



TERMS OF REFERENCE

International Qualifications Committee (IQC)

July 2023

1. Context

The Occupational Therapy Council of Australia Ltd (OTC) has been appointed by the Occupational Therapy Board of Australia (OTBA) as the accreditation authority for the occupational therapy profession, to perform accreditation functions under the terms of the Health Practitioner Regulation National Law Act 2009 (National Law).

2. The functions of this committee

The IQC is constituted by the OTC Board to provide for the following functions:

- undertake assessment of qualifications of internationally qualified occupational therapists (OTs), enabling them in relevant cases to apply for registration with the OTBA to undertake a period of supervised practice in Australia preliminary to seeking general registration (stage 1);
- monitor the period of supervised practice of internationally qualified occupational therapists, preliminary to them applying to the OTBA for general registration (stage 2);
- in connection with individuals referred to the OTC by the Australian Department of Home Affairs, undertake an assessment of qualifications of internationally qualified occupational therapists and also Australian qualified occupational therapists for the purpose of migration to Australia under the General Skilled Migration categories.

3. Reporting relationship

1. The committee is established by the OTC Board, and responsible to the OTC Board for carrying out its functions.
2. The committee shall provide reports on its activities to all meetings of the OTC Board and at other times as requested by the Chairperson of the OTC Board.
3. In relation to appeals, the committee will comply with the processes endorsed by the OTC Board.

4. Delegated Authority

The committee will have the power to make decisions in relation to the matters listed below. If a matter is not listed, the decision may only be made by the OTC Board.

1. The committee is responsible for developing and maintaining Stage 1 and Stage 2 processes and procedures, to be made available on the OTC website.

2. To delegate to the EO the Stage 1 assessment process for internationally qualified OTs and Australian qualified OTs seeking assessment for skilled-migration purposes via the DoHA. This assessment is to be undertaken in compliance with the Stage 1 Process and Procedure document. If the criteria are not met, the application is referred to the IQC for a decision.
3. To determine the most appropriate method of assessment of internationally qualified occupational therapists to ensure they are competent to practise occupational therapy in Australia.
4. To delegate the assessment of Stage 2 applications which incorporates the supervised practice plan, for approval, and progress reports to identify any areas of weakness, to two assessors, one of which is the team leader.
5. To authorise the EO to issue a Certificate of Practical Completion, upon receipt of written confirmation from the two assessors that the internationally qualified occupational therapist has completed the period of supervised practice successfully.
6. To manage appeals in line with the processes approved by the OTC Board.
7. To manage and conduct the business affairs of the committee.

5. Committee membership

Minimum of two OTC Board members and at least one external committee member who is not a director appointed by the OTC Board.

The committee shall appoint a chair and deputy chair of the committee whenever there is a change of composition in the committee or a vacancy occurs. Only OTC Board members shall be eligible to be appointed to these roles. In the absence of the chair and deputy chair in attendance at a meeting, the committee shall appoint another member from amongst their members to chair the meeting.

6. Quorum

Minimum three of which one shall be an OTC Board member.

7. Secretariat

OTC CEO or their delegate
OTC EO

8. Term of Office

Three years with possible reappointment for further terms (subject to continuing appointment as a director where relevant).

9. Regularity of meetings

At least one face-to-face meeting per annum with additional meetings as required.

10. Review

The terms of reference shall be reviewed at least once every three years.

11. Document information

Policy location	OTC Governance Manual		
Date	July 2023	Version	
Approved	Endorsed Board May 2023	Review date	May 2026