



Australian Information and Communications
Technology in Education Committee (AICTEC)

**Australian
Information and Communications Technology
in Education Committee
(AICTEC)**

Membership and Advisory Group Guidelines

Endorsed October 2008

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AICTEC Terms of Reference

The provision of world class education and training environments is fundamental to ensuring Australians have the skills and knowledge required for successful participation in the economy and society. Education and training environments must effectively respond to societies' changing expectations, promote life long learning and broaden options for learners that create pathways to productive and new careers. Developing the potential of all learners to be confident, informed citizens, equipped for success and contributing to Australia's society and economy is central to Australia's education and training goals.

Information and communications technologies (ICT) are integral to contemporary society and provide powerful tools for education and training. They are enabling the transformation of the curriculum and changing the way learners and educators operate, learn and interact. Technologies provide the potential for access to a nationally consistent curriculum, collaborative communication and knowledge building tools, flexible and distance learning opportunities, seamless transition of students and information within and between institutions, engaging learning materials, online services and repositories of knowledge.

National collaboration across education and training jurisdictions, school systems and sectors can build on existing initiatives to:

- improve access to networks and digital repositories of resources that are affordable, reusable, discoverable and shareable; and
- develop and deploy policy and technical processes that enable the building of knowledge and resources, and the sharing of expertise for educational purposes.

AICTEC was endorsed by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) in 2001 to provide advice to all Australian Ministers for education and training on the economic and effective use of ICT in Australian education and training. Traditional boundaries between educational sectors are merging. AICTEC is the only national Committee to provide policy advice that is actively sought from representative bodies and developed through national collaboration and which accounts for the views of all education jurisdictions, school systems and sectors.

The goal of AICTEC is to encourage the development of technology enriched learning environments across all jurisdictions and sectors that enable students to achieve high quality learning outcomes and to productively contribute to Australia's society and economy.

AICTEC will act as an authoritative forum for cooperative and collaborative policy advice that supports the Ministerial Council for Education, Employment, Training and Youth Affairs, focusing particularly on the Digital Education Revolution component of the Education Revolution Agenda by such means as:

- Advising the Council and other responsible authorities on effectively prioritising and deploying ICT in education and training;
- Obtaining and providing expert and specific sectoral advice on the strategic use of ICT in education and training and providing advice to Council and other responsible authorities about the recommendations of experts and sectors;

- Advising Council on the enablers of technology rich learning environments in education and training, including but not limited to:
 - Systems and architectures to support access, use, transfer and sharing of resources, information and knowledge between institutions, sectors and jurisdictions;
 - Supporting educators in developing their capabilities;
 - Secure and robust infrastructure including broadband;
 - Affordable access to and use of online learning resources and knowledge; and
 - Maintaining a stable .edu.au Internet domain for all eligible education and training bodies and services in Australia.

AICTEC's advice will take into account the views of all education jurisdictions, school systems and sectors.

Further, to formalise the AICTEC role in providing advice on the *Digital Education Revolution*, the Schooling Sub-group of the Council of Australian Government's (COAG) Productivity Agenda Working Group (PAWG) has asked AICTEC to 'provide strategic input in respect to the use of ICT in classrooms of the future and the considerations for school education authorities to be able to deliver on that vision.'

Membership

In line with *MCEETYA Principles and Procedures for MCEETYA Advisory and Support Structures*,¹ membership of AICTEC should be 'based on the capacity of the member to make a significant contribution to the AICTEC agenda and will be limited to senior executives of nominating authorities'. In the case of representatives of the Catholic and Independent schools and Universities Australia, members will have sufficient seniority and authority to represent the relevant peak national body. Other higher education representatives should be of sufficient seniority to provide an authoritative and representative view of university interests in their field of expertise.

The membership of AICTEC is made up of:

- one representative nominated by:
 - each State and Territory Government School System;
 - the Catholic Schools sector;
 - the Independent Schools sector;
 - each State and Territory Vocational Education and Training (VET) System;
- two representatives from the higher education sector with skills relevant to the AICTEC Terms of Reference;
- one representative of Universities Australia; and
- two representatives from the Australian Government.

¹ MCEETYA website: http://www.mceetya.edu.au/mceetya/principles_and_procedures,12056.html accessed 23 April 2008

AICTEC Executive

The AICTEC Executive is drawn from its membership and is made up of:

- the AICTEC Chair, who is elected by a simple majority of the AICTEC membership for a two year term;
- The AICTEC Deputy chair, who is elected by a simple majority of the AICTEC membership for a two year term; and
- One AICTEC member nominated by each of:
 - The schooling sector membership;
 - The VET sector membership;
 - The higher education sector membership; and
 - The Australian Government membership.

The sector representatives on the Executive are selected for one year. Nominations are forwarded to the Secretariat, then circulated to members of the relevant sector for agreement.

Nominees are not excluded from voting. As at July 2008, the terms of the Chair and Deputy Chair will expire in December 2008.

The Chair must leave the Chair during an election they are contesting or during discussions dealing with confidence in his/her rulings or actions on behalf of AICTEC. In this event, the Chair can present his/her position as a member/from the floor of the meeting.

The AICTEC Executive is supported by the AICTEC Secretariat.

Role of Executive:

The AICTEC Executive will:

- assist the Chair in the discharge of his/her responsibilities;
- from time to time and as agreed by AICTEC, resolve issues or complete tasks on behalf of the full committee; and
- oversee and guide the directions of AICTEC, in accordance with its terms of reference and these Guidelines.

Role of Chair

The Chair of AICTEC works in collaboration with AICTEC members, AICTEC advisory groups and the AICTEC Secretariat to:

- Ensure that AICTEC fulfils and contains its role as outlined in the Terms of Reference;
- Represent AICTEC at forums, meetings and in correspondence, or delegate that responsibility as necessary to the Deputy Chair or another member on a case by case basis;

- Maintain effective networks and relationships among key stakeholders, to strategically promote the advice and work of AICTEC and to identify opportunities and issues relevant to AICTEC's workplan;
- Ensure that AICTEC provides quality, strategic advice and reports as required, which reflect consultations with members, stakeholders, experts and relevant material;
- Chair AICTEC meetings, including Executive meetings and Extra-ordinary meetings, to encourage robust discussion, guide development of a consensus on issues, and sum up outcomes and future actions required;
- Guide proceedings of meetings; clear meeting agendas, papers and draft minutes for circulation to members; invite nominations for membership, observers and advisory groups, in accordance with these Guidelines; and ensure that actions arising from workplans and meetings are progressed in a timely and effective manner.

Role of Members

AICTEC members focus on achieving results through collaboration and cooperation. The role of members is to

- represent their nominating authority;
- provide advice through facilitating the consultation processes and flow of information within their nominating jurisdictions and sectors in order that AICTEC decisions are informed and represent the whole of the education and training sector; and
- provide advice and deliver on agreed workplan and action items in a timely manner.

Nominating authorities and AICTEC must be confident that dissemination of information, both from and to AICTEC, is timely, effective and appropriate. If a member is unable to attend a meeting a suitable delegate is required. If a member does not arrange a delegate and/or does not attend two consecutive AICTEC meetings the AICTEC Chair may seek a new nomination.

The nature of the advice being provided requires that members and, where appropriate, observers sign and abide by a Code of Conduct Declaration.

Meeting agenda items that are confidential will be clearly declared as such – it is the responsibility of the member presenting the item to ensure that the AICTEC Secretariat and members are suitably informed of confidentiality.

Role of Secretariat

The AICTEC Secretariat is responsible for supporting AICTEC and the Chair in the fulfilment of AICTEC's cross sectoral role as outlined in the Terms of Reference. This includes:

- Developing and reviewing AICTEC's annual workplan in consultation with members of AICTEC and key stakeholders;
- Liaising with the AICTEC Chair, Executive and members to arrange meetings and forums, and form and distribute agendas and meeting records, relevant papers and reference material.
- Providing strategic support and advice to AICTEC advisory groups and their Chair. On occasion, secretariat support may also be provided if agreed between the advisory group chair and the agency responsible for funding the AICTEC Secretariat (as at July 2008, this is the Australian Government Department of Education, Employment and Workplace Relations).
- Obtaining and co-ordinating the provision of expert advice to AICTEC as appropriate;
- Managing communication strategies as directed by AICTEC, including maintaining the AICTEC website;
- Reporting to MCEETYA, MCVTE and other stakeholders as required.
- Engaging key stakeholder, particularly to facilitate consultations and collaborative, cross-sectoral cooperation.
- Background research on agenda items, as required.
- Managing and coordinating ad hoc projects.
- Alerting the Chair and Executive, as appropriate, of upcoming issues affecting AICTEC's current interests or workplan.

AICTEC Secretariat is equally bound by the confidentiality, conflict of interest, public accountability and privacy obligations which apply to AICTEC members. As at July 2008, the AICTEC Secretariat is provided by the University of Canberra. Its role is further outlined in a Funding Agreement between the University and the Australian Government Department of Education, Employment and Workplace Relations.

Standing Observers and guests

Standing observers are representatives of key relevant agencies. Agencies are invited by the Chair through the Secretariat to nominate a representative to attend AICTEC meetings. They participate in discussions but do not participate in decision making. Observers may be asked to leave the room for some agenda items. They must declare any conflict of interest as it arises.

As at July 2008, the following organisations have standing observer status:

Curriculum Corporation, *education.au limited*, Universities Australia, The Flexible Learning Advisory Group Secretariat and the Australian Government Department of Education, Employment and Workplace Relations. The Flexible Learning Advisory Group has also been invited to nominate a member as an observer.

Guests are proposed for their individual expertise, and attend particular meetings. They are nominated by members, who seek the approval of the Chair, and inform the AICTEC

Secretariat. Guests have no speaking rights, unless with the approval of the meeting and at the invitation of the Chair and do not participate in decision making. Guests may be asked to leave the room for some agenda items and they must declare any conflict of interest as it arises.

On occasion, Observers and Guests may receive verbal or written information which may be confidential or commercially sensitive. Observers and Guests will preserve the confidentiality of this information and conform to normal public accountability requirements. Observers and Guests will not disclose confidential information or discussions that may be identified as confidential in the course of AICTEC business. Observers and Guests operate in accordance with relevant privacy provisions.

Decision making

AICTEC advice is formed through consensus. Where advice on an issue is required and unresolvable differences exist between members, reports will provide the range of views expressed.

AICTEC's discussions represent the development of its view and any comments made in developing the agreed committee view should not be attributed to individuals, unless specifically requested by the member. Where a subject will be considered over several meetings, AICTEC's conclusions are not finalised until completion of any necessary consultation and preparation of a statement or report.

AICTEC Advisory Group Guidelines

In line with *MCEETYA Principles and Procedures for MCEETYA Advisory and Support Structures*, AICTEC advisory groups are established to progress, under their agreed Terms of Reference, the agenda in an AICTEC priority area, as nominated in the AICTEC workplan and agreed by AICTEC.

Advisory group achievements are included in the annual AICTEC report to MCEETYA.

1. Unless otherwise agreed by AICTEC, an advisory group Chair is a member of AICTEC. The advisory group Chair is nominated by the AICTEC Chair in consultation with the AICTEC Secretariat and Executive, and other relevant sector advisors/experts as appropriate, and is endorsed by AICTEC.

The Chair of an advisory group works in collaboration with the AICTEC Chair, AICTEC members and the AICTEC Secretariat to:

- Develop Terms of Reference for endorsement by AICTEC, which include the purpose, deliverables, milestones and lifecycle of the advisory group;
- Provide strategic advice and reports for AICTEC's consideration, through consulting members, stakeholders, experts and relevant material;
- Establish and manage projects, project teams, consultancies, etc as necessary and appropriate to the advisory group's agreed Terms of Reference and workplan;
- Develop and submit resourcing and funding proposal recommendations, if and as appropriate to the group's Terms of Reference and work plan, for consideration by AICTEC's executive;
- Develop an agreed workplan for endorsement by AICTEC which contributes to and aligns with the annual AICTEC workplan;
- Facilitate meetings and circulate meeting records and actions arising to support delivery of the workplan;
- Report progress to AICTEC and seek endorsement for future actions from AICTEC either at a meeting or out of session;
- Provide a clear, accurate and auditable accounting to AICTEC in November and May each year, of any resourcing and funding arrangements, receipt and usage;
- Manage advisory group membership, including seeking advice from the AICTEC Chair and Secretariat regarding the replacement of members; and
- Liaise with the Secretariat in an annual review of the advisory group.

Where the advisory group will be addressing issues related to implementation of the Digital Education Revolution, the Chair of the advisory group will liaise closely with the Australian Government and the Australian Government will have the option of being a member of the group.

2. Membership of advisory groups is endorsed by AICTEC.
 - There is representation from all three education and training sectors: schooling, vocational education and training (VET) and higher education.

- Members of advisory groups will include AICTEC members or delegates or experts nominated by AICTEC members.
3. If resources are needed to support the operations of the advisory group and its project teams, these must be clearly identified, including in regard to proposed sourcing and contribution arrangements, and agreed by the advisory group and proposed contributors. Resources may be provided, for example, by advisory group members in the form of in-kind or cash contributions.

If the advisory group is considering seeking resources from the AICTEC Secretariat or from funding allocated by the Australian Government for DER implementation, a formal submission must be made by the advisory group, through the Chair of AICTEC, to the Australian Government Department of Education, Employment and Workplace Relations.

Submissions should identify the impact and relevance to the education and training sector of the proposed initiative.

Advisory groups which agree to secure and use resources and funding will need to establish and maintain appropriate records of their utilisation.

4. Secretariat support for an advisory group is provided by the workplace of its Chair or, if endorsed by the AICTEC Chair, by the AICTEC Secretariat.

The Secretariat of the advisory group liaises closely with the advisory group Chair, the AICTEC Chair and the AICTEC Secretariat and is responsible for arranging meetings, distributing agendas and meeting records, relevant papers and reference material.

5. Advisory group meetings will be held at a pace to keep the AICTEC agenda moving forward. Meetings are to be held via teleconference and videoconference where possible.
6. There will be formal AICTEC agreement to the ending of the advisory group. This may occur when the advisory group has achieved its stated goals or as a result of the annual review.

AICTEC Member's Code of Conduct Statement

Members and, where appropriate, observers of AICTEC are expected to act according to the following code of conduct.

1. Members should perform the duties of their position impartially and uninfluenced by fear or favour. They should not allow the pursuit of their private or personal interest to interfere with the proper discharge of their public duties.
2. Members should be courteous, frank and honest in official dealings with colleagues.
3. Members should avoid situations in which their private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their public duty.
4. Members should not use information obtained in the course of official duties to gain directly or indirectly a pecuniary or other advantage for themselves or for any other person.

CONFLICT OF INTEREST

Under its Terms of Reference, AICTEC provides policy advice which may include financial considerations. An AICTEC member or observer must disclose any potential conflict of interest so that this may be managed rigorously and transparently so the integrity of AICTEC's advice is maintained. AICTEC deals with conflicts of interest by:

1. Expecting members and observers to take responsibility for identifying any conflict of interest or, where relevant, competing interests they may have or may be seen to have;
2. Recording any declared conflicts of interest in the record of committee discussions and/or decisions;
3. Taking appropriate action to address any conflicts of interest through, for example, excluding a member or observer from discussions and/or decisions on an agenda item.

CONFIDENTIALITY

AICTEC members and, in some instances, observers handle a range of verbal and written information, which may be confidential or commercially sensitive. Members and observers will preserve the confidentiality of this information and ensure that decisions are transparent and conform to normal public accountability requirements. Members and observers will not disclose confidential information or discussions that may be identified as confidential in the course of AICTEC business. Members and observers operate in accordance with relevant privacy provisions.

AICTEC MEMBER'S CODE OF CONDUCT DECLARATION

As a member/observer of AICTEC, I confirm that I agree to operate in accordance with the AICTEC Code of Conduct Statement.

NAME & TITLE:

NOMINATING AUTHORITY:

SIGNATURE:

DATE: