tafeSA
Government of South Australia

DRAFT TERMS OF REFERENCE

Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Regional Skills Advisory Committee (the Committee).

The Committee will provide advice to the Chief Executive and Executive of TAFE SA on matters relating to the provision of VET programs within your local community.

Aims

> To develop a Regional Skills Action Plan, identifying the priority actions to be undertaken to improve delivery by TAFE SA within the region
> To inform TAFE SA's strategic development, planning and delivery for regionally based VET courses
> To seek feedback from regional stakeholders on TAFE SA's plans and initiatives for regional VET courses
> To increase TAFE SA awareness of regional needs in the delivery of VET programs and activities
> To provide greater transparency regarding TAFE SA activities related to VET delivery
> To improve communication between regional stakeholders and TAFE SA

Responsibilities

Specific responsibilities of the Group are to:

> Foster collaboration and engagement between regional stakeholders and TAFE SA
> Contribute a regional perspective to the planning and delivery of VET programs and activities undertaken by TAFE SA
> Support increased engagement in VET by regional residents and industries
> Identify issues that may impact upon the effective delivery of VET for regional residents and industries
> Inform and support the implementation of policy and regulatory changes in the regional residents and industries space
> Provide feedback on TAFE SA activities at a local level, including:
  - Delivery modes and methods
  - Student needs
  - Pathways
> Identify new opportunities for collaboration with regional residents and industries to improve educational pathways for students
> Champion implementation of activities within the Regional Skills Action Plan

Referral of Matters

The Committee may refer relevant matters for action or noting, to TAFE SA, as appropriate.

Membership and Terms of Office

Chair of the Advisory Committee

Chair: An Executive of TAFE SA

In the event that the Chair is unable to attend the meeting, those members present will vote by quorum on the member that will act as Chair for the meeting.

Membership

Membership of the Regional Skills Advisory Committee is a voluntary position.

The membership of the Group shall be comprised of the following for an initial period of 12 months:

1. An Executive of TAFE SA
2. Regional Manager Education Partnerships
3. School representative
4. Youth representative
5. Employment Service Provider representative
6. Aboriginal Community representative
7. Community Organisation representative
8. Industry representative
9. Industry representative
10. Industry representative

Committee representation will be reflective of the regional communities' demographics, relevant industry sectors and inclusive of local aboriginal communities.

TAFE SA may need to reach out to ensure that a representative and balanced committee can be formed. TAFE SA Executive will hold the final decision on all invitations to participate in the committee.

Supporting government organisations or industry peak bodies may be invited to participate in meetings to assist in the provision of information during discussions.

Executive Support

Administrative support will be provided by the TAFE SA, Student and Community Engagement Team.

Operational support will be provided by the Education Partnerships Team.

Quorum

A quorum is comprised of 50% of membership.

Meetings

The Committee will meet twice a year. Meetings will include planning and review workshops.

Conflict of Interest

Members of the Committee will be required to declare any conflicts that may cause them to not be able to fulfill their roles annually.

Budgets

The Committee may receive future budget for delivery of priority actions that have been endorsed through the Regional Skills Action Plan. This budget will be operationally managed through the Education Partnerships team.

Reporting

The Committee will be responsible for the development and subsequent monitoring of the implementation of the Skills Action Plan.

The Committee provides an advisory function on VET delivery to the Chief Executive and Executive Committee of TAFE SA.

Post meeting summary reports will be provided to the TAFE SA Executive in the form of minutes, inclusive of recommendations and reporting of progress of the Regional Skills Action Plan.

Communication

The Committee members are encouraged to promote the work of the committee and the actions being undertaken in partnership with TAFE SA through their networks and local communities.

All Committee members must adhere to the TAFE SA Media Protocols, and must not comment directly to media without the prior approval of the TAFE SA Media and Communications Team.

Evaluation and Review

A review of the Committee's performance, membership and Terms of Reference will occur annually.

This review will be provided to the Chief Executive of TAFE SA by 31 July of the year of review.

Links to TAFE SA Strategic Focus Areas

The TAFE SA Strategic Plan 2019-2022 commits TAFE SA to four key focus areas, namely;

> Innovation in teaching and learning focused on the needs of our customers
> Partnership approach to delivering our commitments
> A culture of leadership and accountability
> Sustainable performance

The TAFE SA Regional Plan commits to maintaining open collaboration and engagement with industry and stakeholders in regional areas and to actively implement a number of projects that will address the broad feedback from South Australia's regional communities.