

# Reviewing and Monitoring TAFE Procedure

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<b>Policy owner:</b>	Director of Skills and Education Delivery
<b>Approval authority:</b>	Pro Vice-Chancellor, VET and Pathways
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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 \(RTOs\) 2025](#)

## Actions

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

## TAFE

	Activity	Responsibility	Steps
A.	PVC VET and Pathways and Chief Executive TAFE commissions the Performance Panel Cycle and appoints a Performance Panel Executive Officer (EO).	PVC VET and Pathways and Chief Executive TAFE	<ol style="list-style-type: none"> <li>1. PVC VET and Pathways and Chief Executive TAFE commissions an annual Performance Panel cycle in January each year, consisting of two Performance Panel meetings per year per department.</li> <li>2. PVC VET and Pathways and Chief Executive TAFE determines Performance Panel Membership.</li> <li>3. PVC VET and Pathways and Chief Executive TAFE 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 twice yearly and reported to the PVC VET and Pathways and Chief Executive TAFE.</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 two 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</li> </ol>

			<p>in advance of the scheduled Performance Panel meeting.</p> <ol style="list-style-type: none"> <li>4. TAFE Executive host the Performance Panel (virtual or onsite) with CLT and a selection of team members (2 hours).</li> <li>5. Findings, recommendations, and actions are recorded in the Performance Panel Template which is saved in SharePoint for future reference.</li> </ol>
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## Forms

### TAFE

#### Forms.

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

## Responsibility

- Pro Vice-Chancellor, VET and Pathways (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director of Skills and Education Delivery (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

## 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

PVC

Pro Vice-Chancellor