BACKGROUND

The College acquired and launched in September 2016 its own Learning Management System Learnit to host and manage e-learning materials. Learnit is administered by College staff and supported by the vendor Learning Seat. Learnit offers a single platform to all College Fellows, Affiliates and Associates and CPD participants to access both the Royal College of Psychiatrists (RCPsych) CPD Online catalogue and College developed resources. Learnit tracks activities and records CPD hours awarded to Fellows, Affiliates, Associates and CPD Participants. Learnit is integrated with the College MyCPD portal.

At its March 2017 meeting, the Board approved the E-learning Strategic Plan. One of the key priorities of the E-learning Strategic Plan is to define a clear decision making process for creating e-learning resources. This includes the creation of an E-learning Advisory Group (the Advisory Group) comprising of subject matter experts from the College membership.

RESPONSIBILITIES

The responsibilities of the Advisory Group are:

- Manage the College Learnit course catalogue classification
- Ensure e-learning resources are up-to-date and mandate relevant College bodies to maintain the resources as relevant
- Maintain the process and framework to create new e-learning resources
- Advise the Education Committee (EC) on College e-learning resources
- Quality improvement, monitoring and evaluation including end user feedback
- Identify, report and manage risks in accordance with College Policy.

KEY DELIVERABLES

The Advisory Group key deliverables are:

- Build the road map and project plan to increase the number of locally developed on-line resources
- Report on Learnit activity
- Make recommendations to EC on newly proposed e-learning resources
- Report to relevant College bodies on status of new e-learning resources approval
- Maintain College guidelines and templates for e-learning resources
- Review and keep the College e-learning course catalogue up-to-date.
REPORTING RELATIONSHIPS and REPORTS

The Advisory Group reports to the Education Committee, and shall provide a report to each meeting of the Education Committee via the Executive Manager, Education and Training report. The Education Committee shall provide a report to the Board, as required, on the activities of the Advisory Group. The Advisory Group, as required, will submit to relevant committees new e-learning resource proposals.

The report may include:

• Learnit activity reporting
• Progress against content creation schedule
• Progress against project management plan
• Risk register status.

The Advisory Group will work closely with RANZCP executive management to ensure its responsibilities are met. The Advisory Group will be supported by the Education online learning team.

APPOINTMENTS AND MEMBERSHIP OF THE ADVISORY GROUP

The Advisory Group will comprise of a minimum of eight (8) members who will be appointed based on the skills, knowledge and expertise especially on online learning required to fulfil the Advisory Group’s responsibilities.

The members of the Advisory Group will include:

• One (1) Chair, a Fellow
• One (1) member, a Committee for Continuing Professional Development (CCPD) representative
• One (1) member, a Membership Engagement Committee (MEC) representative
• One (1) member, an Overseas Trained Psychiatrists' Representative Committee (OTPC) representative
• One (1) member, a Practice, Policy and Partnerships Committee (PPPC) representative
• One (1) member, a Trainee Representative Committee (TRC) representative
• One (1) member, a Directors of Training Advisory group (DoT Advisory) representative
• One (1) independent member.

Nominations for the Chair will be called for from the Fellowship.

Nominations for the independent member position will be called for from the College membership (Fellows, Affiliates and Associates).

Nominees (Chair and independent member) will be required to submit a 2 page CV and a 250 word supporting statement outlining their skills, knowledge and expertise. The nominations will be reviewed, and an appointment made, by the Education Committee. The appointments will be noted by the Board via the Education Committee’s report to the Board.

Representative positions will be appointed by the Education Committee upon the recommendation of the respective committee.

The Deputy Chair will be appointed by the Education Committee from the six (6) Advisory Group members.

The term for each representative position, will coincide with their term on their respective Committee.

The term for the Chair and the independent member will be three (3) years.
In the event that the Chair or the independent member resigns from the Advisory Group, call for nominations will be called for (as outlined above) and appointed by the Education Committee.

In the event that a person holding a representative position resigns from the Advisory Group, the relevant committee will appoint a new representative. In the event that the representative also holds the position of Deputy Chair, the Education Committee will appoint a new Deputy Chair.

Co-opted Members

- The Advisory Group may co-opt additional members with particular specified knowledge and/or expertise from time to time.
- The number of co-opted members shall be a maximum of two. The need for co-opted members shall usually be reviewed by the Advisory Group every 12 months, but may be reviewed more frequently as considered necessary.
- Co-opted members of the Advisory Group shall not have voting rights.

MEETINGS

a) Meetings will be chaired by the Chair. In the absence of the Chair, the meeting will be chaired by the Deputy Chair.

b) Meetings will be held by teleconference on a regular basis and face-to-face meetings will be held as required.

c) The agenda for any meeting of the Advisory Group shall be prepared by the College Department supporting the Advisory Group, and shall be distributed not fewer than five (5) working days prior to the meeting.

d) The quorum for any meeting of the Advisory Group (including decisions made out of session) will be 50% of the Group’s membership (excluding staff).

e) All meetings will be minuted, with a copy of the minutes provided to the Education Committee and the Executive Manager, Education and Training.

f) The group will respond to emails in between meetings.

g) The e-learning co-ordinator and online learning manager will be in attendance at all meetings.

h) Members of staff additional to those listed above may join meetings of the Group as required.

CONFLICTS OF INTEREST

Conflicts of interest will be declared and managed in accordance with College policy.

CONFIDENTIALITY

All Advisory Group members will be required to sign a Deed of Undertaking in relation to confidential information and conflict of interest (if one is not already on file at the College), and submitted to the College’s Governance Officer.

TIMEFRAME

The Advisory Group is time limited for three (3) years. At the end of the three (3) years the terms of reference will be reviewed by the Education Committee.
BUDGET

The Group's budget and any variations to the budget is managed by the Executive Manager, Education and Training approved in accordance with College policy.

MEDIA and AUTHORISED STATEMENTS

With respect to making media or other external comment or representation, the College's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.

ASSOCIATED DOCUMENTS


REVISION RECORD

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2019 NEXT REVIEW