



**Frankston /Mornington Peninsula Local Learning and Employment Network
Inc.**

Peninsula Careers Education Association (PCEA)

(Community of Practice CoP)

1. Preamble

The Frankston Mornington Peninsula Local Learning and Employment Network Inc. (FMPLLEN) 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, PCEA will work with FMPLLEN to build on Government policy directions for post-compulsory education, training and employment. It will facilitate the delivery of the Careers Advice in schools and other organisations across the Frankston and Mornington Peninsula area.

2. Terms of Reference

The Careers Group has as its main objectives:

- Aligning service provision by the PCEA with identified local needs and FMPLLEN objectives
- Assisting in setting priorities for Careers providers' programs and activities
- Acting as a sounding board on local issues and government policies pertinent to Careers provision and assisting in developing responses to these issues.
- Informing the activities of other committees and working groups within the FMPLLEN networks to ensure efforts are integrated and value is maximized.

3. Purpose

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

- Take advice and direction from the FMPLLEN Board regarding Careers service provision and related issues agreed on by the Board and PCEA.
- Provide advice and direction to the Board on these issues.
- Support the development of integrated and holistic services to young people across the FMP region.
- Provide professional and informed advice on the administration and implementation of Careers and key policy issues for Careers providers
- Provide opportunities for networking and for knowledge sharing and knowledge building between Careers providers and key stakeholders
- Support both new and experienced Careers Coordinators
- Develop and implement annual and longer term plans for PCEA.
- To provide a forum for the cooperation of activities where Careers adds value to existing initiatives.



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- To identify linkages and opportunities for collaborative strategic and technical projects and to coordinate the delivery of Careers projects with support of FMPLLEN staff.
- To report on progress and provide updates of projects and programmes that have Careers components.
- To advocate on matters relating to Careers, and on cross-cutting issues of interest to the CoP as agreed.

4. Membership

Full Membership of PCEA is open to all Frankston and Mornington Peninsula Secondary schools /secondary education providers

Invited Guests is open to organisations and individuals who have a key role in career education and programs within the FMPLLEN Region as decided by PCEA.

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

5. Meeting Requirements

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

6. Office Bearers

- 6.1 PCEA will elect a President, Deputy President and Secretary from among its membership at the last scheduled meeting of each calendar year
- 6.2 PCEA may nominate a member of the Board of Management of FMPLLEN act as its representative on the Board.
- 6.3 PCEA will confirm the nomination of the Secretary at the last scheduled meeting of each calendar year
- 6.4 FMPLLEN will nominate a representative from its staff to act as a contact to support the PCEA

7. Operational Standards

PCEA, 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.