**Selection assessment matrix**

**for**

**TAFE Colleges**

**Governing Council selection**

**November 2023**

**Governing Council skills matrix template**

AAppendix 1

Governing Councils may use this matrix to assess the expertise and capability that exists on the Governing Council and identify areas where additional skills or experience may be required. Governing Councils may focus on certain areas of knowledge, skills and experience when recommending members for appointment to meet existing needs of the Governing Council. Current or prospective Governing Council members are not required to have knowledge, skills or experience in all areas.

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|  | **KNOWLEDGE, SKILLS AND EXPERIENCE (see over for descriptors)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Indicate rating for knowledge, skills and/or experience for each Governing Council member | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Governing**  **Council**  **Current members:** | **SKILLS & EXPERIENCE** | Business/Management | Strategic Planning & Leadership | Corporate Governance & Ethics | Stakeholder Engagement | Public Relations & Marketing | Quality Control | Risk Management & Audit | Human Resources | Legal Compliance | Information Technology | Accounting/Finance | Insurance | Industry Experience | Board & Committee Experience | Knowledge of VET System | [Other] | [Other] | **QUALITIES** | Integrity & Community Standing | Teamwork & Interpersonal Skills | [Other] | [Other] | **QUALIFICATIONS** | Post School Qualifications | CPA; CA; CIA; or similar | **TOTAL** |
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| **Prospective members:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **RATINGS LEGEND** | |
| 1 | No experience or knowledge |
| 2 | Little experience or knowledge |
| 3 | Reasonable experience or knowledge |
| 4 | Considerable experience or knowledge |
| 5 | Expert experience or knowledge |

**Governing Council skills matrix – Descriptors**

|  |  |
| --- | --- |
| **Skills & Experience** | |
| **Business/Management** | Experience in business leadership or organisational management, including developing and implementing business plans and strategies. |
| **Strategic planning and leadership** | Experience in leading the development and implementation of strategic plans to achieve organisation long term goals. |
| **Corporate governance & ethics** | Experience and ongoing commitment to high standards of corporate governance and ethics, including experience with an organisation that is subject to rigorous governance and ethics standards. |
| **Stakeholder engagement** | Experience in strategic stakeholder engagement and working effectively with a range of industry, business and community stakeholders on matters of shared interest. |
| **Public relations and marketing** | Experience in public relations and marketing that supports the achievement of strategic goals and objectives. |
| **Quality control** | Experience and/or knowledge of quality assurance systems and programs, including application of quality frameworks to support best practice and contiuous improvement. |
| **Risk management and audit** | Experience and/or knowledge of corporate risk management frameworks, including integrating risk management into decision making and monitoring the effectiveness of controls and mitigation strategies through audit. |
| **Human resources** | Experience and/or knowledge of human resource management and personnel considerations in complex organisations. |
| **Legal compliance** | Legal experience and/or knowledge, including compliance frameworks and regulation. |
| **Information technology** | Experience and/or knowledge of corporate IT systems and governance, including complex business systems. |
| **Accounting/Finance** | Experience and/or knowledge of corporate financial management, including application of robust financial management controls. |
| **Insurance** | Experience and/or knowledge of corporate insurance  policies and requirements. |
| **Industry experience** | Direct industry experience or experience in working closely with industry stakeholders on matters of shared interest. |
| **Board and committee experience** | Experience serving as a public sector, private sector or non-profit board or committee member. |
| **Knowledge of VET system** | Knowledge and understanding of the National and State vocational education and training system, including legislative and regulatory frameworks. |
| **Qualities** | |
| **Integrity and community standing** | A demonstrated commitment to high ethical standards and integrity and maintaining good standing in the community. |
| **Teamwork and interpersonal skills** | Ability to contribute constructively to board discussions and communicate effectively with management and other board members. |
| **Qualifications** | |
| **Post-school qualifications** | Completed formal qualifications and other relevant professional development. |
| **CPA; CA; CIA; or similar** | Certified Practising Accountant; Chartered Accountant; Certified Internal Auditor; or similar. |

AAppendix 2

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| **NOMINATION COMMITTEE APPLICANT ASSESSMENT – FOR THE MINISTER** | | | |
| Governing Council Chairperson: TAFE College:  Contact number: | | | |
| **Recommended applicant(s)** | **Position** | **Term of apt.** | **Brief comment against skills matrix criteria and rationale for term of appointment** |
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| **Suitable applicant(s)** | **Position** | **Term of apt.** | **Brief comment against skills matrix criteria and rationale for term of appointment** |
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| **Unsuitable applicant(s)** | **Position** | **Term of apt.** | **Brief comment against skills matrix criteria and rationale for term of appointment** |
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**Governing Council fit and proper person declaration**

AAppendix 3

Each TAFE College is required to comply with the *Standards for Registered Training Organisations (RTOs) 2015* in accordance with the Act and the *Vocational Education and Training (General) Regulations 2009.*

In particular, clause 7.1 stipulates that, to be compliant with Standard 7, a training organisation must "ensure that its executive officers or high managerial agent ...meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3."

A training organisation found to be non-compliant may be registered subject to conditions and risks losing registration altogether.

**Fit and proper person criteria for suitability**

Indicate whether you have ever:

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| --- | --- | --- | --- |
| 1. been convicted of an offence against a law of the Commonwealth or a State or Territory of Australia, or of another country, and if so, the seriousness of the offence and the time elapsed since the conviction was recorded; | | **Yes No**  **🞏 🞏** | |
| 1. been an executive officer or high managerial agent of an RTO at a time that the RTO had its registration on the National Register cancelled or suspended by its VET Regulator for having breached a condition imposed on its Registration; | | **Yes No**  **🞏 🞏** | |
| 1. been an executive officer or high managerial agent of an RTO at a time that the RTO was determined to have breached a condition of its registration under the Education Services for Overseas Students Act 2000 or the Tertiary Education Quality and Standards Agency Act 2011; | | **Yes No**  **🞏 🞏** | |
| 1. become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors, and if so, the time elapsed since this event occurred; | | **Yes No**  **🞏 🞏** | |
| 1. been disqualified from managing corporations under Part 20.6 of the Corporations Act 2001, and if so, whether the disqualification remains in place; | | **Yes No**  **🞏 🞏** | |
| 1. been involved in the business of delivering courses or other services on behalf of a person that was the subject of regulatory action described in points b) or c) above, and if so, the relevance of the person's involvement; | | **Yes No**  **🞏 🞏** | |
| 1. provided a VET Regulator with false or misleading information or made a false or misleading statement to a VET Regulator, and if so, whether it is reasonable to assume that the person knew that the statement made or information provided to the VET Regulator was false or misleading; | | **Yes No**  **🞏 🞏** | |
| 1. been determined not to be a fit and proper person as prescribed under any law of the Commonwealth or of a State or Territory of Australia, and if so, whether that determination remains in place; and | | **Yes No**  **🞏 🞏** | |
| 1. been an executive officer or high managerial agent of an RTO at a time that the RTO was determined to have breached a government training contract. | | **Yes No**  **🞏 🞏** | |

**I certify that all of the details stated on this form, as provided by me, are true and correct.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Witness (person over 18 years of age):



AAppendix 4