

Frankston/Mornington Peninsula Local Learning and Employment Network

Peninsula Vocational Education and Training Association (PVET) Community of Practice (CoP)

Terms of Reference and Membership

The PVET Association, as a sub-committee of the FMPLLEN Board of Management, is an advisory group and reports to the Board. It provides direction and comment regarding Vocational Education and Training in Schools and works on behalf of the FMPLLEN Board of Management and within its governance framework and the framework of the Southern Youth Commitment to:

- Build and strengthen relationships with stakeholders and the community
- Provide professional and informed advice on the administration and implementation of VETiS and key policy issues for VET providers
- Support both new and experienced VET coordinators
- Assist in the development and implementation of annual and longer term plans
- Identify joint projects between schools to enhance the profile of VETiS
- Seek additional funding opportunities and facilitate organisational applications for funding.
- Develop and implement annual and longer term plans for the PVET association
- Provide opportunities for networking and for knowledge sharing/building between VET providers and key stakeholders
- Provide members with access to professional development opportunities
- Support the development of integrated and wholistic services to young people across the FMP region

1. Preamble

The Frankston Mornington Peninsula Local Learning and Employment Network serves to improve educational, training and employment opportunities for young people. It is committed to meeting the existing and future needs of its stakeholders. As an umbrella advisory body, PVET will work with FMPLLEN to build on Government policy directions for post-compulsory education, training and employment, particularly in relation to the provision of structured work placements for the young people in our community, careers advice and transitions from school to work.

2. Purpose

To enable the FMPLLEN to build on Government policy directions for post-compulsory education, training and employment, the PVET Association will:

- Take advice and direction from the Board regarding Local Community Partnership service provision and related issues
- Provide advice and direction to the Board on these issues.

3. Terms of Reference

The PVET Association has as its main objectives:

- To align service provision by members to identified local needs and FMPLLEN objectives
- To assist in setting priorities for Local Community Partnership programs/activities
- To act as a sounding board on local issues pertinent to VETiS provision and to assist in developing responses to these issues by the FMPLLEN
- To inform the activities of other committees and working groups within the FMPLLEN networks to ensure efforts are integrated and value is maximised

4. Membership

Full Membership of the PVET Association is open to all Frankston and Mornington Peninsula Secondary schools and Chisholm Institute of TAFE as a provider of vocational education and training in schools.

Associate membership is open to organisations and individuals who have a key role in vocational education and training programs, including structured workplace learning programs.

Applications for membership will be considered by a full meeting of the PVET Association.

5. Meeting Requirements

- 5.1 The PVET Association will meet at least four times per calendar year
- 5.2 The PVET Association will follow agreed procedures in relation to agendas, meeting times, conflict of interest, membership and decision making
- 5.3 The PVET Association meetings will be minuted and those minutes will be provided to its membership and the Board.

6. Office Bearers

- 6.1 The PVET Association will elect a President, Deputy President and Treasurer from among its membership at the last scheduled meeting of each calendar year
- 6.2 The PVET Association will annually nominate a member of the Board of Management of FMPLLEN to represent the PVET Association

- 6.3 FMPLLEN will nominate a representative from its staff to act as Secretary to PVET
- 6.4 The Secretary will hold a non-voting position on the Executive of the PVET Association and will be responsible for administrative functions as directed by the Executive of the PVET Association

7. Operational Standards

PVET, as a Sub Committee of FMPLLEN and in its meetings as an association, will be governed by the policies and procedures of FMPLLEN including its Code of Conduct.