
FOUNDATION SKILLS NETWORK TERMS OF REFERENCE

Purpose

In response to the renewed focus of the Australian Government in supporting adults in Australia to increase their literacy, numeracy, digital literacy (LLND), and employability skills (known collectively as foundation skills), TAFE Directors Australia (TDA) will convene a Foundation Skills network. This network will bring together interested representatives from TDA member institutions to foster collaboration and better practice and share information with relevant stakeholders on the important work that TAFEs undertake in relation to foundation skills. The network will be convened for an initial period of 12 months.

Terms of Reference

1. Share knowledge and information between network members on matters specific to foundation skills.
2. Monitor and discuss progress on changes to foundation skills included in the 2023-24 budget focusing on the redesigned Skills for Education and Employment (SEE) foundation skills program – effective 1 July 2024. This will include:
 - a. Implementation of two streams (Individuals and First Nations people).
 - b. Conclusion and integration of the current foundation skills program into the new model from 1 July 2024.
 - c. Removal of current SEE requirements and transition to allow all individuals over 15 years.
3. encourage a shared voice on these issues and articulate this voice back to relevant stakeholders.
4. Inform TDA advocacy on the Foundation Skills Advisory Group (of which TDA is a member) which has been convened to oversee the development and redesign of the government's Foundation Skills policy and programs.

Inform TDA advocacy in other relevant national forums and workstreams (e.g. Jobs and Skills Australia foundation skills study).

Membership

Membership is open to all TDA members. If members are unable to attend a meeting, they are encouraged to nominate a proxy from their institution.

Chair

The membership will appoint a Chair. TDA will chair the first meeting.

Secretariat

TDA will provide secretariat support. Actions/outcomes will be recorded and distributed via email to members.

Meetings

The TDA foundation skills network will meet quarterly. Additional meetings may be convened on an as-needed basis. The group will meet through video conferencing and be supported administratively by TDA. The meeting agenda and any supporting documents will be supplied in advance of the meeting.

Table 1. Membership of FFTN

Member Institute Name	Contact Name	Position
TAFE SA	Karren Rapper	Director Health, Community and Foundations Skills
Federation University Australia	Dorien Erasmus	Program Manager
TasTAFE	Kirrily Loveday	Education Project Leader – Foundations
Chisholm Institute	Ben Jenkinson	Associate Director - Education, Foundation, Schools & Pathways
South Metropolitan TAFE WA	Andre Watson	Portfolio Manager Foundation Skills East
South Metropolitan TAFE WA	Jenny Blair	Manager VET Curriculum and Quality Assurance
Victoria University	Anne Howard	Executive Director, College of Education
TAFE NSW	Debi Richardson	Industry Innovation Specialist
Canberra Institute of Technology	Marianne Mann	College Director, CIT Pathways, Business and Leadership