
NATIONAL VET EDUCATOR DEVELOPMENT NETWORK

Terms of Reference

25/7/2019

Purpose

The National VET Educator Development Network is a representative group from TAFE Institutes across Australia established to drive, inspire and maintain a positive and energetic approach to VET educator development to achieve a strong VET sector and achieving positive student outcomes which is central to Australia's growth and business productivity.

The National VET Educator Development Network sets out to achieve the following in relation to VET educator development across Australia:

- Provide a national forum to share information and strategy
- Facilitate cooperation and collaboration between TAFE Institutes
- Provide a forum for focussed and sustained discussion on related issues and agendas
- Provide combined input into national strategic plans
- Promote and support positive change management and reform initiatives

Term

This Terms of Reference is effective from 24 July 2019 and will be ongoing until terminated by agreement between the parties.

Membership

The National VET Educator Development Network will comprise of leaders of educator professional learning and development in TAFE Institutes within all states and territories of Australia. Maximum of two members per Institute with proxy members if required.

Roles and Responsibilities

The membership of the network will commit to:

- fostering collaboration
- maintaining at all times the focus of the Network on the agreed scope, outcomes and benefits
- wholeheartedly championing the network within and outside of work areas

- sharing all communications and information across all Network members and within their Institute
- making timely decisions if and as required
- attending all meetings and if necessary nominate a proxy
- respecting the confidentiality of the group
- identifying and disclosing conflicts of interest
- understanding future trends and contemporary issues effecting the VET educator professional practice
- ability to communicate a viewpoint and provide considered feedback

Meetings

All meetings will be chaired by (insert name and organisation). The term of the chair is maximum of two (2) years.

A meeting quorum will be five (5) members of the network.

Meetings will be held quarterly for two (2) hours at via Skype for Business or similar. A Network Forum will be held once per year either the day before or after the TDA Conference.

Decisions and recommendations are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Meeting agendas will be provided by the nominated chair for the meeting, this includes:

- preparing agendas and supporting papers

Meeting minutes will be provided by the representative allocated as scribe for the meeting, this includes:

- preparing meeting notes and information.

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Sensitive information

Members may occasionally come into possession of sensitive information including information classified as personal information under the National Privacy Principles. Members may not disclose any such information to any person outside the Network.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Network Group members.