

Training Accreditation Council Member Role Statement

Governing Legislation

The Council as an independent statutory body established under the *Vocational Education and Training Act 1996* (the VET Act).

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.

Role of Council members

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 a Council member including being accountable and transparent.
- Demonstrate values and behaviours including professionalism, integrity and respect.

Relationship Management

- Work constructively and cooperatively with the Council Chairperson to ensure effective relationships with:
 - the Minister;
 - Director General, Department of Training and Workforce Development (DTWD);
 - key stakeholders, including with other Council members; and
 - the Director, Training Regulation TAC Secretariat and between the Director and the Council.

Governance

- Promote and support good governance and ethical practice within the Council, its affairs and its functions.
- Work with the Council Chairperson to achieve the functions of the Council as outlined in the VET Act, agreed strategic directions, priorities, and broader State Government objectives
- Inform the Council Chairperson of any potential, perceived or actual conflict of interests in accordance with the Council's Code of Conduct and Register of Interest.
- Participate in Council and relevant Committee meetings and undertake business in accordance with the Council's functions as outlined in the VET Act, policies and procedures.

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.
- Participate in performance evaluation processes and activities, as required.
- Develop capability as a Council member including through participation in an induction program and professional development activities, as required.
- Abide by the Council's Code of Conduct.