



The Institute of Accounting and Commerce

Terms of reference - Education Committee

The Education Committee (EDCOM) is a standing committee of the Board of the Institute of Accounting and Commerce.

1. The role of the Board and the establishment of the Education Committee

The Education Committee is established to assist IAC in the discharge of its duty to ensure that persons who qualify for admission as members with the IAC have the knowledge, skills and attitude to proficiently perform the duties expected of them.

2. Composition and appointment of the Committee

The committee shall comprise a minimum of four (4) persons:

Appointments to the committee should be made in accordance with IAC nominations strategy and on the basis of qualifications, expertise, dedication, insight and interest in educational matters.

It is recommended that the committee consist of persons from:

Accredited Higher Educational Institutions;
Public Practice;
Commerce and industry; and
The applicable secretariat of IAC

The committee proposed and approved is as follows:

Two (2) representatives of accredited universities learning provider:
One (1) representative of Public Practice
One (1) member of the Secretariat or its nominee

In addition, a maximum of three (3) co-opted members may be appointed. These co-opted members, where possible, should be selected on the basis of their potential to serve as full members for the committee going forward.

At the discretion of the chairman, non-members may be invited to attend and/or address the committee meeting.

3. Quorum

The quorum for a meeting for the Education Committee shall be at least one third of members present. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authority's powers and discretions vested in or exercisable by the committee.

4. Chairperson

The appointment of the chairperson is recommended by the members of the Committee among themselves.

5. Responsibility and functions of the Education Committee

The primary purpose of EDCOM is to ensure that persons who qualify for membership of the Institute have the knowledge, skills and attitude to competently perform the duties expected of them.

The committee has the following responsibilities:

- a. Define the educational syllabi and overseeing the academic and training requirements to meet those needs;
- b. Determine the entry requirements into IAC;
- c. Oversee the marking processes of IAC Professional Evaluation;
- d. Arbitrate the results of IAC Professional Evaluation;
- e. Accredite and monitor programs of Higher Educational Institutions to provide the relevant academic education;
- f. Determine the educational needs of prospective Members (Accounting Officers and Commercial Accountants and setting or approving policies in this regard and overseeing the training needs;
- g. Ensure that the quality assurance of IAC registered learner-ship and qualifications are up to standard and maintained;
- h. Establish assessment criteria to test the ability of candidates competently perform their professional duties;
- i. Nominate one or more sub-committees to assist it in the performance of its functions and duties. Such a sub-committee(s) shall consist of so many members of the EDCOM or so many other persons or so many other members and other persons as the EDCOM may deem necessary, and the EDCOM may at any time dissolve or reconstitute such a sub-committee; and
- j. Determine the procedures for the EDCOM or any of its sub-committee meetings.

6. Tenure of Office

The IAC Board will appoint the members of this committee for a period of three (3) years, which appointment may be renewed at the discretion of the Board. The maximum period a member may serve on the committee is five (5) years.

7. Reporting structure

EDCOM reports to the IAC Board through the Chief Executive Officer.

8. Sub-Committees

- Examination panel
- Syllabus Panel
- Electronic Simulation Assessment (ESA) Panel
- Other committees may be formed & disbanded according to the requirements of the Education Committee, and stipulated in the specific committee's terms of reference.

9. Frequency of meetings

The Education Committee shall meet at least four (4) times per annum or as often as is necessary for the effective performance of its functions. The Chairman of the committee may convene a meeting of the Education Committee at any time at his discretion.

10. Funding

IAC will fund teas, lunches and administration costs.

Attendance, Travel and accommodation costs will be dealt with in accordance with the current attendance, travel and accommodation policy.

14-02-19



IAC Education Committee

APPLICATION FORM FOR COMMITTEE MEMBERSHIP

In addition to meeting requirements of the Terms of Reference (see below) for this committee, committee members are required to:

1. attend all scheduled committee meetings
2. abide by the constitution and the code of conduct of IAC
3. submit a short curriculum vitae indicating their experience and expertise in the elements outlined in the Terms or Reference for this committee.

First Name:

Surname:

Company/Institute:

Assessors Registration Number:

Moderator Registration Number:

Tel:

Cell-phone:

Email:

Postal address:

Employer Support:

As a representative of this committee undertake to fulfill the requirements specified in this document.

Date:

Signature: