

# Implementation Plan for the National Partnership Agreement on Advanced Technology Industry - School Pathways Program

between the **Commonwealth of Australia (Commonwealth)** and the **State of South Australia (State)**

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## PART 1 – PRELIMINARIES

1. The Commonwealth and the State have entered into the National Partnership Agreement on the Advanced Technology Industry - School Pathways Program on [ ] dated [ ] (**National Partnership Agreement**).
2. This Implementation Plan will commence as soon as the Commonwealth and the State agree to the Implementation Plan and will expire on 30 June 2014 or on the Implementation Plan's earlier termination:
  - a. in accordance with clause 13; or
  - b. as agreed in writing by the parties.
3. This Implementation Plan is to be interpreted in accordance with **Annexure A** to this Implementation Plan.

## PART 2 – CONDUCT OF THE PROGRAM BY THE STATE

4. The performance benchmarks for this Implementation Plan are set out in the following table:

Performance benchmark	Time for achievement
Completion of Phase 1: Program Design	30 May 2009
Completion of Phase 2: Program Development	31 December 2009
Completion of Phase 3: Program Commences in Lead Schools	30 May 2010
Completion of Phase 4: Program Commences in Partner Schools	31 December 2010
Completion of Phase 5: Continuation, Monitoring and Evaluation	31 December 2011
Completion of Phase 6: Continuation, Monitoring and Evaluation	31 December 2012
Completion of Phase 7: Continuation, Monitoring and Evaluation	31 December 2013
Completion of Program	30 June 2014

5. The Program outputs for this Implementation Plan are set out in the following table:

Program outputs	Time for completion
<p>Phase 1: Program Design</p> <ul style="list-style-type: none"> <li>a. Establishment of Executive Steering Committee, Operations Committee and Advisory Group</li> <li>b. Development of overarching Program documentation</li> <li>c. Appointment of Acting Program Manager and acting admin support person (ASO<sub>2</sub>)</li> <li>d. Development of criteria for the selection of Lead Schools</li> <li>e. Quarterly forums with Western Australia and the Hunter Economic Development Corporation and documentation of the outcomes from those forums</li> </ul>	<p>30 April 2009</p>
<p>Phase 2: Program Development</p> <ul style="list-style-type: none"> <li>a. Appointment of a tenured Project Manager and admin support person (ASO<sub>3</sub>)</li> <li>b. Identification and recruitment of 3 Lead Schools</li> <li>c. Employment of a Pathways Broker</li> <li>d. Establishment of a partnership with Australian Maths and Science School, Flinders University and other relevant stakeholders</li> <li>e. Development of a marketing strategy</li> <li>f. Endorsement of Advanced Technology Industry Pathways Program specific maths and science courses by SACE Board of South Australia</li> <li>g. Identification of Program teacher in each Lead School and allocation of 0.6 release time to those teachers</li> <li>h. Development of criteria for the selection of Partner Schools</li> </ul>	<p>31 December 2009</p>
<p>Phase 3: Program Commences in Lead Schools</p> <ul style="list-style-type: none"> <li>a. Implementation of Program in 3 Lead Schools</li> <li>b. Recruitment of 15 Partner Schools (5 per Lead School)</li> <li>c. Development of a Career Pathways Kit</li> <li>d. Involvement of Program students in Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>e. Organisation of specialist trainings with RTOs and work placement at defence industry and other relevant industry sites</li> <li>f. Training of teachers in Lead Schools to lead the professional development of teachers across the cluster, in the delivery of Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>g. Development of criteria for the selection of Partner Schools</li> <li>h. Lead schools, including Australian Science and Maths School to develop and document applied maths and science curriculum</li> <li>i. Lead schools to establish baseline data set by gathering data on the number of students enrolled in: <ul style="list-style-type: none"> <li>i. 8-12 maths courses</li> <li>ii. 8-12 science courses relevant to Advanced Technology</li> <li>iii. VET courses related to Advanced Technology</li> <li>iv. Intended destination data</li> </ul> </li> </ul>	<p>30 May 2010</p>

<p>Phase 4: Program Commences in Partner Schools</p> <ol style="list-style-type: none"> <li>a. Implementation of Program in 15 Partner Schools</li> <li>b. Involvement of Program students in Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>c. Organisation of specialist trainings with RTOs and work placement at defence industry and other relevant industry sites</li> <li>d. Piloting of the Career Pathways Kit in Program schools as part of student subject counselling</li> <li>e. Gathering of feedback on the usefulness of the Career Pathways Kit</li> <li>f. Partner Schools to establish baseline data set by gathering data on the number of students enrolled in:             <ol style="list-style-type: none"> <li>i. 8-12 maths courses</li> <li>ii. 8-12 science courses relevant to Advanced Technology</li> <li>iii. VET courses related to Advanced Technology</li> <li>iv. Intended destination data</li> </ol> </li> </ol>	<p>31 December 2010</p>
<p>Phase 5: Continuation, Monitoring and Evaluation</p> <ol style="list-style-type: none"> <li>a. Implementation of the Program in 18 schools (3 Lead Schools and 15 Partner Schools)</li> <li>b. Involvement of Program students in Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>c. Organisation of specialist trainings with RTOs and work placement at defence industry and other relevant industry sites</li> <li>d. Improvement of Career Pathways Kit and continued implementation of the Career Pathways Kit as part of student course/career counselling</li> <li>e. Provision of structured professional learning activities for teachers involved in the Program to ensure maths and science delivery are meeting the needs of industry in the area of advanced technology</li> <li>f. Collection of destination data for students involved in the Program in 2010 and publishing of the data</li> <li>g. Preparation of individual case studies of students, teachers and employers</li> <li>h. Implementation of a series of career events for families and industry at the local and state level that showcase the practical learning encompassed within the Program and a broader publicity campaign that celebrates the achievement of young people in the Program</li> <li>i. Gathering of data annually by participating schools on the number of students enrolled in:             <ol style="list-style-type: none"> <li>i. Yr 12 maths courses</li> <li>ii. Yr 12 science courses relevant to Advanced Technology</li> <li>iii. VET courses relevant to Advanced Technology</li> <li>iv. Intended destination data</li> <li>v. Post destination data for students involved in the Program</li> </ol> </li> <li>j. Evaluation of the Program to date</li> </ol>	<p>31 December 2011</p>

<p>Phase 6: Continuation, Monitoring and Evaluation</p> <ul style="list-style-type: none"> <li>a. Implementation of the Program in 18 schools (3 Lead Schools and 15 Partner Schools)</li> <li>b. Involvement of Program students in Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>c. Organisation of specialist trainings with RTOs and work placement at defence industry and other relevant industry sites</li> <li>d. Improvement of Career Pathways Kit and/or continued implementation of the Career Pathways Kit as part of student course/career counselling</li> <li>e. Provision of structured professional learning activities for teachers involved in the Program to ensure maths and science delivery are meetings the needs of industry in the area of advanced technology</li> <li>f. Collection of destination data for students involved in the Program in 2011 and publishing of the data</li> <li>g. Preparation of individual case studies of students, teachers and employers</li> <li>h. Implementation of a series of career events for families and industry at the local and state level that showcase the practical learning encompassed within the Program and a broader publicity campaign that celebrates the achievement of young people in the Program</li> <li>i. Gathering of data annually by participating schools on the number of students enrolled in:             <ul style="list-style-type: none"> <li>i. Yr 12 maths courses</li> <li>ii. Yr 12 science courses relevant to Advanced Technology</li> <li>iii. VET courses relevant to Advanced Technology</li> <li>iv. Intended destination data</li> <li>v. Post destination data for students involved in the Program</li> </ul> </li> <li>j. Evaluation of the Program to date</li> </ul>	<p>31 December 2012</p>
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<p>Phase 7: Continuation, Monitoring and Evaluation</p> <ol style="list-style-type: none"> <li>a. Implementation of the Program in 18 schools (3 Lead Schools and 15 Partner Schools)</li> <li>b. Involvement of Program students in Advanced Technology Industry Pathways Program specific maths and science courses</li> <li>c. Organisation of specialist trainings with RTOs and work placement at defence industry and other relevant industry sites</li> <li>d. Improvement of Career Pathways Kit and/or continued implementation of the Career Pathways Kit as part of student course/career counselling</li> <li>e. Provision of structured professional learning activities for teachers involved in the Program to ensure maths and science delivery are meeting the needs of industry in the area of advanced technology</li> <li>f. Collection of destination data for students involved in the Program in 2012 and publishing of the data</li> <li>g. Implementation of a series of career events for families and industry at the local and state level that showcase the practical learning encompassed within the Program and a broader publicity campaign that celebrates the achievement of young people in the Program</li> <li>h. Gathering of data annually by participating schools on the number of students enrolled in:             <ol style="list-style-type: none"> <li>i. Yr 12 maths courses</li> <li>ii. Yr 12 science courses relevant to Advanced Technology</li> <li>iii. VET courses relevant to Advanced Technology</li> <li>iv. Intended destination data</li> <li>v. Post destination data for students involved in the Program</li> </ol> </li> <li>i. Evaluation of the Program to date and use of the data to inform program improvements</li> </ol>	<p>31 December 2013</p>
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## General obligations

6. The State must undertake and complete the Program in accordance with the requirements and standards of all Relevant Authorities applicable to the Program.
7. The State will provide a detailed report on the completion of each Phase for the Program and on completion of the Program. The report shall be provided to the Commonwealth Liaison Officer reporting against the performance indicators and timelines specified in the following table:

<b>Performance indicators</b>	<b>Timeline for reporting</b>
Completion of Phase 1: Program Design and achievement of the outputs for that Phase described in clause 5	30 April 2009
Completion of Phase 2: Program Development and achievement of the outputs for that Phase described in clause 5	31 December 2009
Completion of Phase 3: Program Commences in Lead Schools and achievement of the outputs for that Phase described in clause 5	30 May 2010



Completion of Phase 4: Program Commences in Partner Schools and achievement of the outputs for that Phase described in clause 5	31 December 2010
Completion of Phase 5: Continuation, Monitoring and Evaluation and the achievement of the outputs for that Phase described in clause 5	31 December 2011
Completion of Phase 6: Continuation, Monitoring and Evaluation and achievement of the outputs for that Phase described in clause 5	31 December 2012
Completion of Phase 7: Continuation, Monitoring and Evaluation and the outputs for that Phase described in clause 5	31 December 2013
Completion of Program through achievement of: a. 3 lead schools participating in the Program b. 15 partner schools participating in the Program c. over 1000 students participating in the Program d. an increase in student numbers in maths and science, in years 11 and 12 in participating schools e. an increase in employer satisfaction with reported actions and willingness to recruit or otherwise assist young people in the defence industry f. an increase in the number of students post secondary school, undertaking tertiary studies in Advanced Technology or related work in the field (technical/trades/apprenticeships/cadetships). This data will be collected through the destination surveys.	30 May 2014

8. Each report provided by the State to the Commonwealth Liaison Officer must:
- a. include sufficient detail and supporting evidence to demonstrate whether or not the performance indicators have been met.

## PART 3 – FUNDING BY THE COMMONWEALTH

### Funding to the State

9. The Commonwealth will make payments following the achievement of the relevant key benchmarks in accordance with the following schedule:

Period (month)	Key benchmark	Work to be undertaken	Payment amount
May 2009	Completion of Phase 1: Program Design	Refer to the outputs described in clause 5	\$787, 544
January 2010	Completion of Phase 2: Program Development	Refer to the outputs described in clause 5	\$559,357
June 2010	Completion of Phase 3: Program Commences in Lead Schools	Refer to the outputs described in clause 5	\$559,355
January 2011	Completion of Phase 4: Program Commences in Partner Schools	Refer to the outputs described in clause 5	\$ 559,355

January 2012	Completion of Phase 5: Continuation, Monitoring and Evaluation	Refer to the outputs described in clause 5	\$1,336,041
January 2013	Completion of Phase 6: Continuation, Monitoring and Evaluation	Refer to the outputs described in clause 5	\$1,175,152
January 2014	Completion of Phase 7: Continuation, Monitoring and Evaluation	Refer to the outputs described in clause 5	\$546,894
June 2014	Completion of the Program	Provision of final report under clause 7	\$200,000

## General

10. Where a performance benchmark has not been achieved by the State as per the timetable, the amount of Financial Assistance to be paid to the State for that period will be withheld until such time as the performance benchmark is achieved.

## PART 4 – OTHER TERMS AND CONDITIONS

11. The Implementation Plan cannot impose conditions that are not in the National Partnership Agreement.
12. This Implementation Plan may be amended at any time by agreement in writing by the parties and under terms and conditions as agreed by the parties.
13. At such time as a party validly terminates their participation in the National Partnership Agreement, that party's participation in this Implementation Plan will terminate.

## ANNEXURE A - INTERPRETATION

1. Unless otherwise specified, the following terms and definitions are used throughout this Implementation Plan:
  - a. **Business Day** means, in relation to the doing of any action in a place, any day other than a Saturday, Sunday or public holiday in that place;
  - b. **Commonwealth Liaison Officer** means:

Samantha Peel  
R2-5-Bo83 Russell Offices, Campbell Park ACT 2600  
Phone: 02 6265 3159  
Fax: 02 6266 7646
  - c. **Commonwealth Material** means any material:
    - i. provided by the Commonwealth to the State for the purposes of this Implementation Plan; or
    - ii. copied or derived from the material referred to in paragraph i;
  - d. **Financial Assistance** means the funding to be provided to the State under the National Partnership Agreement in accordance with the National Partnership Agreement and clause 9 of this Implementation Plan;
  - e. **Intellectual Property** includes all copyright (including rights in relation to phonograms and broadcasts), all rights in relation to inventions (including patent rights), Implementation Plant varieties, registered and unregistered trademarks (including service marks), registered and unregistered designs, circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;
  - f. **Intergovernmental Agreement** means the *Intergovernmental Agreement on Federal Financial Relations* that took effect on 1 January 2009;
  - g. **Lead School** has the meaning set out in Annexure C;
  - h. **Liaison Officer** in relation to the Commonwealth means the Commonwealth Liaison Officer and in relation to the State means the relevant State Liaison Officer;
  - i. **National Partnership Agreement** means the agreement described in clause 1 of this Implementation Plan;
  - j. **Partnership School** means a partnership school participating with the Program in accordance with clause 5
  - k. **Phase** means a phase described in clause 5 of this Implementation Plan;
  - l. **Program** means the program specified in Part 2 of this Implementation Plan for which the Financial Assistance is paid to the State;
  - m. **Program Material** means all material (other than health records of individuals) including reports required to be provided to the Commonwealth Liaison Officer in accordance with clause 7 of this Implementation Plan:

- i. brought into existence for the purpose of performing the Program;
- ii. incorporated in, supplied or required to be supplied along with the material referred to in paragraph i; or
- iii. copied or derived from the material referred to in paragraphs i or ii,

but does not include any Commonwealth Material;

- n. **RTO** means a registered training organisation;
- o. **SACE** means the South Australian Certificate of Education;
- p. **Specified Acts** means the following classes or types of acts or omissions by or on behalf of the Commonwealth:
  - i. those which would, but for this clause, infringe the author's right of attribution of authorship or the author's right of integrity of authorship,but does not include:
  - ii. those which would infringe the author's right not to have authorship falsely attributed;
- q. **State** means the State of South Australia; and
- r. **State Liaison Officer** means:

**Name/Position:** Tanya Rogers, Curriculum Director – Learning and Work  
**Address:** Level 5, 31 Flinders Street, Adelaide SA 5000  
**Phone:** 08 8226 0486  
**Fax:** 08 8226 3120  
**Mobile:** 0401 122 983

- 2. In the case of any conflict or inconsistency between:
  - a. this Implementation Plan and the National Partnership Agreement, the National Partnership Agreement will prevail to the extent of the conflict or inconsistency;
  - b. this Implementation Plan and the Intergovernmental Agreement, the Intergovernmental Agreement will prevail to the extent of the conflict or inconsistency; and
  - c. the terms and conditions contained in the clauses of this Implementation Plan and any part of the Schedule or annexures, then the terms and conditions of the clauses will prevail to the extent of the conflict or inconsistency.
- 3. The laws of the Australian Capital Territory apply to this Implementation Plan.

## ANNEXURE B - OTHER TERMS AND CONDITIONS

### Intellectual property

4. The parties acknowledge that the Commonwealth is or will be entitled to use, copy and modify the Program Material in respect of the State's Program, for the Commonwealth's publication, dissemination, reporting and accountability requirements and otherwise to exercise its rights under this Implementation Plan.
5. The State will ensure that it is entitled (or will be entitled at the relevant time) to deal with the Program in respect of the Program in accordance with item 4 of this Annexure B and anything done by the State in the course of the Program, including in developing any reports provided to the Commonwealth, will not infringe the Intellectual Property rights of any person.
6. The State will ensure that the author of any Program Material in respect of the Program has given or will give a written consent to the Specified Acts (whether occurring before or after the consent is given) which is given directly or indirectly for the Commonwealth's benefit.
7. Intellectual Property rights and title to, or in relation to, Commonwealth Material remains vested at all times in the Commonwealth.

### Announcement, acknowledgment and publications

8. The State will ensure that the nature and content of any events, announcements, promotional and acknowledgment material or publicity:
  - a. relating to the National Partnership Agreement; or
  - b. the Program,comply with the requirements of the Intergovernmental Agreement and otherwise are agreed in advance by the Commonwealth.
9. Items 8 and 9 of this Annexure B survive the expiration or earlier termination of this Implementation Plan.

### Privacy

10. The State will ensure that any Personal Information provided or used in connection with the Program is dealt with in accordance with the requirements of:
  - a. the *Privacy Act 1988* (Cth);
  - b. the Information Privacy Principles;
  - c. the National Privacy Principles; and
  - d. any relevant State privacy legislation,as those requirements apply to the State and also as those requirements apply to an Agency within the meaning of the *Public Service Act 1999* (Cth).

## Notices

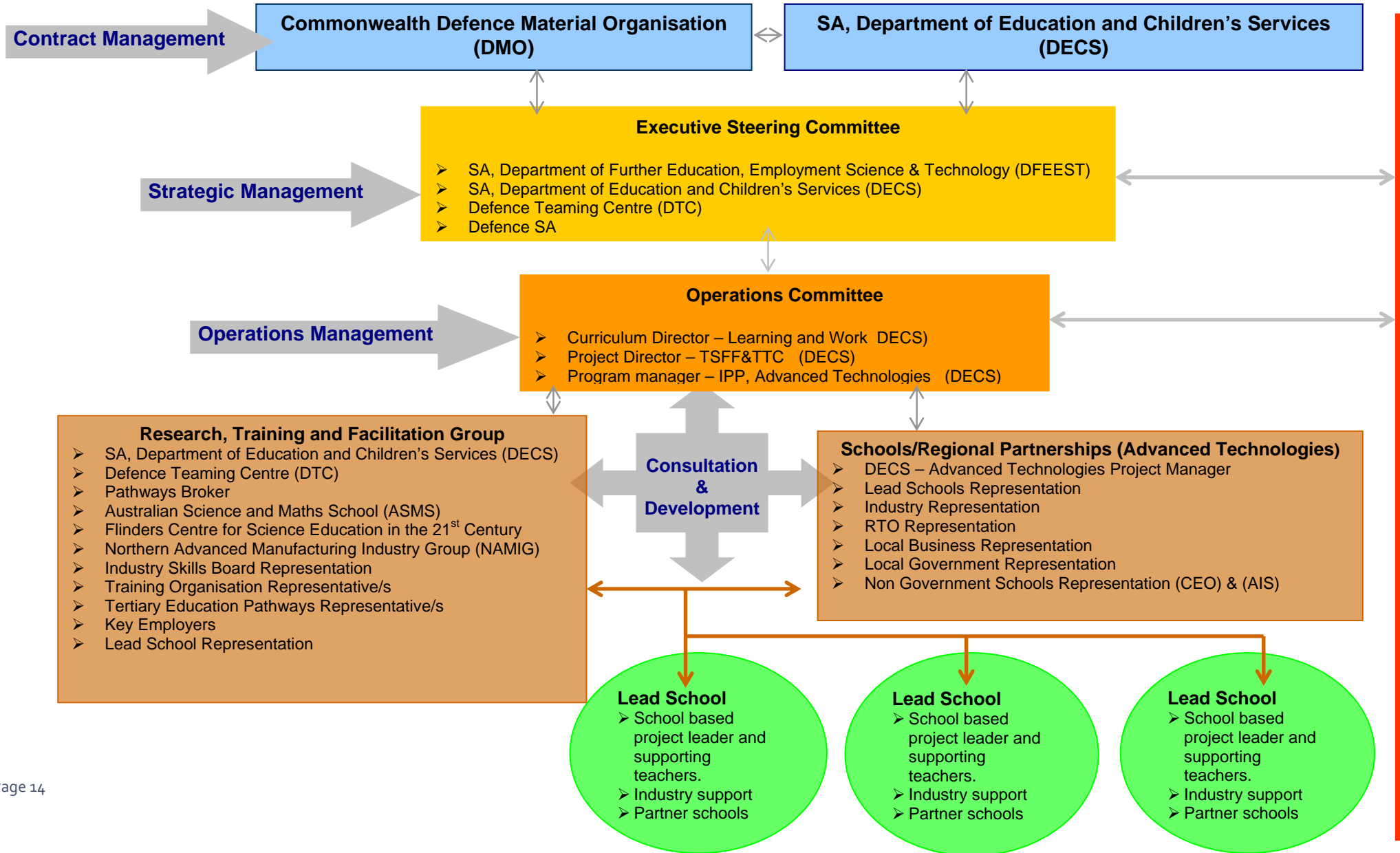
11. A party giving notice under this Implementation Plan must do so in writing, including by facsimile, that is:
  - a. directed to the party's address specified in Annexure A in connection to the party's Liaison Officer marked for the attention of the party's Liaison Officer; and
  - b. hand delivered or sent by pre-paid post or facsimile to that address.
12. A notice given in accordance with item 11 of this Annexure B is received:
  - a. if hand delivered, on delivery;
  - b. if sent by pre-paid post on the third Business Day after the date of posting;
  - c. if sent by facsimile, at the time the sender receives notification that the notice has been transmitted satisfactorily.

# ANNEXURE C - COMMITTEES AND GOVERNANCE FRAMEWORK

## Governance structure

1. The State will establish the following governance structure in relation to the Program

# GOVERNANCE AND OPERATIONAL GROUPS in the ADVANCED TECHNOLOGY INDUSTRY – SCHOOL PATHWAYS PROGRAM







## Executive Steering Committee

2. The State will oversee the establishment of a Executive Steering Committee, which will be responsible for overseeing the establishment, structure, function and support of the Program and governance of the Program. The following terms of reference are applicable to the Executive Steering Committee:

<b>Committee name</b>	<b>Advanced Technology Industry - School Pathways Program Executive Steering Committee</b>
<b>Type of committee</b>	The Executive Steering Committee is the <b>strategic and policy decision-making body</b> for the Program
<b>Chairperson</b>	The Executive Steering Committee will be chaired by Defence SA until contract signature. A new chair will then be appointed.
<b>Responsible to</b>	The Executive Steering Committee is accountable to the State Department of Education and Children's Services (DECS) CEO as the delegate to the South Australian Minister for Education's office.
<b>Purpose</b>	<p>The focus of the Executive Steering Committee is strategic. The Executive Steering Committee is to provide expertise and oversee the Program to ensure that the objectives, outcomes and outputs of the Program are achieved.</p> <p>Detailed discussions on operational issues will be conducted with industry, schools and other stakeholders by Program staff.</p>
<b>Authority</b>	<p>All key decisions, documents and communication relating to the direction of the Program must be forwarded to the Executive Steering Committee for endorsement. This includes the criteria and process for the selection of the Lead Schools.</p> <p>Any out of session communications will be conducted electronically through email, allowing Executive Steering Committee members 5 working days to respond.</p>
<b>Timeframes &amp; reporting</b>	<p>The Executive Steering Committee will function for the duration of the Program from December 2008 to June 2014 and will meet once a month in the first instance or as needed, but no less than twice per year.</p> <p>The Program Manager will provide regular updates to the Executive Steering Committee on the progress of the Program and report against the performance indicators.</p> <p>The reports under clause 7 will be prepared by Program staff in accordance and submitted to the Executive Steering Committee for endorsement.</p>
<b>Composition</b>	Membership of the Executive Steering Committee will comprise representatives of the following organisations and positions:

	<ul style="list-style-type: none"> <li>a. State, Department of Further Education, Employment, Science &amp; Technology (DFEEST)</li> <li>b. DECS</li> <li>c. Defence Teaming Centre (DTC)</li> <li>d. Defence SA</li> <li>e. Commonwealth Defence Material Organisation (DMO)</li> </ul>
<b>Relevant Personnel</b>	DECS will provide leadership of the Program through the Curriculum Director – Learning and Work and the Project Director – TSFF & TTC.
<b>Other resources</b>	<p>Use of meeting room – Defence SA</p> <p>Secretariat Services - DECS</p>
<b>Communication with DMO and DECS</b>	Formal communication with the Commonwealth Defence Materiel Organisation and State, DECS is through the DECS Project Director – TSFF&TTC.
<b>Specific areas of responsibility</b>	<p><b>Specific areas of responsibility</b> for the Executive Steering Committee include:</p> <ul style="list-style-type: none"> <li>a. guiding and overseeing the development of the Program</li> <li>b. considering governance and other issues of strategic importance referred to it including implications of Program directions for key stakeholder groups</li> <li>c. engaging and consulting with subject matter experts in their areas to obtain their input on key issues</li> <li>d. promoting a whole of government approach to the development of the Program</li> <li>e. ensuring alignment (where appropriate) with other States School Pathway Programs</li> <li>f. endorsing all key Program documentation including: Program plan, communication plan and Program reports</li> <li>g. monitoring of progress against timelines</li> </ul> <p>The Executive Steering Committee <b>will not be responsible for</b>:</p> <ul style="list-style-type: none"> <li>a. issues that fall outside the Program scope. Issues of this nature should be highlighted and referred on to the most appropriate person or group by the Chairperson.</li> <li>b. the development of reports</li> <li>c. establishing or managing contractual agreements</li> <li>d. selection or management of staff</li> <li>e. financial management</li> </ul>
<b>Approval/review date</b>	<p>The Executive Steering Committee is convened by the Chairperson.</p> <p>The Terms of Reference were approved by the Executive Steering Committee on 24th March 2009 and are expected to remain valid for the life of the Program until June 2014, unless varied by the Executive Steering Committee.</p>

## Operations Committee

3. The State will oversee the establishment of an Operations Committee which will be the key implementation body for the Program and will provide overall governance to the operational aspects of the Program. The following terms of reference are applicable to the Operations Committee:

<b>Committee name</b>	<b>Advanced Technology Industry - School Pathways Program Operations Committee</b>
<b>Type of committee</b>	The Operations Committee is the key implementation and daily operations body for the Program and will provide overall governance for the operational aspects of the Program
<b>Chairperson</b>	The Operations Committee will be chaired by Project Director – TSFF&TTC
<b>Responsible to</b>	The Operations Committee is responsible to the Executive Steering Committee
<b>Purpose</b>	<p>The focus of the Operations Committee is both strategic and operational. The Operations Committee is to monitor and provide guidance for the operational development of the Program and ensure a governance structure that encourages involvement from local stakeholders.</p> <p>The Operations Committee will also ensure alignment (where appropriate) with other similar initiatives in business, training and industry areas.</p>
<b>Authority</b>	<p>All key decisions, documents and communication relating to the direction and operations management of the program will be forwarded to the Executive Steering Committee for endorsement.</p> <p>Any out of session communication will be conducted electronically through email, allowing Operations Committee members 5 working days to respond.</p>
<b>Timeframes &amp; reporting</b>	<p>The Operations Committee will function for the duration of the Program from December 2008 to December 2013 and will meet at least twice per school term or as needed.</p> <p>The Operations Committee will provide regular updates to the Executive Steering committee on the progress of the Program in respect to key curriculum outcomes and reporting against the performance indicators.</p>
<b>Composition</b>	<p>The Operations Committee will comprise of the following representatives:</p> <ol style="list-style-type: none"> <li>Curriculum Director – Learning and Work (DECS)</li> <li>Project Director – TSFF&amp;TTC (DECS)</li> <li>Program manager – IPP, Advanced Technologies (DECS)</li> <li>Pathways Broker</li> </ol>
<b>Other resources</b>	<p>Use of meeting room – DECS Meeting Room</p> <p>Secretariat Services - DECS</p>

## Advisory Group

4. The State will oversee the establishment of an Advisory Group which will act as a consultative body to provide expert advice on the program and to establish links with other key bodies with similar aims. The following terms of reference are applicable to the Advisory Group:

<b>Committee name</b>	<b>Advisory Group</b>
<b>Purpose</b>	<p>To act as a consultative body, focusing on the implementation aspects of the Program and providing advice in relation to best practice, particularly in the areas of education and training. The Advisory Group will pursue opportunities to strengthen the program through the provision of quality information and networking. Members from the Advisory Group will:</p> <ol style="list-style-type: none"> <li>offer comment and advice about the development of the Program</li> <li>invite input from experts regarding the key operational aspects of the Program</li> <li>provide comment and advice concerning the curriculum design aspects of the Program</li> <li>engage and consult with subject matter experts in their areas to obtain their input on key issues</li> </ol>
<b>Responsible to</b>	The Advisory Group is responsible to the Executive Steering Committee and the Operational Group
<b>Timeframes reporting &amp;</b>	<p>The Advisory Group will function for the duration of the Program from December 2008 to June 2014 and will meet at least once every 3 months during Phase 1: Program Design and Phase 2: Program Development.</p> <p>The Advisory Group will review the meeting schedule on the completion of Phase 2: Program Development.</p> <p>Advisory Group meetings will be held in South Australia.</p>
<b>Composition</b>	<p>Membership of the Advisory Group will comprise of representatives from the following organisations:</p> <ol style="list-style-type: none"> <li>Australian Maths and Science School</li> <li>Department of Education and Children's Services, South Australia</li> <li>Peak related industry bodies</li> <li>Peak related training bodies</li> </ol>
<b>Other resources</b>	Secretariat Services - DECS

## Advanced Technology Industry Pathways Partnerships

5. The State will ensure that around each lead school and cluster there will be a local Schools/Regional Advanced Technology Industry Partnership group formed. The following terms of reference are applicable to each Schools/Regional Advanced Technology Industry Partnership group.

<b>Committee name</b>	<b>Advanced Technology Industry - School Pathways Program Schools/Regional Partnerships Group</b>
<b>Type of committee</b>	There will be 3 Schools/Regional Advanced Technology Industry Partnership groups centred on each of the Lead Schools and their Partner Schools. The focus of these Schools/Regional Advanced Technology Industry Partnership groups is to provide local governance to the operational aspects of each part of the Program
<b>Chairperson</b>	Each of the Schools/Regional Advanced Technology Industry Partnership groups will be chaired by the Program Manager – IPP, Advanced Technology
<b>Responsible to</b>	Each Schools/Regional Advanced Technology Industry Partnership group is responsible to the Operations Committee
<b>Purpose</b>	The focus of the Schools/Regional Advanced Technology Industry Partnership groups is to promote the close involvement of local industry, business and training groups so that all aspects of the Program can be achieved. Furthermore, the local Schools/Regional Advanced Technology Industry Partnership groups will enable future opportunities to be explored and the ability of local agenda and priorities to be captured and incorporated into future planning.
<b>Authority</b>	All key decisions, documents and communication relating to the direction and operational management of the Program will be forwarded to the Operations Committee for endorsement.  Any out of session communications will be conducted electronically through email, allowing committee members 5 working days to respond.
<b>Timeframes &amp; reporting</b>	The Schools/Regional Advanced Technology Partnership groups will function for the duration of the Program from December 2008 to June 2014 and will meet twice per school term or as needed.  The Schools/Regional Advanced Technology Partnership groups will provide regular updates to the Operations Committee on the progress of the Program in their local cluster against curriculum outcomes and performance indicators for the program.
<b>Composition</b>	Membership of the Schools/Regional Advanced Technology Partnership groups will comprise of the following representatives: a. Program manager – IPP, Advanced Technologies b. Lead Schools Representation c. Industry Representation d. RTO Representation

	<ul style="list-style-type: none"> <li>e. Local Business Representation</li> <li>f. Local Government Representation</li> <li>g. Non Government Schools Representation (CEO) and (AIS)</li> </ul>
<b>Relevant Personnel</b>	Principals in the Lead Schools will need to be strong advocates for the Program and provide leadership through direct involvement.
<b>Other resources</b>	<p>Use of meeting room – Probably at each of the Lead Schools</p> <p>Secretariat Services – To be decided, probably provided by each Lead School</p>
<b>Communication with Operations Committee</b>	Formal communication with the Operations Committee will be through the Program Manager – IPP, Advanced Technologies.
<b>Specific areas of responsibility</b>	<p><b>Specific areas of responsibility</b> for the Schools/Regional Advanced Technology Partnership groups are to:</p> <ul style="list-style-type: none"> <li>a. Promote and encourage student involvement</li> <li>b. Track and monitor student achievement</li> <li>c. Implement a governance structure for local stakeholders</li> <li>d. Monitor and guide the operational development of the Program</li> <li>e. Provide a local forum to explore and test initiatives</li> <li>f. Engage and consult with experts in their areas to obtain their input on key operational issues</li> <li>g. Ensure alignment (where appropriate) with similar initiatives in business, training and industry areas.</li> <li>h. Design, implement and manage formal evaluation of the Program</li> </ul>
<b>Approval/review date</b>	<p>The Schools/Regional Advanced Technology Partnership groups will be is convened by ATISPP Program Manager.</p> <p>The terms of reference were approved by the Executive Steering Committee on 24th March 2009 and are expected to remain valid for the life of the Program until June 2014, unless varied by the Schools/Regional Advanced Technology Partnership groups.</p>

## Lead Schools

### DEFINITION

6. A Lead School is a school that leads and facilitates curriculum innovation in applied science and maths learning, delivers AQF level 2&3 competencies in related industry areas through an established SACE accredited Industry Pathways Program, establishes partnerships with Partner Schools and provides professional development for teachers.

### SELECTION CRITERIA

<b><i>Program Commitment</i></b>	<ul style="list-style-type: none"> <li>a. Demonstrated ability to lead a new initiative and provide leadership in a partnership arrangement with other schools.</li> <li>b. Demonstrated evidence of curriculum innovation in applied learning, with a view to increasing student involvement and engagement, particularly in the areas of maths and science.</li> <li>c. Governing council written statement of support for the Program.</li> </ul>
<b><i>Capacity to Deliver Program</i></b>	<ul style="list-style-type: none"> <li>a. Demonstrated commitment and ability to release and support a suitably qualified teacher to manage the project within the school.</li> <li>b. Evidence of previous success in the implementation of a program to deliver specific outcomes for students.</li> <li>c. Demonstrated commitment to developing VET pathways for students at certificate 2, 3 and 4 levels.</li> </ul>
<b><i>Program Continuous Improvement Strategy</i></b>	<ul style="list-style-type: none"> <li>a. Evidence of the effective use of data to support the continuous improvement of a program or strategy.</li> <li>b. Evidence of consultation with students, parents, industry and program partners to inform improvement strategies.</li> </ul>

### LEAD SCHOOL ROLES & RESPONSIBILITIES

- 7. Principal plays a key role in leading the Program within the partnership cluster.
- 8. Staffing
- 9. 0.6 release time for teacher to lead the Program within the Lead School and across the cluster.

### CURRICULUM DEVELOPMENT

- 10. Lead and facilitate curriculum innovation
- 11. Provide professional development for Partner Schools
- 12. Facilitate working parties for each relevant industry area



13. Build links with industry, employers, group training companies, apprenticeship centres, training providers

#### **PROGRAM DELIVERY**

14. AQF level 2&3 competencies in related focus industry areas within a SACE accredited Industry Pathways Program
15. Applied learning science & maths courses

#### **STUDENT SUPPORT**

16. Case management
17. Brokerage into appropriate courses
18. Career Development
19. Use of ILP, links with PLP

#### **PARTNER SCHOOLS**

20. Provide AQF level 2&3 competencies in relevant industry areas
21. Involved in working parties for relevant industry areas
22. Participate in curriculum development in applied learning science and maths programs
23. Support links with industry / employers

## Pathways Broker

### DEFINITION

24. The Advanced Technology Pathways Broker will have previous industry experience and will work one on one with individual employers or with groups at the regional and State level to increase employer understanding of the Program.
25. The Pathways Broker will source learning opportunities for teachers and young people within industry settings and broker individual work placements or employment. By partnering school educators with prime enterprises, the Pathways Broker will improve student's and their families' understanding (through first hand experience) of defence industry, and the career opportunities on offer.

### ROLES AND FUNCTIONS

<i>Title of Position</i>	<b>Pathways Broker</b>
<b><i>Summary of the broad purpose of the position and its responsibilities/duties</i></b>	<ol style="list-style-type: none"> <li>a. Broker students into industry structured work placements</li> <li>b. Work with employers to increase awareness, and understanding of the Program.</li> <li>c. Develop and maintain networks with schools, industry and relevant agencies and bodies in the region.</li> <li>d. Source learning opportunities for teachers within defence industry and other relevant industry sectors</li> <li>e. Provide specialised advice to improve students and their families understanding of defence industry.</li> <li>f. Provide administrative and mentoring services to schools involved in the Program.</li> </ol>
<b><i>Reporting/ Working Relationships</i></b>	<ol style="list-style-type: none"> <li>a. Report to the Program Director TSfF&amp;TTC and to the Program Manager.</li> <li>b. Work collaboratively with relevant officers in DECS State Office (esp. the Learning and Work Team), as well as district and school personnel.</li> <li>c. Work collaboratively with local employers, other relevant State government departments, Universities, TAFE/RTOs, AACs, GTOs, industry, union and community groups and DEST LCPs, in the areas of structured work placement, vocational employment and training, youth engagement and retention.</li> </ol>

<p><b>Reporting/Working Relationships</b> <i>continued</i></p>	<ul style="list-style-type: none"> <li>a. Increase the number of young people successfully moving into full time apprenticeships, traineeships and cadetships in defence industry and other industries relevant to advanced technology by: <ul style="list-style-type: none"> <li>i. Ensuring that the Program is supported and understood.</li> <li>ii. Providing quality advice on preparatory and induction programs for structured work placement, apprenticeships, traineeships and cadetships</li> <li>iii. Assisting the development and implementation of strategies to increase the numbers of students involved in the Program.</li> </ul> </li>   <li>b. Develop and maintain effective networks by: <ul style="list-style-type: none"> <li>iv. Ensuring representation and participation of key regional groups on stakeholder groups and governance structures.</li> <li>v. Disseminating information to stakeholders.</li> <li>vi. Involving key stakeholders in the development and review of the Program.</li> <li>vii. Representing the Program at meetings, committees and school forums.</li> </ul> </li>   <li>c. Provide specialised advice about the Program by: <ul style="list-style-type: none"> <li>viii. Applying specialised knowledge and experience related to structured work placement, apprenticeships, traineeships and cadetships, and Diploma and Advanced Diploma VET programs.</li> <li>ix. Assisting in the collection and dissemination of achievement and destination data for the Program.</li> <li>x. Referring on issues, suggestions, and feedback.</li> </ul> </li>   <li>d. Provide advice and support for professional and community development activities by: <ul style="list-style-type: none"> <li>xi. Contributing to workshops, conferences and professional development programs</li> <li>xii. Implementing training &amp; development needs analysis</li> </ul> </li> </ul>
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## **Program Manager**

### **DEFINITION**

26. The Program Manager ensures efficient and effective operational management of the Program.
27. The Program Manager:
  - a. Provides state-wide leadership and high level project management skills in the development, implementation and evaluation of the Program ensuring that the objectives, outcomes and outputs are delivered.
  - b. Ensures that Program promotes improved learning outcomes for all groups of learners involved in the Program.
  - c. Provides timely and informed advice and briefings regarding Program activities and their relevance to curriculum development, implementation and renewal.
  - d. Ensures that all work is carried out within agreed budgets and other government accountability processes.