AUSTRALIAN CENTRE FOR ENERGY AND PROCESS TRAINING (ACEPT)

ACEPT INDUSTRY ADVISORY BOARD (AIAB)

TERMS OF REFERENCE

1. The Chair of the AIAB shall be a senior member of industry appointed by the Chief Executive Officer (CEO) of Challenger Institute of Technology (Challenger Institute).

2. The CEO of Challenger Institute shall be an *ex officio* member of the AIAB. The CEO shall have final responsibility for the management of ACEPT as a campus of Challenger Institute under the provisions of *The Vocational Education and Training Act 1996*.

3. The General Manager for Training Services, Director Applied Engineering and ACEPT and the Principal Lecturer ACEPT shall be in attendance at meetings of the AIAB.

4. The functions of the AIAB are to:

   a. Oversee the development of and endorse the strategic and business directions of ACEPT;

   b. Consider and endorse the Operational Business Plan for ACEPT;

   c. Oversee the training programs delivered at ACEPT;

   d. Consider training unit content to ensure industry relevance;

   e. Oversee the development of a commercial training strategy and its implementation;

   f. Oversee the development and implementation of marketing strategies and plans;

   g. Oversee the development of international marketing activities;

   h. Assist ACEPT in establishing arrangements with industry to obtain qualified staff to deliver training in the Centre;

   i. Consider ACEPT’s equipment requirements and how the requirements can best be provided; and

   j. Consider any other issues related to ACEPT as requested by the CEO, Challenger Institute.

5. The membership of the AIAB will comprise representatives from industry and representatives of user groups appointed by the CEO, Challenger Institute.
6. The term for members is two years, which may be renewed at the discretion of the CEO, Challenger Institute.

7. Members are permitted to identify a proxy who can attend meetings in their place if they are unable to attend. Should a member be unable to attend for three (3) consecutive meetings then it is up to the Challenger Executive and the Director Applied Engineering and ACEPT to review that members’ ongoing membership.

8. When a member changes employment within their organisation to a position that will not directly affect the Board decisions, it is the responsibility of the Challenger Executive and Director Applied Engineering and ACEPT to review that members’ ongoing membership and to provide formal written notification of outcomes.

9. When a member ceases employment within the organisation that they are currently employed in as a Board member, they must provide written notification of their termination as a Board member prior to the cessation of their employment, where possible.

10. The AIAB shall meet at least four (4) times each calendar year.