

## Assessment Governance Committee (AGC) - Role Overview for Members

Reports To	Director Assessment
Type of Engagement	Statutory Appointment
Business Unit	Assessment
Supervisor of	Nil

### About the Committee

The Assessment Governance Committee (AGC) oversees the APC assessment system, making informed decisions and recommendations on assessment matters in line with Board-approved policies. Its members bring expertise in assessment and regulatory decision-making, which supports the delivery of exams that are reliable, valid and defensible.

Within this framework, the Committee approves assessment processes, reviews monitoring and quality assurance data, and provides expert advice to the APC. It ensures that the assessment system is implemented as intended and continues to operate effectively over time. Through its decision-making and oversight, the Committee plays an important role in ensuring that APC assessments for pharmacist registration are fair and reliable, protecting the public by assessing the competency of both Australian and overseas-trained pharmacists.

Importantly, this is a governance role. The Committee does not design or deliver exams, nor does it make item-level decisions. Instead, it focuses on overseeing the overall system, monitoring performance, identifying risks, and ensuring that assessment outcomes remain robust, consistent, and aligned to current practice standards. Where broader issues arise, the Committee escalates them to the Board for consideration.

### About the Role

As a member of the AGC, you will contribute to the committee's decision-making and provide governance oversight of the APC assessment system. You will apply your expertise to evaluate assessment processes, review performance data, and inform decisions and recommendations on assessment matters.

### Key Responsibilities

- Review and approve assessment processes within delegated authority
- Analyse quality assurance and performance data to evaluate the assessment system
- Critically evaluate proposals and recommendations to inform Committee decisions
- Identify risks or issues and contribute to their escalation when appropriate
- Provide expert recommendations to support continuous improvement of the assessment system

Members are required to declare any conflicts of interest and maintain the confidentiality of all committee materials and discussions.

## Member Requirements

The AGC comprises members with complementary expertise in governance, high-stakes assessment, and professional practice. The following outlines the skills, experience and attributes required to effectively contribute to the work of the Committee.

### Essential Requirements (all members)

All members are expected to demonstrate:

- Experience serving on decision-making committees, with a proven ability to synthesise complex information and contribute to informed decisions
- Understanding of governance principles and the role of oversight in regulated environments
- High levels of professional integrity, including the ability to manage conflicts of interest
- Ability to work effectively in a committee environment while exercising independent judgment

### Committee Chair

In addition to the Essential Requirements, the Chair must demonstrate:

- Extensive experience in the design, assurance, and governance of high-stakes professional assessments (e.g. assessments used for licensure or registration decisions)
- Demonstrated governance leadership, including experience chairing Boards or committees
- Proven ability to lead balanced and effective decision-making, including facilitating constructive challenge and managing differing perspectives
- Experience in governance roles involving oversight of risk and assurance

### High Stakes Assessment Expert (Registered Pharmacist)

In addition to the Essential Requirements, member must demonstrate:

- Expertise in designing pharmacy assessments in tertiary or professional settings
- Strong understanding of assessment design, including competency or capability frameworks, cognitive demand (e.g. Bloom's taxonomy), and appropriate assessment methods
- Current or recent experience in patient-facing pharmacy practice, with a strong understanding of contemporary professional practice and requirements

### High Stakes Assessment Expert (Other Profession)

In addition to the Essential Requirements, member must demonstrate:

- Expertise in the design and governance of high-stakes assessments in another regulated profession within the Australian regulatory context, including experience with licensure or registration examinations across health or non-health professions
- Knowledge of best-practice assessment processes, quality assurance frameworks, and governance arrangements

## Competencies

### Core Competencies

Competency	Definition
<b>Our Values</b>	Promotes and embodies our values in what we do and how we behave.
<b>Holistic Approach</b>	Works in the best interests of APC.
<b>Team Oriented</b>	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
<b>Achievement Orientated</b>	Identifies and accomplishes challenging objectives or personal goals.

### Mandatory Functional Competencies

Competency	Definition
<b>Communication</b>	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
<b>Time Management</b>	Manages responsibilities in a timely and efficient manner.
<b>Effective Relationships and Engagement</b>	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
<b>Cultural Awareness</b>	Understands and promotes our path to reconciliation.
<b>Diversity and Inclusion</b>	Recognises and values diversity of people, ideas and cultures.
<b>Quality &amp; Professionalism</b>	Maintains high work standards and takes personal responsibility.

### Role Specific Competencies

Competency	Definition
<b>Problem Solving</b>	Identifies and defines problems through the gathering of relevant information leading to the development of alternative solutions
<b>Analytical Ability</b>	Reviews and analyses a wide variety of information and recommends a specific course of action.
<b>Decision Making</b>	Discern important issues to ensure effective decisions are made
<b>Judgement</b>	Makes sound decisions while considering alternatives
<b>Technical Expertise</b>	The ability to demonstrate depth of knowledge and skill in a technical area