TAFE Learning and Teaching Committee Terms of Reference

Section 1 - Establishment

(1) The TAFE Learning and Teaching Committee (TAFE LTC) is established under the Academic Programs Committee Terms of Reference and the Learning and Teaching Committee Terms of Reference.

(2) The TAFE LTC reviews all Vocational Education and Training (VET) training products at the University, including those delivered by CDU TAFE and:

a. Creative Arts qualifications in the Faculty of Arts and Society Academy of the Arts;
b. Diploma of Nursing in the Faculty of Health; and
c. Certificate II in Community Health Research in the Menzies School of Health Research.

(3) The TAFE LTC will provide reports, recommendations, and advice to the Learning and Teaching Committee Chair, the Pro Vice-Chancellor CDU TAFE, and the Provost.

Section 2 - Functions and Responsibilities

(4) The Committee's functions and responsibilities are to:

a. Advise and report to APC and LTC about VET course registration and re-registration, learning, teaching and assessment matters, including strategic directions, plans, policies, processes, systems, structures, quality, non-compliances, risks and other matters relevant to the delivery of VET at the University;
b. Informed by the University's strategic and corporate plans , advise and report to APC and LTC about VET curriculum and learning and teaching priorities for the University, including in:
    i. learning and teaching strategies and issues within VET courses;
    ii. learning and teaching excellence and student engagement;
    iii. alignment with the CDU Strategic Plan.
c. Recommend to APC the approval of new and continuing additions to scope for VET courses for submission to ASQA and for internal transfers to the University's Scope of Registration;
    i. Receive reports from the VET Assessment Validation Panel.
    ii. Review a two-unit sample presented by Team Leaders. Teaching and Learning Connect provides a random sample of one core and one elective.
d. Provide recommendations to APC for the approval of major amendments to VET courses;
e. Monitor and report on legislation, government policy, and trends relevant to the VET sector to inform University strategy, priorities and policy, and contribute to sector developments through consultation with relevant stakeholders;
f. Review, monitor and report to LTC on Pre-assessment Validation, Post-Assessment Validation and Annual VET Course (TAS) Reviews and associated action/rectification plans;

g. Discuss and analyse outcomes of student survey results, teaching reports, course and unit audits, results and completion rates, and registration processes in line with the latest guidance from the Australian Skills Quality Authority (ASQA) to address compliance with regulatory requirements governing VET courses, to report findings and outcomes to APC and LTC; and
h. Initiate special projects to address specific VET teaching and learning issues, stimulate and support professional development, as well as innovation and leadership in learning, assessment and teaching within VET and sustain engagement with external partners and stakeholders.

Section 3 - Membership

(5) Membership of the TAFE Learning and Teaching Committee will comprise:

a. Manager VET Workforce Capability;
b. Senior VET Quality Manager;
c. Deputy Chief Executive Professional Service Industries;
d. Deputy Chief Executive Trades and Primary Industries;
e. Director CDU Academy of Arts;
f. Quality Manager TAFE;
g. Senior Regulatory Specialist - VET;
h. Curriculum Specialist - VET Course Develpment and Review;
i. VET Course Registration Officer;
j. Head of Nursing – Faculty of Health;
k. 2 VET Team Leaders (1 x Professional Service Industries & 1 x Trades and Primary Industries); and
l. 2 VET Lecturers (1 x Professional Service Industries & 1 x Trades and Primary Industries).

(6) Members by invitation:

a. Assessment Specialist VET; and
b. VET Student representative.

(7) The Committee may co-opt additional members to provide input into specific matters.

(8) The Chair may invite additional non-voting attendees but may not co-opt additional members.

Members' attendance

(9) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from TAFE LTC meetings, the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

Section 4 - Chair

(10) The Manager VET Workforce Capability will chair the committee.

(11) The Senior Quality Manager TAFE will be the Deputy Chair and will serve as Chair when the Manager VET Workforce Capability is unavailable.

Section 5 - Secretary

(12) The TAFE Quality team will provide secretariat support for the TAFE LTC.

Section 6 - Terms of office

(13) The membership of the Committee will be reviewed on a yearly basis, prior to the first meeting of the year.

(14) TAFE LTC members, other than ex officio members, will hold office for up to two years from the date of election or appointment.

(15) A member may be appointed to additional terms.

(16) An elected or appointed member vacates their office if they are absent, without apology, from three consecutive committee meetings.

(17) An elected or appointed member may resign from their position by notifying the secretary in writing.

(18) Ex officio members are members of the committee for the duration of appointment to their position.

Section 7 - Quorum

(19) At a meeting of the TAFE LTC, quorum is constituted as 50% plus one members of the TAFE LTC.

Section 8 - Meetings

(20) The TAFE LTC will meet monthly, and the Chair may call additional meetings if necessary.

(21) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

Member conduct

(22) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(23) As required, members must treat items of discussion with confidentiality.

Section 9 - Agenda

(24) The agenda will be distributed with supporting documentation normally at least six days prior to the meeting date.

Section 10 - Minutes

(25) Meeting minutes and action items will be made available within one week of the meeting.

(26) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

(27) The minutes and action items from the TAFE LTC will be provided to the next meeting of Academic Programs Committee and Learning and Teaching Committee.

(28) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 12 - Conflicts of interest

(29) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-Compliance

(30) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(31) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(32) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	3rd April 2025
Review Date	3rd April 2027
Approval Authority	Learning and Teaching Committee
Approval Date	28th March 2025
Expiry Date	Not Applicable
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