

Training Accreditation Council Chairperson Role Statement

Governing Legislation

The *Vocational Education and Training Act 1996* (the VET Act) is the enabling legislation which establishes the Council as an independent statutory body.

Council key responsibilities

- Ensuring the functions and responsibilities as outlined under the VET Act are met including registration of training providers and the accreditation of VET courses.
- Providing strategic direction through endorsing and periodically reviewing the Strategic Plan and Statement of Intent.
- Providing strategic advice and contributing to national and State policy, and reform matters related to the Western Australian VET sector including VET legislation, regulation, national standards, and current and emerging issues.
- Reviewing the Council's progress towards implementing its strategic plan, risk framework, regulatory strategy and key priorities including proactively supporting the VET sector through the Council's Education Program.
- Reviewing and approving the Council's annual report to the Minister for tabling with both Houses of Parliament.
- Advising the Minister of any issues that may impede Council's ability to meet its legislative requirements.
- Determining and approving the delegations of the Council to the Executive Committee and Director, Training Regulation, as required.
- Reviewing and approving Council's risk management strategy and providing oversight to ensure risks facing Council are identified, assessed and managed effectively.
- Reviewing and approving policies that relate directly to the responsibilities and accountabilities of the Council as required to support effective governance, compliance with legislation, and the Council's statutory functions.

Chairperson Responsibilities

Leadership

- Act impartially in the public interest and in the best interests of the Council at all times.
- Act in good faith and exercise due care when undertaking duties as the Chairperson including being accountable and transparent.
- Lead meetings, encourage and motivate members to contribute and participate, and seeking consensus when making decisions.

- Lead by example in demonstrating values and behaviours including professionalism, integrity and respect.
- Provide leadership and effective performance of the Council including developing members as a cohesive and effective team with the necessary skills, knowledge and experience.
- Provide support and guidance to the Secretariat through the Director Training Regulation.

Relationship Management

- Work to ensure effective relationships with other Council members, the Minister, Director General, Department of Training and Workforce Development (DTWD), Director, Training Regulation and Council Secretariat and other key stakeholders
- Ensure Council members, the minister, and stakeholders have confidence in the operation of the Council.
- Act as a conduit between the Minister, the Council, Director General, DTWD, and the Director, Training Regulation, Council Secretariat.
- Promote the Council externally and speak on behalf of the Council.

Governance

- Promote and support good governance and ethical practice within the Council, its affairs and its functions.
- Work with Council members to achieve the functions of the Council as outlined in the VET Act, agreed strategic directions, priorities, and broader State Government objectives
- Manage risks related to the Council and the VET sector and report concerns to the Minister.
- Ensure any declared potential, perceived or actual conflict of interests are managed in line with established processes, in accordance with the Council Code of Conduct, and the Council's Register of Interest.

Board Performance

- Commit the necessary time and energy to Council matters including attending Council meetings, actively participating in discussions and making decisions fairly, impartially and considering all available information, legislation, policies and procedures.
- Arrange and participate in regular evaluation of the performance of the Council and its members and where appropriate, deal with underperformance.
- Ensure Council meetings are held regularly, are properly recorded and the Council has adequate support.
- Ensure Council members receive timely and relevant information and policies to support the Council's performance, objectives and governance framework.