

**SA ASSESSMENT CENTRE STUDY GROUP**



# **AC ACADEMY CONSTITUTION**

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**Adapted 15 March 2018**

**Edition 1**

## AC Academy Draft Constitution

### 1. Purpose of the AC Academy

The AC Academy is a voluntary committee, working under the auspices of the ACSG, whose aim is to establish competence with AC practitioners in designing, delivering, and researching Assessment Centres (ACs) according to best practice and ethical guidelines to the benefit of all stakeholders. The AC Academy is affiliated with the ACSG and is therefore classified in line with its not-for-profit status.

### 2. Mission of the AC Academy

To establish and transfer competence to AC practitioners to design, implement, and research ACs according to best practice and ethical guidelines that support Talent Management objectives in organisations. This is done by presenting training courses covering the key components in the AC.

### 3. Vision of the AC Academy

To have world-class AC competence of South African, African and international AC practitioners, to ensure the ethical, scientific and needs-driven delivery of ACs in organisations.

### 4. Structure of the AC Academy

The AC Academy is part of the ACSG, and focuses on AC specific skills transfer. The AC Academy consists of a Board that oversees the curriculum design of training courses, including the quality of content and quality delivery.

The Board consists of the following:

- The two founding members.
- A selection of ACSG honorary members (one member at a time), rotating every second year and working on a voluntary basis.
- International Industry Thought Leaders (two people) on a voluntary basis, rotating every third year.

- An ACSG Committee representative, who liaises with the ACSG Academy Board as part of his/her ACSG committee portfolio.
- A member from the ACSG community, selected every second year during the ACSG committee selection process.

## **5. Governance of the AC Academy**

The Board will meet at least twice a year to discuss governance and curriculum-related issues. Additional meetings will take place as and when required.

Feedback to the ACSG members will be given during the ACSG Annual General Meeting, taking place at the ACSG conference every year.

## **6. Marketing of AC Academy**

Since the AC Academy forms part of the ACSG, marketing will be handled as part of the general marketing of the ACSG and its activities.

## **7. AC Academy Finances**

The AC Academy does not exist for profit purposes. However, if a training course is presented, a break-even point for costs and income should be calculated. If any profit is made, the profit goes to the ACSG.

Typical expenses to be covered by the delegate fees are:

- Travel and accommodation costs for the presenters.
- A presenter training fee, agreed upfront.
- Training venue and conference-related fees.
- Reproduction of training materials.
- Registration fees payable to the HPCSA and / or another professional accreditation body that provides CPD points.

Since all profits from AC Academy activities go to the ACSG, the AC Academy's operational costs should be covered by the ACSG. Typical operational costs include, but are not limited to:

- Module design costs (e.g. graphic design fees; webinar software purchasing costs).
- AC Academy branding costs (e.g. designing and applying branding).
- Design of marketing material (e.g. brochures; banners).

## 8. AC Academy Board Accountabilities

- Curriculum development – identifying and confirming new training modules. This includes compiling a Design Strategy and obtaining sign-off from the Board and ACSG committee prior to module design; designing modules that include participant material; facilitator manuals; visual resources such as video clips and PowerPoint slide decks.
- Training and competence declaration of training and programme presenters. This includes identifying criteria for selection; selecting presenters, training presenters; competence declaration of presenters.
- Quality control. This includes reviewing module content at regular intervals; module delivery; transfer of knowledge.

## 9. Compensation for AC Academy Module Designers

Designers of modules will not be compensated for the design hours – it is considered a part of his/her social responsibility. However, appropriate recognition and acknowledgment will be given to the designers in that the designers retain the intellectual property of the training course, although the AC Academy uses the material.

## 10. Compensation of Module/Workshop Presenters

A distinction is made between presenting training courses during the week of the ACSG conference and presenting training courses upon request at other times.

*Presenting training courses during the week of the ACSG conference:*

- The presenter will be reimbursed for their travel and accommodation costs to present the training course.
- If the ACSG budget allows, the presenter can attend the two-day Conference free of charge.

*Presenting training courses outside the week of the ACSG conference:*

- The presenter will be reimbursed for their travel and accommodation costs to present the training course.
- The presenter will be paid a mutually agreed day fee for presenting the training course.

## **11. Intellectual Property**

The AC Academy may use the modules to train delegates attending the AC Academy training courses only. However, appropriate recognition should always be given to the module designer(s). The AC Academy may not, without prior written permission from the module designers, sell the modules to another entity, nor allow any other entity (apart from the module designers) to use the modules for other purposes. The module designers may use the modules they designed for his/her own purposes.

## **12. AC Academy Branding**

The AC Academy will have its own branding, applied to all AC Academy material.

## **13. Presenting AC Academy Training Programmes and Workshops**

The training courses will typically be presented during the week of the ACSG conference, typically presenting the training programmes on Monday and Tuesday; and presenting the Academy Workshops alongside the ACSG workshops on the Wednesday.

In addition, training courses can be conducted in-house for organisations requesting specific training.

If enough delegates are available, an open course may also be conducted.

Training courses will only be conducted if a break-even point can be achieved. A decision about continuing with a training course should be taken at least ten (10) working days before commencement of the course so as to allow enough time to inform all stakeholders.