

Terms of Reference for the Education Development Committee

1. Purpose

1.1 To ensure that IRM is kept abreast of key educational developments, responding to initiatives and agendas as required to maintain IRM's reputation and standing as a professional body.

2. Duties

2.1 The duties of the Education Development Committee are to:

- To review and update the learning outcomes, syllabus content and learning materials for IRM's qualifications to ensure they remain relevant, up to date and support the professional development of members;
- To review the structure of IRM's qualifications and recommend to IRM's Board the amendment, updating and withdrawing of qualifications and assessments, as appropriate;
- To recommend to IRM's Board the development of new products and services to support the professional development of members;
- To provide advice to IRM's Board on policies relating to the design, assessment and quality assurance of IRM's qualifications;
- To have an oversight of the development and implementation of IRM's assessment strategy and supporting policies and to oversee the work of the Examinations and Assessment Committee
- To support IRM in achieving and maintaining external accreditation of the Institute's qualifications;
- To form links with academic institutions and support the development of Masters level degrees in risk management and to oversee the review and accreditation of such programmes;
- To develop, support and promote a culture of lifelong learning in the profession and implement systems to monitor member's compliance with their obligations in respect of CPD;
- To maintain links with other IRM committees and working groups to ensure effective communication, joint working and awareness of key issues across the Institute.

3. Membership

3.1 Membership of the committee shall be as follows:

2 current Board members, one of whom shall serve as Chairman
Chair of Examinations & Assessment Committee
Between 6 and 8 voting members drawn from the IRM membership at large,
and containing both academics & practitioners

3.2 The Company Secretary, or a senior member of staff, shall act as secretary to the committee.

3.3 Other senior staff responsible for Accreditation and Assessment should be invited to attend meetings.

3.4 Appointments to the committee, including the appointment of the Chairman, shall be made by the Board and shall be for a period of up to three years, which may be extended for further periods of up to three years provided the member still meets the criteria for membership of the committee.

4. Quorum

4.1 The quorum necessary for the transaction of business shall be three members one of whom must be a current Board member.

5. Frequency of meetings

5.1 The committee shall meet twice a year and otherwise as required.

6. Notice of meetings

6.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chairman.

6.2 Unless otherwise agreed, notice of each meeting confirming venue, time and date, together with an agenda of items to be discussed shall be forwarded to each member of the committee and to any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.

7. Minutes of meetings

7.1 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.

7.2 Draft minutes of committee meetings shall be circulated promptly to all members of the committee. Minutes shall also be provided to the Board.

8. Delegated Authority

8.1 The Education Development Committee is a sub-committee of the Board and shall have delegated authority to:

- review and update the learning outcomes, syllabus content and learning materials for IRM's qualifications;
- via the Examinations & Assessment Committee, develop IRM's overall assessment strategy and determine an appropriate assessment policy;
- via the Examinations & Assessment Committee, agree the final examination papers; pass marks for each session and candidate results;
- via the Examinations & Assessment Committee; approve examination regulations and ensure that they are in line with all relevant legislation in relation to equality, diversity, disability discrimination, data protection, freedom of information and any other relevant legislation
- establish sub-committees to undertake any of the duties of the committee, and sub-delegate to them;
- seek any necessary external professional advice at IRM's expense.

9. Reporting

9.1 The chairman of the committee shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.

9.2 The committee shall provide a bi-annual report to the Board on its activities and future objectives.

9.3 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

10. Other Matters

10.1 The committee shall arrange for periodic reviews of its own performance and, at least every two years, review its terms of reference to ensure that it is operating effectively and recommend to the Board any changes it considers necessary.