

# Reviewing and Monitoring TAFE Procedure

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<b>Policy owner:</b>	Provost
<b>Approval authority:</b>	Vice-Chancellor and President
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## Purpose

As part of its quality assurance and performance monitoring, the University will conduct reviews of TAFE Centres for the purpose of:

1. Providing advice on their internal organisation/management and their relationship with the University.
2. Monitoring and assessing their performance and that of their programs within the context of the University's Strategic Plan and relevant regulatory frameworks.
3. Developing action plans to address areas for improvement.
4. Identifying strengths and good practices that can be shared across the organisation.
5. Planning their future development.

## Scope

The procedure applies to Federation TAFE Centres.

## Legislative Context

- Federation University Australia Act 2010
- Standards for Registered Training Organisations (RTOs) 2015

## Actions

1. Review is commissioned and Review Panel and Executive Officer are appointed.

## TAFE

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Provost commissions the Performance Panel Cycle and appoints a Performance Panel Executive Officer (EO).	Provost	<ol style="list-style-type: none"> <li>1. Provost commissions an annual Performance Panel cycle in January each year, consisting of three Performance Panel meetings per year per department.</li> <li>2. Provost determines Performance Panel Membership.</li> <li>3. Provost appoints an Executive Officer.</li> <li>4. Executive Officer notifies Curriculum Leadership Team members of the Performance Panel schedule.</li> <li>5. Reviews will be conducted quarterly and attended at or reported to the Provost.</li> <li>6. The schedule of reviews is available on request.</li> </ol>
A.	EO arranges the schedule for the Performance Panel reviews.	EO	<ol style="list-style-type: none"> <li>1. The EO arranges a Performance Panel schedule consisting of three Performance Panels per year per department.</li> <li>2. Six weeks prior to any scheduled Performance Panel the reporting template is distributed to the Curriculum Leadership Team (CLT) for completion [see Forms section].</li> <li>3. CLT members complete the Performance Panel template in advance of the scheduled Performance Panel meeting.</li> <li>4. TAFE Executive host the Performance Panel (virtual or onsite) with CLT and a</li> </ol>

			selection of team members (2 hours). 5. Findings, recommendations, and actions are recorded in the Performance Panel Template which is saved in SharePoint for future reference.
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## Forms

### TAFE

#### Forms.

- [Performance Panel Guidelines](#) (PDF 207.5kb)
- [Performance Panel Template](#) (PDF 204.1kb)

## Responsibility

- Vice-Chancellor and President (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Provost (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Vice-Chancellor and President.

## Promulgation

This procedure will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

## Implementation

The [Reviewing and Monitoring TAFE Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice under 'FedNews' on the 'Federation University' website and through the University Policy 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure.
2. Inclusion in the University's online Policy Library.
3. Distribution of e-mails to relevant staff.

# Glossary