

# RPPC – Education and Exam Subcommittee Terms of Reference

---

## **Mandate:**

The Education and Exam Subcommittee, chaired by a RPPC member selected jointly by the RPPC Chair and the Director RPPC, reviews and updates the RPPC Academic Database or other similar international qualifications database, establishes and/or approves candidate examinations including the Professional Practice Exam (PPE), Internationally Educated Professional Practice Exam (IEPPE), technical exams and competency exams, and performs such other education and exam related duties as assigned by the RPPC.

## **Reporting Structure:**

The Education and Exam Subcommittee is a standing Subcommittee of the RPPC. Verbal updates will be provided at the next scheduled RPPC meeting whenever Subcommittee meetings have been held. For more substantial initiatives, written reports will be required.

## **Responsibilities:**

Specifically, the duties and responsibilities of the members of the Education and Exam Subcommittee are to undertake or cause to be undertaken the following:

- review and make recommendations on the acceptance of international academics, which may include assigning standard upgrading courses where required, review historical records in the academic database, and cooperating with other TPC provinces on international academic review.
- support for the PPE and IEPPE as required which may include reviewing new and updated material.
- review and update discipline panel sheets as required.
- support technical exams based on assigned standard courses as listed on the discipline panel sheets and review exam content as required.

## **Training Requirements:**

Subcommittee members are required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), Ontario human rights, cultural differences, anti-discrimination, ethics, conflict of interest, and fair access law. Refresher training on these subjects will take place every 3 years.

## **Voting Structure:**

Wherever possible, decisions of the Subcommittee will be reached by consensus. Where a vote is required, a quorum is defined as 50 percent plus one of the Subcommittee members. A majority will pass a motion. In the event of an evenly divided number of votes, the Chair will exercise the right to a deciding vote.

Members cannot abstain from voting unless there is a conflict of interest.

## **Education and Exam Subcommittee Composition:**

The Subcommittee shall be composed of such number of specialists and in such disciplines as is required to carry out consistently and expeditiously the duties determined by RPPC.

The subcommittee should have at least five members

- A RPPC member who is the chair
- Two OACETT members
- The OACETT Registrar and Deputy Registrar

The Education and Exam Subcommittee Chair directs the work of the Subcommittee, provides the formal interface between RPPC and the Subcommittee (to ensure full knowledge of RPPC's directions), and keeps the RPPC informed of the activities of the Subcommittee.

As a support mechanism to the Education and Exam Subcommittee, a group of resource personnel or consultants may provide on-call assessment in their areas of expertise such as in depth knowledge of a country's educational system and institutions. These individuals are not members of the Education and Exam Subcommittee, but operate under the authority of the Education and Exam Subcommittee and are subject to these Terms of Reference.

### **Qualification of Education and Exam Subcommittee Members:**

- Subcommittee members should normally be:
  - certified members of OACETT at the appropriate level; or
  - licensed professionals from sister organizations such as Professional Engineers Ontario (PEO), Ontario Association of Architects (OAA), Association of Ontario Land Surveyors (AOLS)
- Subcommittee members:
  - should have a minimum of five (5) years work experience in their discipline area
  - may be selected on the basis of having specific experience or knowledge in an area where technology professionals are employed (eg. the Military)
  - may have knowledge of education systems in other countries or other specialized knowledge required by the Subcommittee
  - may be selected on the basis of having such specific experience or knowledge in an area of technology professional education as would be obtained by professors or instructors in a post-secondary technology institution
  - may have other specialized knowledge required by the Subcommittee
  - should have a good knowledge of the education system in Ontario and an appreciation of any differences in systems across Canada

### **Meeting Frequency:**

The Education and Exam Subcommittee meets as required.

### **Expenses:**

Members of the Subcommittee receive no honorarium for the services they provide.

Reasonable expenses will be reimbursed in accordance with the expense policy of the Association upon submission of an OACETT expense form.