

# VET Council

## Terms of Reference

<b>Date first approved:</b>	28 August 2019
<b>Date of effect:</b>	20 June 2020
<b>Date last amended:</b>	25 February 2026
<b>Date of next review:</b>	28 January 2028
<b>Approved by</b>	Board of Directors
<b>Authorised Officer</b>	Chair, VET Council
<b>Supporting documents, procedures and forms of this policy</b>	<ul style="list-style-type: none"> <li>Stanley College Quality Assurance Framework</li> <li>Stanley College Governance Charter: Summary</li> <li>Terms of Reference—Board of Directors</li> <li>Training and Assessment Strategies</li> </ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>2025 Standards for RTOs</li> <li>VET Quality Framework</li> <li>National Code 2018</li> <li>ELICOS Standards 2018</li> <li>ESOS Act</li> <li>PYP Standards</li> <li>DTWD Funded Provider Requirements</li> </ul>
<b>Audience</b>	Public

### 1. PURPOSE

- 1.1 These Terms of Reference constitute a written policy document, established under delegation by the Stanley College Board of Directors for the Vocational Education and Training (VET) Council. They set out the purpose, scope, role, communications, authority, membership and meeting related matters of the Stanley College VET Council.
- 1.2 The VET Council has delegated authority from the Board of Directors to monitor and assure the quality and compliance of the Stanley College VET, ELICOS (English Language Intensive Courses for Overseas Students) and PYP (Professional Year Programme) courses. It provides a forum for the identification, analysis, and resolution of problems related to the development and delivery of VET courses in the College.

## 2. SCOPE

2.1 The VET Council assists with:

- a. the strategic planning for the sustainable provision of quality VET, ELICOS and PYP courses, and related educational services within Stanley College
- b. oversight of the training and assessment in relation to vocational education related matters
- c. the articulation of VET qualifications with those in higher education
- d. guidance and advice to the College Board of Directors, Executive and management staff in respect to these matters.

## 3. TERMS OF REFERENCE

### Leadership

- 3.1 Provide leadership in all VET related matters and advise the Board of Directors of the most effective ways of achieving the strategic direction.
- 3.2 Provide advice to the Board of Directors pertaining to the compliance requirements as detailed in the 2025 Standards for Registered Training Organisations (RTOs), Professional Year Program accrediting bodies, and other government agencies including responses to new government directions or initiatives.

### Planning and Monitoring

- 3.3 Approve VET Goals, an Operational Plan, and key performance indicators consistent with the Stanley College Strategic Plan.
- 3.4 Monitor reports from operational areas, and progress towards achievement of goals and targets

### Quality Assurance and Compliance

- 3.5 Monitor and review the annual budget with the Dean of VET and recommend to the Audit and Risk Committee for endorsement.
- 3.6 Ensure all courses on scope are audited using ASQA's Self-Assessment Tool, and is satisfied that compliance with the 2025 Standards for RTOs, including the Outcome Standards, Compliance Requirements and Credential Policy, has been achieved.
- 3.7 Ensure an effective and adequate records management system is in place to ensure compliance of each course on scope.
- 3.8 Work closely with the Higher Education division, and the Academic Board to ensure clear and smooth pathways for students articulating from VET to higher education.
- 3.9 Develop policies and procedures, including a system of periodic evaluation, audit and review. In doing so, the VET Council will:
  - ensure compliance with the 2025 Standards for RTOs (and other relevant standards), particularly in relation to training and assessment, VET student support (including the student experience), award issuance and the VET workforce, including the professional development needs of both training/teaching staff and non-academic staff)
  - ensure staff are made aware of any changes to policies and procedures, including supporting documentation
  - ensure appropriate training is provided to existing and new staff in relation to policies and procedures.
- 3.10 Strengthen practices to deliver on quality VET and provide better governance and controls to ensure ongoing compliance.

- 3.11 Assess, prior to Board approval, business cases for the introduction of new initiatives, qualifications, courses, or units of competency, and changes to existing course offering.
- 3.12 Monitor and advise on the development and implementation of strategies for better engagement with schools, and employers, for VET for school students, traineeships and apprenticeships.
- 3.13 Formulate guidelines for student awards in the VET sector and assess submissions for the introduction of new awards and prizes.

#### **Project Teams and Committees**

- 3.14 Establish committees and specific project teams, as necessary, and at a minimum of every two years:
  - a. monitor and undertake review of the Council’s own Terms of Reference and effectiveness
  - b. monitor and undertake reviews of the Terms of Reference and effectiveness of other committees and structures that contribute to VET governance.

#### **4. COMMUNICATIONS**

- a. Report to the Board of Directors on each of its meetings through its Chair or nominee.
- b. Provide advice to the Board of Directors and other committees of the College as required.
- c. Consider VET matters referred to it by the Board of Directors and the Executive Management Team.
- d. Receive reports from the President on the College’s strategic orientation and operational matters forming the context for training and student affairs.
- e. Consider training and assessment and student support matters referred to it by the College’s executive.
- f. Receive reports on VET related Audits and the associated management responses.
- g. Receive reports from the committees of the VET Council and any other sub-committees or working parties that are from time to time established.

#### **5. DELEGATIONS**

- a. Perform functions delegated to it by the Board of Directors.
- b. Delegate certain functions to its committees, or such other sub-committees or working groups as it shall establish from time to time.

#### **6. MEMBERSHIP**

- 6.1 Membership of the VET Council will consist of a minimum of three people and be limited to a maximum of 10. Each will be appointed on the basis of their particular expertise.
- 6.2 It is anticipated that membership of the VET Council would consist of:
  - a. Nominee of the Chair of the Board of Directors, Chair;
  - b. Dean of VET, Deputy Chair;
  - c. Vice-President Business Development;
  - d. Vice-President Wellbeing and Engagement;
  - e. President; and
  - f. Quality and Compliance Manager

Once the Council has agreed its Terms of Reference and streamlined its processes, it will consider inviting one or more external members to increase its strategic capabilities.

- 6.3 The following positions can be invited observers to Council meetings but will have no voting rights:
- a. Dean Higher Education; and
  - b. Representative Faculty and Academic Managers.
- 6.4 The Board of Directors will appoint the Chair of the VET Council. A Deputy Chair may be an appointed position, or a Deputy can be elected from the membership if the Chair is absent.
- 6.5 Members will be nominated by the Chair of the VET Council in consultation with the members of the Council, and subject to approval by the Board of Directors. The term of office will be for up to two years. Members may be re-appointed at the end of the term.
- 6.6 Membership will be reviewed by the President and Board of Directors and, where appropriate, recommendations for new members will be sought from the VET Council.
- 6.7 The VET Council may engage external experts where required to provide independent review of policies and procedures, assessment material and assessment outcomes.
- 6.8 Members shall undergo an induction process as outlined by the Chair of the VET Council.
- 6.9 VET Council members are required to declare any actual or perceived conflict of interest that might arise in the course of their service on the VET Council.
- 6.10 Upon approval of the Chair of the VET Council, where a College staff member is unable to attend, the member may nominate a representative who will be considered a voting member in the absent member's stead.
- 6.11 Casual vacancies will be filled by nominations from the VET Council to the Board of Directors for approval, ensuring that the expertise from the outgoing member is filled. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor.

## 7. CODE OF CONDUCT

### 7.1 Members shall:

- Keep their comments to matters before the Council.
- Attend meetings and be punctual.
- Act in the best interests of Stanley College and not bring Stanley College into disrepute.
- Exercise appropriate care and diligence.
- Not make false statements or falsify records.
- Act appropriately to not gain advantage for themselves or others.
- Not make offensive statements or comments or behave improperly.
- Shall cease speaking when called to order by the Chair.
- Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
- Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of Stanley College.

## 8. QUORUM

- 8.1 The quorum for a meeting is more than half the membership. If a quorum has not been established after 15 minutes, then the Chair has the discretion to continue with the meeting or

to cancel the meeting. Items of business at an inquorate meeting may be sent to members for approval out of session.

## 9. MEETINGS

- 9.1 The VET Council shall meet a minimum of four times per year according to a pre-established schedule. Meetings may be conducted face-to-face or online via web conferencing or similar technology.
- 9.2 Meetings shall be held according to the Schedule or at other times, such as when specifically requested by the Chair of the VET Council, the Board of Directors or via a request from a majority of members. Not less than five working days' notice shall be given.
- 9.3 The Secretary will circulate an agenda and meetings papers at least five working days before the meeting. The Chair may permit additional business to be added at the meeting if time permits.
- 9.4 For urgent matters, the Chair may act on behalf of the VET Council and report those matters at the next scheduled meeting.
- 9.5 For out of session non-urgent matters, a flying minute may be circulated to members.
- 9.6 Conduct of meetings:
- The Chair shall conduct the meeting according to the following standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
  - The order of business shall follow the agenda unless agreed otherwise.
  - Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
  - Voting shall be by show of hands unless a secret ballot is requested.
  - Matters will be passed by a majority of members.
  - The Chair shall have the deciding vote if there is a tie.
  - Members may speak more than once at the discretion of the Chair.
  - A motion may be amended or withdrawn with the consent of the members.
  - When an amendment is before the Chair, discussion shall be confined to that amendment.
  - No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.
- 9.7 Adjournment: The Chair may adjourn the meeting from time to time with the consent of the VET Council or if directed by the VET Council. Business at the adjourned meeting shall be confined to business that was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than 10 working days, notice shall be given as for an ordinary meeting.

## 10. SECRETARIAT

- 10.1 The VET Council will be provided with administrative support. A secretary will distribute agendas and papers to members prior to meetings; record, prepare and distribute minutes and provide executive support. Agendas and papers for meetings will be distributed to members at least five working days in advance of any meetings.
- 10.2 The secretary shall accurately record the minutes of each meeting. Minutes of each meeting will be available for review by the Chair no later than five working days after each meeting. Unconfirmed minutes will be distributed to members after approval by the Chair for approval at the next meeting.
- 10.3 The following details shall be recorded in the minutes:

<b>Document Name:</b> Terms of Reference - VET Council	<b>RTO Provider Code:</b> 51973	<b>CRICOS Code:</b> 03047E
<b>Location:</b> NovaCore CMS\DMS\Stanley College Governance Drive\Terms of Reference\		
<b>Version:</b> 1.3 © Stanley College	<b>Approved on:</b> 25-02-2026	<b>Review Date:</b> 28-01-2028
<b>Page 5 of 7</b>		

- date, time and venue of the meeting
- names of members present and apologies and the name of the Chair
- an overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible
- date, time and venue of next meeting
- the closing time of the meeting.

10.4 The minutes of the preceding meeting shall be circulated to members. The Chair will:

- Seek confirmation of the minutes in their current state; or
- Seek confirmation of the minutes with amendments;
- Sign the confirmed minutes.

## 11. DISMISSAL OF MEMBERS

11.1 Members are required to adhere to the Code of Conduct listed above. Non-compliance with the code of conduct could result in the removal of the individual/s from the Council. Such inappropriate conduct includes, but is not limited to:

- not adhering to the Code of Conduct listed above
- not attending meetings; being unreliable; or not being punctual
- having a criminal record
- making commercial misrepresentations.

11.2 If a member's conduct is in question, and it appears to be a minor issue, then the Chair should contact the member and discuss the matter to determine if it can be resolved. If it cannot be resolved or the matter is deemed to be serious, then a formal notice should be sent by the Chair to the member outlining the issue. Evidence should be included where relevant, and/or details of a complaint if appropriate.

11.3 Members should be given an opportunity to respond to the notice. After the third written notice, the member is dismissed from the Council. Members may appeal the proposed action and should be given the opportunity to meet with the Board of Directors. Members may bring a representative to any appeal meetings. The outcome of the appeals meeting is final.

11.4 If the matter is considered extremely serious, then only one notice is necessary; such as having a criminal record that has not been disclosed. Other disciplinary action may include temporary dismissal for a period of time.

## 12. AMENDMENT OF STANDING ORDERS

12.1 These standing orders may be amended by a motion which has been presented according to these standing orders.

## 13. REVIEW OF TERMS OF REFERENCE

13.1 These Terms of Reference may be reviewed from time to time as directed by the Board of Directors or the VET Council. Any amendments agreed by the VET Council will be recommended by the Chair of the VET Council for ratification by the Board of Directors.

**DRAFTING NOTES**

Version	By	Date	Sections modified
0.1	MW & MC		Provision of initial draft, with comments on considerations.
0.2	AR	02/08/2018	Revision of Document
0.3	MW	07/09/2018	Revision of ToR and membership based on benchmarking with Avondale College.
0.4	MW, AT & MC	18/09/2018	Further revision of ToR and membership clause.
1.0	PM	28/08/2019	VET Council TOR Approved
1.1	NF, PM, VP	19/06/2020	Revision of the ToR endorsed by VET Council, approved by the Board of Directors.
1.2	NF	30/11/2022	Sections 3, 6 and 10, addition of Appendix 1
1.3	NF	12/05/2023	Revision to 3.12, Appendix 1
1.4	JG	06/06/2024	To strengthen focus on compliance and to update membership
1.5	JG, MS, II	28/01/2026	Updated legislative changes, removal VET Risk Committee, membership, grammar/terminology, removal of Appendix 1.
1.6	MS, II, AT	25/02/2026	Minor change, Public Audience (Approved by President and VETC Chair)