

Terms of Reference  
Alberta College of Social Workers  
Professional Social Work Education Committee (PSWEC)

**1. Purpose:**

The PSWEC shall:

- Identify how social work education programs will be evaluated for “approved program” status;
- Review applications for approved program status and based on its evaluation, make recommendations to the Council of the Alberta College of Social Workers about whether approved program status should be granted.

**2. Mandate:**

- To make recommendations to Council for granting approved program status to social work education programs;
- To assist Council to fulfill its duties under the Health Professions Act (HPA).

**3. Definition:**

The PSWEC is a regulatory committee established under the authority of the HPA to recommend to Council approval of “programs of study and education courses for the purposes of registration requirements” (HPA, Section 3.1.f)

**4. Goals:**

- To establish practices for evaluation of social work education programs for the purposes of recommending “approved program” status.
- To keep current and informed about policies and procedures used by other jurisdictions in granting approved status for education programs.
- To facilitate communication with education programs regarding policies and procedures for receiving approved program status with the ACSW.
- To provide consultation to programs seeking approved program status.

**5. Membership**

The PSWEC will be comprised of the following members appointed by Council:

- Four ACSW members (at least one of whom is Indigenous);
- Two representatives of social work employers;
- One representative from a University Degree social work program;
- One representative from a Diploma social work program;
- One representative from an Indigenous institution involved in social work education;
- ACSW Registrar (ex-officio member)

6. The Approval Coordinator works closely with the PSWEC. The Approval Coordinator is contracted by ACSW to manage approval processes for social work education programs and reports to the Executive Director and Registrar.

**7. Procedures:**

Officers

- A Chair or rotating Chair is appointed by the PSWEC.

Terms of Office

- The regular term of office is two years. Members are eligible for re-appointment for up to two additional terms. Terms of office will be staggered to ensure continuity.

Accountability

- The PSWEC is accountable to ACSW Council.

Frequency of Meetings

- This committee meets a minimum of 4 times annually.

Quorum

- A quorum of the PSWEC is 50% of members entitled to vote.

Circulation of Minutes

- Approved minutes of the PSWEC shall be available to ACSW Council members as needed.

Written Reports

- A written report shall be submitted annually for the Annual Report. Other reports may be requested as required.

**8. Date Revised:** May 24, 2012

**9. Date Adopted By Council:** September 14, 2012