

# **S.A. Dental Technicians Council**

## **Education Committee**

### Terms of Reference

#### **1. Introduction**

- 1.1. The Education Committee is a structure of the SADTC in terms of section 11 (10(b) of Act 19 of 1979, as amended. As such it has statutory status
- 1.2. The purpose of the Committee is to advise Council on any and all matters regarding the education and training of members of the dental technology profession. This includes all student related matters, teaching and learning, minimum standards and requirements, upgrading and restructuring of qualifications that will ensure international comparability within the South African context. Ensuring that all students who eventually are registered with the Council are “fit for purpose”.
- 1.3. Programme reviewing is fundamental to the process of quality assurance. The latter will be of increasing importance to Council and the Education Committee will play a pivotal role in the development of the instrument and the evaluation of the process.

#### **2. Overriding Principle**

- 2.1. The Education Committee has no decision making powers and can only recommend to Council in the form of a recommendation. Where Council is of the opinion that all options were not considered by the Committee or where more or later information became available and where such information were not considered, Council will refer the matter back to the Committee for further deliberation and a new recommendation must then be made to Council.
- 2.2. In the event where time is a factor, Council may take a decision independently from a recommendation by the Education Committee, in which case written feedback will be provided by the Registrar communicating such decision as information to the Committee.

### **3. Responsibilities of members**

- 3.1. Once a member is appointed such member is accountable to the structures of Council including the office of the registrar. Representatives, although recommended by a specific stakeholder group, is accountable to Council only and such person must not see him or herself as the representative of that stakeholder group, but rather as an expert identified by a stakeholder group but serving in the best interest of the profession as a whole and specifically in that of the public. Hence each member will be expected to sign the standard *Declaration of Confidentiality* expected from all Councillors. All committee members are seen as extended members of Council and must therefore behave in a similar, professional and accountable manner.
- 3.2. Each member is expected to participate in a constructive manner acting with respect and dignity. To place the profession and public first even at the expense of self-interest.
- 3.3. Tasks assigned must be completed on time and executed with the greatest sense of responsibility.
- 3.4. Active participation in every aspect of the life of the Committee is expected.
- 3.5. Fostering good relationships with the office of the Registrar is regarded not only as important but is required of all.

### **4. Composition**

- 4.1. The Education Committee shall comprise of the following members:
  - 4.1.1. A member of the Council appointed by the Council who shall be the Chairperson of the committee;
  - 4.1.2. The Education Inspector/s appointed by the Council;
  - 4.1.3. Any other members designated by Council of which at least one must be a member of Council who will be the Deputy chairperson, and one representing the dental technology profession;
  - 4.1.4. One representative from each approved training institution where dental technicians or dental technologists are being trained. Such representative must either be the Head of the Department or Head of Programme or a senior academic staff member in terms of experience and who is registered and in good standing with the Council;
  - 4.1.5. The Registrar or his or her representative (*ex officio*)

- 4.2. In the absence of the Chairperson, the Deputy Chairperson will officiate. In the event where both the chair and deputy chairperson are absent the members present shall elect the Chairperson.
- 4.3. Every member listed under clause 4.1 above shall have the same powers and responsibilities to attend and deliberate in Education Committee meetings, but *ex officio* members, shall participate in an advisory and supporting role and whose guidance must be considered by the meeting before a decision for recommendation to Council is made. The latter should prevent matters to be referred back by Council for further deliberation which may result in unnecessary delays. Where the meeting decides not to follow the *ex officio* member's advice or direction the Chairperson must submit a written motivation to Council in this regard.

## **5. Power of co-option and sourcing of professional expertise**

- 5.1. Where deemed necessary by the Education Committee, it may consult with individuals or groups of individuals or other organised structures who are recognised for their knowledge, expertise and/or regarded as stakeholders who may have a special interest or who will be affected by the outcomes of its deliberations;
- 5.2. Establish forums, discussion groups, host or attend workshops or work sessions involving special interest groups or stakeholders as required from time to time;
- 5.3. Where deemed necessary by the Education Committee, independent external professional expertise may, at Council's cost, be obtained to assist with the execution of its duties, subject to the Council's approved supply chain management processes.

## **6. Meetings**

- 6.1. The Education Committee will meet twice a year.
- 6.2. At the first meeting of the year and which should take place during the first week of February, all student registration matters including appeals against academic exclusions must be dealt with for recommendation to Council for approval or otherwise.

6.3. At the second meeting the new minimum requirements for the practical assessments at level three and four must be finalised for submission to Council for approval or not.

6.4. The Education Committee will further meet on an ad hoc basis as required to deal with any matters related to the approval of the models and sample work based on the minimum requirements referred to in clause 6.2 above or where an official inspection of an approved institution was conducted and the report requires the Education Committee's consideration and recommendation to Council.

6.5. Whenever Council requires the Education Committee to meet for specific reasons.

## **7. Duration of the mandate**

7.1. The Education Committee is a statutory committee of the Council and will remain in place for the duration of the Council's term of office, however all members of this committee as is the case with all committees of Council, will be constituted or reconstituted at the first meeting of the Council at the beginning of each year.

7.2. Members appointed by Council may be reappointed but this is subject to Council's discretion.

7.3. Names of representative members from approved institutions will be communicated to the office of the registrar by such structures annually.