

# TERMS OF REFERENCE



Government of  
South Australia

## 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 provide a communication channel for regional stakeholders to TAFE SA.
- > To identify the priority actions to be undertaken to improve delivery by TAFE SA within the regions.
- > 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.

## RESPONSIBILITIES

**Specific responsibilities of the Group are to:**

- > Foster collaboration and engagement between regional stakeholders and TAFE SA.
- > Identify issues that may impact upon the effective delivery of VET for regional residents and industries.
- > Support increased engagement in VET by regional residents and industries.
- > Inform and support the implementation of policy and regulatory changes in regional VET.
- > 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 or as necessary, determined by the Committee. The membership term will be for 12 months, subject to renewal.**

**Model membership should include:**

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. Student representative
10. Relevant Government agencies representative

## MEMBERSHIP AND TERMS OF OFFICE (CONT.)

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 Regions, Industry and Community 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 through a blend of in person and online meeting forums.

Meetings will include planning and review workshops.

## CONFLICT OF INTEREST

Members of the Committee will be required to declare any conflicts that may exist, and each actual or perceived conflict will be assessed by TAFE SA on a case-by-case basis.

## REPORTING

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

Post meeting summary reports may be provided to the TAFE SA Executive or Board in the form of minutes, inclusive of recommendations and reporting of all progress.

## 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 TAFE SA's Executive Committee.

## LINKS TO TAFE SA STRATEGIC FOCUS AREAS

The TAFE SA Strategic Plan 2023-2033 commits TAFE SA to eight key focus areas, namely;

1. Transforming South Australia
2. Industry Partnered
3. Job Outcomes
4. Student-centered
6. Place-based
7. Future Focused
8. Skilled, Dynamic and Engaged Workforce
9. Sustainability

TAFE SA 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.

## LINKS TO OTHER KEY SA GOVERNMENT INITIATIVES IN 2024

- > **Skilled. Thriving. Connected**

[tafesa.edu.au/regional-skills-advisory](https://tafesa.edu.au/regional-skills-advisory)