GENERAL INFORMATION

1	**Document type**	Procedure
2	**Document owner/approver**	Vocational and Professional Council (VPC)
3	**Minimum list of document users to be notified upon release of document update**	All VPC attendees

4 Document change history

C	**DCTN #**	**Date released**	**Change originator**
	15/2024	05.03.2024	QA Office
	Change history (Section/change details)		
	Reviewed the Document against the MCAST Act 2023 and applied changes accordingly. All instances referring to COI were changed to VPC. Any references to the Education Act have been changed to the MCAST Act. Added the Contents page Replaced the COI TORs with the new VPC TORs from the MCAST Act Added Section 4 re structure of Agenda taken from DOC 391		
B	**DCTN #**	**Date released**	**Change originator**
	163/2021	01.11.2021	James Perry Zammit
	Change history (Section/change details)		
	Updated 3.2 reference to quote from education act – source changed from clause 58 to page 58 Updated par 3.3 changing deadline from *by not later than five days* to *by not later than ten days*		

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

*Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.*

Continuous Improvement

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today**!*

Contents

1. SCOPE 3
2. DEFINITIONS AND ACRONYMS 3
3. REQUEST BY INTERESTED MEMBERS FOR ITEMS TO BE INCLUDED IN VPC AGENDA 3
4. STRUCTURE OF THE VPC AGENDA 5

1. Scope

This document describes the procedure to be followed by the Council Members for:

a) proposing items to be included in the Council agenda and,
b) issuing of the Council agenda.

2. Definitions and Acronyms

a) "Act" means the Malta College of Arts, Science, and Technology Act 2023.
b) "Chairperson" means the Chairperson of the Council, or the Chairperson appointed or elected for a Meeting whereby in the Vocational and Professional Council this position is held by the Principal and CEO or any other member as may be delegated by same for any specific meeting.
c) "Council" means a Vocational and Professional Council also referred to as VPC.
d) "Interested member" means a member who is proposing items to be included in the Council agenda.
e) "Meeting" means a Meeting, duly convened and constituted, of the Council or any Committee thereof.
f) "Registrar" shall act as Secretary to the Council.

3. Request by Interested Members for Items to be Included in VPC Agenda

3.1. The Secretary to the Council is to send by not later than ten working days, before the date of the Council meeting, issue an e-mail to all Council Members inviting them to propose, by a specified deadline date, items to be considered for inclusion in the VPC agenda.

3.2. The Members shall ensure that the items being proposed are relevant to the terms of reference to the Council, as stipulated in the MCAST ACT (2023) Art.13, namely:

The Vocational and Professional Council shall be responsible for the general direction of the academic, vocational and professional education and training of the College, and shall have the following functions:

(a) to ensure that the policies, strategy and decisions adopted by the Board of Governors in terms of article 10 are implemented;
(b) in line with the three-year strategic plan, prepare a three-year academic plan based on the plans prepared and submitted by each academic unit and ensure its execution;
(c) to regulate by means of policies and procedures the programmes of studies, training, research, documentation and examinations at the College and to establish such degrees, diplomas, certificates and awards for such candidates satisfying the prescribed conditions after following the required study programmes;
(d) to decide about the persons to whom the academic, vocational and professional degrees, diplomas, certificates and other distinctions shall be awarded;
(e) to establish, subject to the provisions of this Act, the entry conditions to the College, including those of part-time study programmes;
(f) to appoint Maltese or foreign examiners according top re-established statutes and procedures, and to ensure that payment is effected for their services;
(g) to recognise, following a recommendation by the competent authorities according to law, such degrees, diplomas, certificates and distinctions of other universities or

educational institutions

(h) to approve the curricula and the syllabi submitted by the academic units and, where it deems it so necessary, to revert same with its advice about any proposed amendments;

(i) to recommend to the Board of Governors the establishment of new vocational and professional academic units leading to qualifications at all MQF levels which may include the introduction of new subject matter;

(j) to present to the Board of Governors, with the launch of each prospectus, an annual proposal of all academic units forecasted to be removed, retained and introduced in the prospectus of the following year;

(k) to ensure positive and active relations between the College and its professional and educational partners in Malta and overseas;

(l) to give advice to the Board of Governors on academic and professional matters

3.3. Interested Members shall submit (by e-mail) to the Secretary of the Council, by not later than ten working days before the date of the Council meeting, the following minimum information for each of the items being proposed to be included in the Council Agenda:

a) The title (subject area) of the item proposed;
b) A very short description of the item being proposed, including any supporting data, information, records, documents, evidence etc.;
c) The proposed resolution (where applicable).

3.4. The members shall also indicate whether the item being proposed is:
a) For adoption,
b) For discussion,
c) For decision or
d) For Information.

3.5. The Secretary shall forward the proposed item(s) to the Chair who will determine whether to:
a) Include the proposed item in the Council agenda;
b) Request interested member to provide more information;
c) Propose that item be included in the agenda of another forum.

3.6. The Secretary shall include in the Council agenda only those eligible items approved by the Chairperson that are deemed to fulfil the requirements as described above under 3.4 (a) to (d).

3.7. The Secretary shall circulate to the VPC members not later than two working days before the Council meeting date the Council meeting agenda, together with any supporting documentation.

3.8. Any proposed items received after the deadline date (five working days before the Council meeting) will be considered for the subsequent Council meeting.

3.9. In consultation with the Chairperson of the Council, the Secretary will communicate with Members providing an explanation for item(s) that were not accepted on the Council agenda.

4. Structure of the VPC Agenda

4.1. The structure of the VPC Meeting agenda follows this format:

i. Apologies
ii. Reading of the VPC Meeting minutes
iii. Matters arising from the minutes
iv. Agenda items approved for the VPC Meeting
v. Any other Business (AOB)

Note: It is strongly recommended that Members prepare in advance for the Council meeting. It is to be appreciated by the Members that impromptu discussions cannot be based on researched facts and hence may lead to incorrect decisions by the Council members.