



## **Roles and responsibilities of members of VCE Studies Review Panels**

### **Role of the review panel**

- Review panels will generally consist of eight to twelve members appointed from schools, universities, the training sector and employers/industry. All review panels are chaired by a VCAA officer and panels should be balanced in their representation of gender, sector, region and experience.
- The review panel will undertake evaluation of the study design and will develop a draft study design proposal in accordance with the *VCAA Principles and Guidelines for the Development and Review of VCE Studies*.
- The work of the review panel will take place with respect to the *Terms of reference* endorsed by the VCAA, which will be a public document published on the VCAA website.
- The role of the review panel is advisory and its proposed study design will be subject to endorsement by internal committees and approval by the Board of the VCAA.
- The review panel will provide evidence that the enrolment, completion and assessment data provided to the panel have been considered in the evaluation and review of the study.
- The panel is expected to work on a general consensus model of consideration and decision making. Where this is not possible the panel will, through its chair, note and refer significant issues and/or matters where there are clear and substantive differences in points of view to the General Manager, Curriculum Branch to receive further advice and/or direction from the committee as appropriate.
- The panel will meet at a set time and place according to a schedule established by mutual agreement, accommodating the majority interest of the panel, and appropriate for the scope of the review work.

## **Responsibilities of review panel members**

### **1. Non-attendance**

- 1.1. Apologies must be communicated to the VCAA officer prior to any absence by a review panel member. Non-attendance for two consecutive meetings or for more than two meetings of the panel without good reason will be grounds for discontinuing membership in favour of a replacement member who can attend regularly.

### **2. Conflict of Interest**

- 2.1. Prior to the first meeting of the panel, the review panel member will disclose previously published work in relation to the VCE Study. Disclosure is to be made in writing to the VCAA officer (see below).
- 2.2. Prior to the first meeting of the panel, the review panel member will disclose any contracts or engagements they may have in relation to the VCE Study whether for reward or on a voluntary basis. Disclosure is to be made in writing to the VCAA officer (see below).
- 2.3. The review panel member will refrain from entering into a contract with a publisher or other resource provider in relation to the VCE Study until the consultation draft of the reviewed study design is publicly available or unless there is prior written permission from the Chief Executive Officer of the VCAA.

### **3. Confidentiality**

- 3.1. The panel member agrees to keep confidential and not to disclose to any third party without the prior written consent of the Chief Executive Officer of the VCAA all information disclosed to, received or accessed by the panel member at any time in connection with the review panel, including all information of which the panel member becomes aware or generates in participating in the review panel, all information which the panel member knows or ought reasonably be expected to know is confidential and all information disclosed by, received or accessed from the VCAA or any of its representatives during the course of or which is related to the study design and the review panel including that contained in correspondence, negotiations, discussions and meetings with the VCAA and the review panel.
- 3.2. This obligation does not extend to information that is in the public domain otherwise than as a result of breach of confidence by any person, information that is identified in writing by the VCAA or its representatives as not being confidential, or information lawfully known to the panel member and in respect of which the panel member is not bound by any other obligations of confidentiality.
- 3.3. In particular, panel members may not, under any circumstances, make any statement to any media or any person and must refer to the VCAA any inquiries from the media regarding the review panel and the study design.
- 3.4. Panel members may not make, encourage, or participate in any public comment or discussion in any forum on or in relation to the review panel or the study design without the prior written consent of the Chief Executive Officer of the VCAA.

<b>I have read and understood all the above roles and responsibilities and agree to them.</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

# Panel Member Declaration

<b>Panel Member Name:</b>	
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## Disclosure of published works

<b>Title of work</b>	
<b>Year of publication</b>	
<b>Audience</b>	

<b>Title of work</b>	
<b>Year of publication</b>	
<b>Audience</b>	

<b>Title of work</b>	
<b>Year of publication</b>	
<b>Audience</b>	

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<b>Audience</b>	

<b>Title of work</b>	
<b>Year of publication</b>	
<b>Audience</b>	

## Panel Member Declaration

Panel Member Name:	
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### Disclosure of contracts or engagements

Date of contract or engagement	
Entered into with	
Audience	

Date of contract or engagement	
Entered into with	
Audience	

Date of contract or engagement	
Entered into with	
Audience	

Date of contract or engagement	
Entered into with	
Audience	

Date of contract or engagement	
Entered into with	
Audience	

This signed and completed form must be returned by mail to the appropriate VCAA officer prior to the first meeting of the panel.

Please photocopy if additional pages are required.