
AUSTRALIAN TAFE INTERNATIONAL NETWORK TERMS OF REFERENCE

Background

The Australian TAFE International Network (ATIN) is a network formed under TAFE Directors Australia (TDA) representing the importance of international education to the TAFE sector and the Australian economy.

The ATIN has been operating for more than 20 years and brings together member representatives from all states and territories on international education.

Purpose

The purpose of the network is to provide collective expertise within the sector to inform and guide TDA's policy and advocacy platform on issues related to international education both onshore and offshore. ATIN works together to share information and to enhance and promote the TAFE brand internationally.

Terms of Reference

1. Provide a national forum for discussion on issues relating to international education to:
 - Inform and support TDA's advocacy positions
 - inform and contribute to national reform agendas relating to international education that maybe initiated through various Commonwealth government departments such as DESE, DFAT and DoHA
 - provide strategic advice and a collective TDA member view on issues relating to international education to Commonwealth government departments, agencies, and committees. For example, on the national settings that will improve TAFE market share of international education
2. Act as a bridge for sharing information between TDA and its members, and among TDA members related to international education, including but not limited to:
 - issues impacting international students
 - contacts within Commonwealth Departments
 - circulation of information related to international opportunities
 - professional development activities
3. Foster collaboration between members engaging in international opportunities and activities
4. Support TAFE participation in other international education groups such as IEAA
5. Provide to TDA an expert practitioner's view on specific issues that relate to international programs and services in TAFE.

Sub-committees

A sub-committee may be established for a specific purpose and stood up for a designated time. Sub-committees will be chaired by an ATIN member, not TDA.

Membership

ATIN will have broad membership and will operate as a forum.

Membership is as follows:

- All TDA members are by default ATIN members
- TAFE International Western Australia (TIWA) is a TDA Associate member and a member of ATIN
- Victorian TAFE International (VTI) is a member of ATIN
- To balance for their size, TAFE NSW and TAFE Queensland can have three members each.

Proxies:

- Victorian TAFEs and Victorian dual sectors can nominate VTI to represent them. VTI also performs the role of proxy for all Victorian members who cannot attend a particular meeting and undertakes to distribute all papers and discussion notes post meeting to all who did not attend
- TIWA performs the same function in terms of proxy for WA TAFEs
- NSW and Queensland do not need a proxy as they have more than one member participating per state
- NT may have Bachelor Institute, if not CDU can nominate a proxy
- SA, Tas, ACT, CQU can nominate proxies.

Chair and executive

TDA or a TDA delegate will chair the meetings.

An ATIN executive is formed to determine the agenda. The executive is made up of TDA, one representative from TAFE NSW, one representative from TAFE Queensland, one representative from Victorian TAFEs. The executive member will be nominated by their jurisdiction.

Meetings and decision making

ATIN will meet every two months. Additional meetings may be convened as needed.

ATIN is not a decision-making body.

In addition:

- ATIN will meet through video conferencing and be administered by TDA
- Actions/outcomes will be recorded only and distributed to all ATIN members
- Responsibility for further distribution in a jurisdiction is the ATIN members' responsibilities.
- The executive will meet at least two weeks prior to the ATIN forum to determine the agenda.