

# AIA Qualifications Committee

## Terms of Reference

# Overview

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## 1.0 Introduction

The terms of reference for the AIA Qualifications Committee describes its purpose, scope and authority.

The terms of reference provide clear and specific information on how the committee is organised, what the committee is created to achieve, its membership and meeting arrangements.

Like AIA professional members, Committee members must act in the public interest using their professional judgement and skills to build trust in the Association and the profession more widely.

AIA committees are underpinned by the following key principles:

- **Selflessness** – members should take decisions in terms of the public interest and not in order to gain financial or other material benefits for themselves, their families or friends.
- **Integrity** – members should not place themselves under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence them in the performance of their official duties.
- **Objectivity** – in carrying out the Association's business, including awarding contracts and recommending individuals for rewards and benefits, members should make choices on merit.
- **Accountability** – members are accountable for their decisions and actions to the Association's membership and the wider public and must be submitted to appropriate scrutiny.
- **Openness** – members should be as open as possible about the decisions and actions that are taken. Members should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – members have a duty to declare any private interests relating to their appointments and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – members should promote and support these principles by leadership and example.

## 2.0 Purpose

The Qualifications Committee is a Committee whose powers are delegated to it by the AIA Council.

## 3.0 Authority

The AIA Qualifications Committee derives its authority from the AIA Council, the governing body.

This is set out in the AIA Constitutional Documents under Bye Laws 9-11.

## 4.0 Scope

To deal with all matters relating to:

- The Examinations of the Association including written examinations and oral tests, study requirements, the conduct of examinations, subjects of examinations, framing of and alterations in syllabus, monitoring of standards and compliance with statutory requirements, pass lists,

certificates in respect of examinations and as to holding the Recognised Professional Qualification;

- Practical training, including approval of persons to provide training and approval and monitoring of training including for purposes of Part 42;
- Reviews of examination and oral test results and agreement of and subsequent reporting to Council of recommendations received from the Exam Board and;
- Granting, suspending or removing approval for colleges or institutions to operate as an approved study provider for the Association offering the Professional Qualifications or other qualifications of the Association;
- The recommendation to the Council to employ any part of the funds of the Association in the provision of prizes, medals, scholarships, exhibitions or rewards in connection with the examinations held by the Association;
- The monitoring of the compliance by Members with the Association's Continuing Professional Development Regulations and Requirements.

The Committee is also empowered:

- To agree the form and content of certificates in respect of examinations and qualifications, and of approved study providers of the Association and any related application forms.

## 5.0 Duties

The duties of the Committee are to ensure that:

- It reviews recommendations made to it by the AIA Exam Board concerning issues relating to AIA's exams and student performance and makes decisions based on those recommendations
- The processes used in the production and delivery of examinations, qualifications and other assessments preserve their integrity
- Specifications and assessments are produced in line with these processes
- The processes used to moderate assessments and generate pass marks are valid and appropriate
- Examination regulations are in line with all the relevant legislation in relation to equality and diversity, data protection, freedom of information and any other relevant legislation
- All relevant educational developments arising from the regulatory authorities are reflected in the processes used to administer examinations, qualifications and other assessments
- AIA has rigorous self-assessment processes in place and these are reported annually
- There are no conflicts of interest between the different arms of the AIA that in any way compromise standards in examinations, qualifications and other assessments
- Examination performance statistics are reviewed at a time following each exam sitting
- Approval is granted of the academic team, annual review and new appointments
- Applications for the role of Study Provider are assessed in detail and agreed where applicable
- Complaints are reviewed in line with agreed procedures
- Exemptions are granted for those courses which meet the agreed requirements
- A report is given to the Council on the above matters

## 6.0 Membership

The Committee consists of at least five members, or such other number as the Council deem necessary.

- The Chief Examiner
- A Statutory Auditor
- At least three others, being members of the AIA Council

From the membership of the Committee a Chair is elected, who must be a member of AIA's Council.

Only members of the Committee have the right to attend meetings of the Committee on a regular basis. Other individuals may be invited to attend all or part of any meeting, by the Chair as and when appropriate.

There is no length of time specified for membership of Committees.

All members attending the Committee have a right to vote, except for any individuals 'in attendance', and the Chair has the casting vote.

The AIA Council has the power to fill any casual vacancies in the Qualifications Committee and to suspend or remove for misconduct any member.

#### *Chair*

The Chair of the Qualifications Committee is appointed in accordance with the Articles of the Association.

In the absence of the Committee Chair the remaining members shall elect one of themselves to chair the meeting.

The Chair works with the Secretary to the Council and is responsible for:

- Agreeing dates, times and locations for meetings
- Ensuring meetings are called and held in accordance with AIA's Constitutional Documents and specific Committee Terms of Reference
- Establishing and confirming an agenda for each meeting
- Ensuring the meeting agenda and relevant documents are circulated to the members of the committee in advance of the meeting
- Officiating and conducting meetings
- Providing leadership and ensuring committee members are aware of their obligations and that the committee complies with its responsibilities
- Ensuring there is sufficient time during the meeting to fully discuss agenda items
- Ensuring that discussion on agenda items is on topic, productive and professional
- Ensuring minutes are complete and accurate, retained, included and reviewed at the next meeting in line with AIA's policy

#### *Chief Examiner*

The Chief Examiner is appointed ex officio to the Qualifications Committee and provides a reporting link between the AIA Exams Board and the Qualifications Committee.

#### *Statutory Auditor*

A professional qualified statutory auditor who is registered with a Recognised Supervisory Body (RSB)

having completed a Recognised Professional Qualification (RPQ) from a Recognised Qualifying Body (RQB) is appointed as a member of the Qualifications Committee.

## 7.0 Meeting Arrangements

### *Frequency*

Meetings of the Qualifications Committee shall usually be held four times per year.

### *Quorum*

The quorum for the Qualifications Committee shall be three members.

### *Minutes*

The Secretary to the Council shall minute the proceedings and resolutions of all meetings of the Committee; minutes of committee meetings shall be circulated to all members of the Committee and are reported to the AIA Council at the next Council meeting.

The minutes and papers of meetings held by the Qualifications Committee should be held in accordance with agreed policies.

## 8.0 Reporting

The Committee shall endeavour to adopt best practice and strive to attain excellence in its deliberations. It will make whatever recommendations it deems appropriate on any area within its remit where action or improvement is required. The recommendations will be disseminated to the appropriate department and information relating to the actions taken will be reported back to the committee at its next meeting.

The Qualifications Committee shall exercise such powers and perform such duties as described in this document and additional duties which may be vested in or assigned to them by the Council from time to time, and all matters dealt with shall be reported to the Council at the next succeeding meeting of the Council.

## 9.0 Notice of Meetings

Meetings of the Committee shall be summoned by the Secretary to the Council at the request of the Committee Chair.

Unless otherwise agreed, notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Committee, and any other person required to attend, no later than 5 working days before the date of the meeting.

## 10.0 Conflict of Interest Policy

Members of the Committee are obliged to declare in advance of the meeting any relevant information in line with AIA's Conflict of Interest Policy.

## 11.0 Equality & Diversity Policy

Members of the Committee are reminded at the commencement of each meeting that they should act at

all times in line with AIA's Equality and Diversity Policy.

## **12.0 Review**

The Terms of Reference are reviewed annually by the Qualifications Committee at the first meeting following the Annual General Meeting and changes enacted by the Secretary to the Council subject to approval by the AIA Council.



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