
TAFE AUSTRALIA PRODUCT NETWORK INCLUDING OVERSIGHT OF TAFE AUSTRALIA SHARED CATALOGUE (TASC) TERMS OF REFERENCE

Background

In early 2022, TDA launched several streams of work to better support and facilitate product sharing and collaboration between its members. This reflected the desire to reduce the duplication of effort across the national TAFE network in terms of developing new training product in response to the increased volume of training packages in transition at that time.

Significant work occurred during 2022 including the launch of a searchable database, the TAFE Australia Shared Catalogue (TASC), which allows TDA members to search training products which have been developed and which are in development by other members. TDA Members can use TASC to search and find which TAFEs have completed assessment and learning resources for qualifications, skill sets and units of competency. TASC contains each contributing TDA members' list of completed training products and those currently being developed. This was developed as a practical service to TDA members which has resulted from successful cross jurisdictional collaboration for the benefit of all. Active contributors to TASC have also begun to co-produce product.

Purpose

Building and expanding on the lessons learned from this work, the TAFE Australia Product Network will be a strategic network which fosters external engagement and advocates for the expertise within TAFEs to be used for product design and development. TASC will continue as a user group and TAFE Australia Product Network will be formed for strategic discussion, collaboration and advocacy.

TAFE Australia Product Network will provide collaborative opportunities for TDA members to engage with Jobs and Skills Councils (JSCs) in terms of their plans for learning resources and assessment development, with government on proposed design and development of common learning material and future collaborations with universities and industry.

The TAFE Australia Product Network will foster collaboration between all TAFEs on product design, development, and review. It will provide oversight of operational TDA subgroups such as the assessment template and RPL working groups, and where possible make visible other TAFE collaborations that organically form if they relate to product design and development.

It will also seek and consider feedback from the TASC user group to improve the functioning of the shared catalogue.

Terms of Reference

1. Advocate for TAFEs to be partners in any government funding for the design and development of learning resources or assessment. This will occur through demonstrating TAFEs' product design, development, and review capability to JSCs and government departments and agencies.
2. Be an avenue through which both VET qualification reform and university collaboration can discuss proposals as relates to product design and development.
3. Discuss and agree principles for TAFE product design and development through exemplars and examples of good practice.
4. Oversight TDA working groups that are formed for specific purposes such as RPL or common assessment templates.
5. Collaborate and share knowledge to address operational efficiency issues within the product design and development area of TAFEs including collaborative and legally sound approaches to managing copyright, multimedia, IP and product design, development and review that save time, effort and cost amongst contributing TAFE partners.
6. Provide visibility of other TDA networks, communities of practice, user groups, single purpose groups and non-TDA communities of practice, where known, for product design and development related matters.
7. Ensure effective operations and continuous improvement of the TASC by reviewing and considering feedback from TASC user group.

TASC user group

The TASC user group (TAFE Australia Shared Catalogue User Group) includes all TASC users and editors. The TDA secretariat will continue to manage and pay hosting and maintenance costs for TASC.

TDA has established [a feedback tool](#) to facilitate communication and continuous improvement. TDA will seek feedback from the user group and provide regular reports to the TAFE Australia Product Network. The TDA secretariat will communicate with the user group monthly. This will be reviewed regularly.

TASC user group members are invited to put items onto the TAFE Australia Product Network agenda and will be invited to attend for that discussion.

TDA will facilitate an annual opportunity for TASC User Group members to meet to provide feedback and to share learnings and knowledge.

Meetings, Chair and Secretariat

The TAFE Australia Product Network will meet every six weeks.

TDA will be the default Chair with other members chairing from time to time depending on the meeting agenda. TDA will provide secretariat support to the network. TDA will manage invitations to external guests, such as Jobs and Skills Councils.

Membership

Membership of the TAFE Australia Product Network is open to all TDA members. Members should have influence on their institution's product design and development processes and plans. Members who are unable to attend a meeting are encouraged to nominate a proxy.

All TDA members have their own relationships with their state or territory government, state or territory training authorities and JSCs. From time-to-time additional TAFE personnel may be invited to meetings if the agenda is specific to their role.

Organisation	Contact Name
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TAFE NSW	Des Orborn (ex officio) Kelly Pickering Fleur Woodleynorrish Renee de Silva Channel Eli Latinos
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