

## **Years 9 to 12 LEARNING AREA ADVISORY GROUPS (LAAGs)**

### **Terms of Reference**

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## Purpose

The purpose of Years 9 to 12 Learning Area Advisory Groups (LAAGs) are to provide strategic advice and feedback to the Learning Area Curriculum Leader in relation to the development and implementation of courses and qualifications that are accredited and recognised by the Office of Tasmanian Assessment Standards and Certification (TASC).

The LAAGs form part of the advisory and consultation structure for Course Development Activity which also includes Critical Friends and Sponsor Schools.

## Scope

LAAGs are formed for each learning area and provide advice and feedback to the Curriculum Leader specific to their learning area.

LAAGs contribute directly to the development and implementation of TASC accredited and recognised senior secondary courses and qualifications. This is primarily done through providing strategic advice, feedback and risk analysis, ensuring through the development process TASC-Accredited courses meet/align with:

- Priorities for Curriculum Development
- Years 9 to 12 Curriculum Framework
- Priorities and Standards of the Tasmanian Senior Secondary Accreditation Framework

The LAAGs may also provide analysis and advice where appropriate, in areas including:

- curriculum provision
- provision of resources and professional learning
- building the viability of TASC-Accredited and recognised courses and qualifications
- course and qualification review.

## Membership of Years 9 to 12 LAAGs

The Chair of each LAAG is the relevant learning area Curriculum Leader (CL).

Secretariat support for LAAGs is provided by Years 9 to 12 Learning.

### ***Core LAAG Membership (Strategic Expertise):***

- Leaders of Learning (9/10 Australian Curriculum expertise)
- Leaders of Learning (11/12 Curriculum/Learning Area AST/AP expertise)
- Leaders of Learning (Tertiary Providers)
- Career Education Leader/Career Advisor/Transition or Enrolment team member (School-based)

### ***Tranche-specific LAAG Membership:***

Additional member/s for LAAGs will be appointed where expert subject matter input is required related to:

- Subject matter expertise related to courses being developed in any given tranche
- VET expertise (where relevant)

**LAAG size:**

- Minimum LAAG Core membership size is 5 (1 member of each expertise and Chair)
- Maximum LAAG Core membership size is 9 (2 members of each expertise and Chair)
- Tranche-specific LAAG membership size is 1 x each category per sub discipline in the tranche

**Membership duration**

Duration of LAAG membership is:

- 2 years for Core LAAG members
- 1 year (For the duration of the relevant tranche development) for Tranche-specific LAAG Members.

If an appropriate representative is unable to be appointed, the LAAG can proceed with the vacancy while the Chair continues to pursue an appointment.

If a LAAG Membership role needs to be replaced Years 9 to 12 Learning will advertise the position and where appropriate liaise with the appropriate agency.

**Conflict of interests**

All LAAG members will be required to complete a conflict-of-interest declaration.

Where possible core LAAG members should not be undertaking dual responsibilities (e.g. a Core LAAG member should not be a critical friend).

**Meeting Frequency**

LAAGs would generally be expected to meet every six weeks to support stages of the course development and accreditation.

The minimum a LAAG could be expected to meet is once a Term.

**Reporting**

The LAAG will provide progress reports (written or verbal) as required to the Curriculum, Assessment and Teaching (CAT) Working Group.

**Meeting types and collaboration**

Years 9 to 12 LAAGs may be required to meet in person, via video conference, or collaborate via cloud technology and via email out of session.

**Meeting procedures**

- The Secretariat will manage the LAAG, communicating agendas and minutes, or summaries of LAAG decisions
- Minutes will be circulated by the Secretariat and members will have an opportunity to provide comment before they are ratified

- The Chair may invite additional attendees to attend group meetings or participate for certain agenda items where appropriate.
- Meetings will use standard conventions in relation to decision making
- Where appropriate, LAAG members may be asked to record meeting minutes
- Meeting minutes will be kept in an accessible space e.g. MS TEAMS by the Secretariat
- Participation in Years 9 to 12 LAAG meetings will be based on agreed ways of working or meeting norms based on fairness, equality, equity and needs
- Where a formal decision is required a quorum of four core members (including the Chair) must be present.

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