

Dear ACPIVR Member,

Recently the ACPIVR committee has been exploring the idea of a recognised ACPIVR certification pathway for Physiotherapists working in Vestibular Rehabilitation. To progress with these discussions we require an Education Sub Committee and this in turn needs to be reflected in the ACPIVR constitution to allow for governance of its activity. We therefore propose the following amendment to the ACPIVR constitution, which will require a vote of $\frac{3}{4}$ membership in favour of implementation at the ACPIVR conference and AGM:

- **The committee may appoint subcommittees, advisory groups or working parties of their own members and other persons as they see necessary to carry out their work. The committee may determine their terms of reference, duration and composition. All sub-committees shall make regular reports on their work to the committee.**

We would also like to propose the terms of reference and governance of the Education Sub Committee (ESC) for similar voting at the ACPIVR conference and AGM:

Name

Education Sub Committee

Members and roles to be confirmed

Chair

X6 member's roles to be decided

Purpose

The ACPIVR ESC will develop and deliver a recognised certification or accreditation process for members of ACPIVR and the CSP. The ACPIVR Education Sub Committee is run by qualified physiotherapists who all have a special interest in Vestibular Rehabilitation and in promoting the ACPIVR education system and Certificate in Vestibular Rehabilitation Therapy award. ESC members give their time voluntarily and each member takes responsibility for a different aspect of the committees' role.

Delegated Authority

The ESC will be responsible for:

- Supporting selected Universities in the development and delivery of Level 6 and 7 training as part of their BSc & MSc programmes.
- Development and maintenance of guidelines, criteria, submission and award process for Certificate in Vestibular Rehabilitation Therapy.
- Assessment of all submissions for Certificate in Vestibular Rehabilitation Therapy and notification of outcome i.e. pass, fail, resubmit etc.
- Support delivery of ACPIVR conference and regional courses as well as educational content for the ACPIVR website.

- Identification of areas where external input may need to be commissioned in order to deliver an education pathway and inform ACPIVR management committee for decision.

Frequency of meetings

The ESC is required to meet 3 times a year minimum and the maximum length of meetings is 3 hours. This can include video or face to face meetings etc. Any expense will be subject to normal ACPIVR procedure.

Reporting Procedure

The ESC will report to the management committee x3 yearly

Quorum

The minimum number of people required for the ESC meeting is 3 including 1 person from the main committee.

Sub committee members are bound by the terms of reference and cannot change the direction of the subcommittee unless authorized to do so by the management committee.