

DRAFT
TAFE NSW Professional Development Strategy Committee
Terms of Reference

Role

The TAFE NSW Professional Development Strategy Committee was established in response to a government priority to promote and enhance the learning culture and goals of teaching excellence.

The Committee oversees the establishment of priorities and strategic directions for professional development in TAFE NSW. The focus is primarily on teachers and head teachers, whilst recognising the crucial role of others in supporting the teaching and learning effort in TAFE NSW.

The Committee is responsible for the maintenance and review of the TAFE NSW Professional Development Framework for Teachers.

Functions

- Identify strategic vocational and education training issues, trends and priorities that impact on capability development and the subsequent capacity building in TAFE NSW.
- Ensure the TAFE NSW Professional Development Framework for Teachers reflects emerging strategic issues and priorities, including career development. This involves:
 - Continuously improvement and maintenance of currency of the overall PD Framework
 - Identifying annual priorities
 - Identifying outcomes against annual priorities.
- Identify approaches in relation to capability development and the goals of teaching excellence, through holistic approaches to professional development that meet the strategic priorities of TAFE NSW.
- Champion innovation and good practice in professional development in TAFE NSW.
- Examine research needs in professional development for TAFE NSW and identify and promote priorities to appropriate areas in the Department. Promote the outcomes of professional development research, national and international, to appropriate areas in the Department.

Structure and representation

The TAFE NSW Professional Development Strategy Committee is a sub committee of TAFE Peak Advisory Group and is to deal with broad strategic issues. The Committee will meet up to 4 times per year.

Representatives on the Committee are from TAFE Commission Directors, Institutes, Curriculum Centres and appropriate TAFE central units. The Chair is TAFE NSW Director Illawarra Institute, supported by Executive Officer, Manager TAFE NSW International Centre for VET Teaching and Learning.

Subcommittees and working groups are formed as and when required to undertake specific tasks.

Reporting and Accountability

The Professional Development Strategy Committee is accountable to the Deputy Director-General TAFE NSW and Community Education and through the Deputy Director General to Institute Directors.

Reports will be provided to the Deputy Director General TAFE and Community Education annually on achievements, amendments to the TAFE NSW Teachers PD Framework and Institute outcomes against the annual strategic PD priorities.

As appropriate, the Committee provides advice to relevant departmental directorates on priorities and strategies.

Context

The TAFE NSW Professional Development Strategy Committee incorporates a holistic approach towards professional development that focuses on teaching and learning, whilst recognizing the different needs of the overall TAFE workforce and the context within which Institutes operate.

Institutes are responsible and accountable for the professional development of their staff and are supported by statewide Curriculum Centres and Units.

Membership

Director, Illawarra Institute (Chair)
Associate Director, South Western Sydney Institute
Associate Director, CSHT&H Curriculum Centre, Northern Sydney
Institute
General Manager, Strategy, Western Sydney Institute
Director, Educational Delivery, Riverina
Cluster Manager, TAFE Policy Support
General Manager, DET Centre for Learning and Innovation

NSW representative on Australian Flexible Learning Advisory Group -
Associate Director TAFE Policy, Strategy and Review
Manager, TAFE NSW International Centre for VET Teaching and
Learning (executive officer)

TAFE NSW Professional Development Framework for Teachers Working Group

The TAFE NSW Professional Development Framework for Teachers Working Group is a working group of the Professional Development Strategy Committee. This Group will only deal with the TAFE NSW PD Framework for Teachers and will meet once or twice each year.

Membership:

General Manager Strategy, Western Sydney Institute (Chair)
Manager, TAFE NSW International Centre for VET Teaching and Learning
Manager, Organisational Training and Development, Hunter Institute
Manager, Organisational Improvement, Western Institute
Head Teacher, Administration Studies, Sydney Institute
Head Teacher, ICT, Northern Sydney Institute
Head Teacher, Trades area, New England or North Coast
Ms Linda Simon, TAFE Teachers Association
CEO TAFE, TAFE NSW International Centre for VET Teaching and Learning (Executive Officer)

Draft Terms of Reference:

1. Review and advise the TAFE NSW Professional Development Strategy Committee on reporting and feedback proformas for the following year (*March 2005*).
2. Collate returns and prepare advice for TAFE NSW Professional Development Strategy Committee (*early October 2005*).
3. Provide ongoing advice to TAFE NSW Professional Development Strategy Committee on:
 - statewide needs of teachers.
 - effective communication channels in relation to the Professional Development Framework.
 - assessing the impact of the Professional Development Framework.