

Terms of Reference - ACS Specialism Advisory Groups

Introduction

ACS will establish a Specialism Advisory Group when a specialism is determined as requiring a specialism certification under the ACS Certification Scheme.

Specialism Advisory Groups provide advice to the ACS on matters concerning competency/skill requirements necessary for certification, body of knowledge, educational and ongoing professional development requirements for a specialism that has been certified under the ACS Certification Scheme. The Group will also advise on and form the basis of how ACS will engage with the members of the specialism.

Role and Function of the Group

The Advisory Group will provide advice on:

1. Whether or not a certification is appropriate for the specialism and at what levels of certification it may be appropriate
2. The SFIA technical skill sets appropriate to the specialism at each level of certification above and beyond the ACS generic certification
3. The additional Body of Knowledge (BOK) (if any) requirement of the specialism
4. Requirements for programs that may be accredited as providing the BOK and competencies for the specialism
5. The evaluation of non-ACS certifications that could be recognised for ACS certification of the specialism
6. Evaluate the need for any additional education requirements that could be delivered for certification in the specialism
7. Determine the qualifications for assessors for certification purposes
8. Advise the Management Committee on how ACS may engage with the members of the specialism on an ongoing basis.

Certification requirements

The certification requirements must include a requirement that the candidate is qualified at the CP level and has demonstrated that they have met all conditions of certification for the specialism for a period of two years including the CP qualification.

Membership of the Group

1. Appointments to a Group shall be made by the ACS Management Committee on the advice of the VP: Membership

2. At least three (3) practitioners with the appropriate level of experience and expertise in the specialism, one of whom shall be the Chair of the group
3. The inaugural Chair will be appointed by the Management Committee for a period of two years. Subsequent Chairs will be elected by the Group.
4. No more than two(2) academics who are teaching in the specialism area
5. Any conveners of any appropriate ACS specialist interest groups (no more than two (2))
6. Nominees of any appropriate external associations who provide certification or membership in the specialism
7. Others may be seconded to the Group as required for a period no exceeding 6 months
8. From time to time as appropriate the Academic Principal of ACSEducation (or specialist nominee from ACSEducation) will be seconded to the group in discussions about any ACS education offerings that may be required.
9. One half of the members of the Group will have their terms ended after two years and the other half after three years. From then, all terms are for two years. Any member may seek reappointment to the group.

Operations of the Group

1. Initially the Group will determine the BOK and competency requirements for certification of the specialism at the professional level of certification (SFIA Level 5 and above)
2. The Group will report to the ACS within 4 months on the requirements for certification at the CP level
3. The Group will research and evaluate any other certifications in the specialism before establishing the ACS requirements for certification
4. The Group will engage with any other associations or federation of associations (in Australia or internationally) engaged in membership or certification of individuals in the specialism.
5. Any recommendation that a certification be introduced for the specialism must contain the certification guidelines for the specialism, the SFIA skill sets required and at what level and any additional BOK requirements.
6. The Group will oversee the initial certifications undertaken against the guidelines.
7. If appropriate the Group will form the basis of an ongoing structure whereby ACS can engage effectively with members of the specialism.
8. The General Manager: Professional Standards and Education will provide secretarial support to the Group.
9. No ACS resource can be committed by the Group without the approval of the GM. All requests for resource support should be through the General Manager.