and enhance leadership and communication skills
3. Opportunities to increase networks through engagement with both staff and students
4. Professional development opportunities
5. Demonstrated committee experience to include in a CV/resume.

Portfolio

Learning and Teaching Quality Committee is a standing committee of Academic Board. The Academic Board aims to establish and maintain academic leadership at an institutional level in accordance with the Federation University Australia Statute 2021.

As the peak academic governing body of the University, the Academic Board oversees the academic governance system to meet the requirements of the *Higher Education Standards Framework (Threshold Standards) 2021* and other regulatory standards.

For more information regarding the role and responsibilities of the Academic Board, please refer to the [University website](#).

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For over 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Effective date: January 2025