

# Adult Community Education (ACE) ACTION GROUP

## Terms of Reference

### Title

The name of the group shall be the Adult Community Education (ACE) Action Group.

### Background

The Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) conducted a review of the 2002 Ministerial Declaration on ACE, following a decision in 2006 to examine the outcomes achieved under the Declaration and to consider how the ACE sector might be better positioned to play a greater role in responding to the current demographic, economic and industrial environment.

The review was completed in March 2008, the report recommendations and a new Ministerial Declaration endorsed by all jurisdictions by September 2008 and the Declaration published in December 2008 under the auspices of the Ministerial Council for Vocational and Technical Education.

The 2008 Declaration reaffirms the value of ACE in developing social capital, building community capacity, encouraging social participation and enhancing social cohesion. It also goes further, acknowledging ACE as a significant contributor to education and training provision and encouraging a collaborative approach to ACE to allow the sector to make a greater contribution to supporting the Council of Australian Governments' productivity agenda for skills and workforce development. The Declaration also identifies ACE as a key player in the response to the Australian Government Social Inclusion policy agenda.

### Purpose

The ACE Action Group will be established to oversee implementation of strategies to achieve the goals outlined in the 2008 Ministerial Declaration on ACE.

### Scope

The ACE Action Group will consider the 2008 ACE Declaration goals and strategies and will take into account the MCEETYA Review Report and its recommendations.

In undertaking its work, the ACE Action Group will take account of relevant changed economic, policy and other circumstances arising since the finalisation of the Ministerial Declaration (e.g. the global financial crisis) provided the implementation of the strategies remains consistent with the goals and principles set out in the Declaration.

### Terms of Reference

The ACE Action Group will oversee matters relating to the implementation of the 2008 Ministerial Declaration on ACE by:

- Identifying and discussing the relative merits of mechanisms to optimise the capacity of ACE in all jurisdictions through the implementation of the four goals outlined by the Declaration.
  - Work together to strategically position ACE to deliver vocationally focused courses by optimising the contribution of community education and training providers towards increasing vocational education and training and employment outcomes.
  - Optimise the capacity of community education and training providers to deliver vocationally focused courses, leading to increased workforce participation and building personal, social and economic capital.
  - Extend the participation of individuals in vocationally focused courses in ACE, which will enable individuals to participate in the labour market and lead active and productive lives.
  - Demonstrate the quality of ACE outcomes in developing human and social capital.

- Developing an action plan to achieve the implementation of the four goals of the Declaration, for consideration by NSOC. The action plan will include:
  - a monitoring and evaluation plan for the implementation;
  - key action plan timelines and milestones; and,
  - where possible, funding estimates to implement the action plan.
 The action plan will also identify those with key responsibilities for implementation.
- Overseeing the initial implementation of the action plan.
- Making recommendations about the future oversight and monitoring of the action plan.
- Advising on future steps which could be taken to manage changing trends within ACE and identifying any potential barriers to implementing the ACE Declaration.
- Consulting with relevant stakeholders about the action plan and other activities of the Action Group.

### **Membership**

The ACE Action Group will consist of a representative of the relevant State and Territory Education and/or Training Department responsible for ACE, a community education and training sector representative, and an industry representative.

### **Chair**

- The Chair of the Action Group shall be elected by members and must be from a jurisdiction.

### **Administrative Arrangements**

The Australian Government initially will undertake secretariat responsibilities for the Action Group. The Secretariat is located within the Adult Literacy Policy Section, Foundation Skills and Pathways Branch, Youth and Industry Skills Group, of the Department of Education, Employment and Workplace Relations. Contact officers are:

Jen Coughran, Director  
 Louise Wells, Assistant Director

The Action Group will consider rotating the secretariat and sharing work for national elements among the jurisdictions.

### **Reporting Responsibilities**

The ACE Action Group will report to the National Senior Officials Committee on the progress of its work against the Terms of Reference.

Reports to NSOC will be required every six months with the first report provided to members within three months of the first Action Group meeting.

### **Completion Date**

It is estimated that the Action Group's business will conclude by 30 June 2011. The ACE Action Group may continue for a maximum of two years from the date of the first meeting.

## ACE Action Group – Membership

Australian Government (Co-Chair)	Ms Robyn Priddle Department of Education, Employment and Workplace Relations
NSW	Ms Helen De Silva Joyce Department of Education and Training
VIC (Co-Chair)	Ms Sandy Forbes Department of Planning and Community Development
QLD	Ms Helen Foley Department of Education Training and the Arts
WA	Ms Catherine Dunn Department of Education and Training
SA	Mr Warwick Cheatle Department of Further Education, Employment, Science and Technology
TAS	Mr John Tucker Department of Education
ACT	Ms Sharon Carter Figueiredo Department of Education and Training
NT	Mr Roger Bryett Department of Education and Training
Community education and training sector	Mr Ben Bardon Central West Group Apprentices
Industry	Ms Lesley Richardson Tasmanian Chamber of Commerce and Industry
Secretariat	Ms Jen Coughran Ms Louise Wells Department of Education, Employment and Workplace Relations