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## EDUCATION ALLIANCE TERMS OF REFERENCE

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### Background

Queensland's National Disability Coordination Officers have come together to form an Alliance between the education and training sectors across Queensland. The Alliance will encourage collaboration and interactions between the education and training sectors across Queensland to improve transition and outcomes for students living with disability. The five (5) Queensland NDCOs will enable all stakeholders in Queensland to connect through a virtual platform, to encourage an open environment that is better connected and informed to build capacity and address issues collectively.

This collaborative approach will be facilitated by the Queensland NDCO Team leading to shared learnings, encouraging best practice and coordinated actions across Queensland.

### Purpose

The Alliance will support the development of an effective and collaborative approach that will impact positive student outcomes statewide. The group will:

- Provide an open forum for practical peer learning and knowledge sharing in a supportive framework for education and training professionals and stakeholders.
- Identify, action and respond to common issues and challenges faced by education and training providers.
- Explore and coordinate regional and statewide action as agreed by Alliance members.
- Improve transitions for people living with disability to access further education.

### Membership and role

Membership of the Alliance is open to all Education and Training professionals and stakeholders in Queensland. Representation will be sought from other sectors (e.g. employment) if this becomes appropriate.

The role of Alliance members includes:

- Collaborate and contribute within their capacity.
- Attend meetings when possible and contribute agenda items where appropriate.
- Share information and resources where appropriate with Alliance members that could improve education and training outcomes for people with disability in Queensland. This includes information and resources from within their organisation/institution, as well as from other sources (regional, national and international).
- Actively participate in discussions (both face-to-face and through technology platforms) and share their own challenges, experiences and reflections where appropriate.
- Maintain a safe environment in which a free-flowing exchange of ideas is encouraged. Disseminate information and support relationship building and ongoing action.

## Sharing and confidentiality

- Group members should respect confidential communication. Individuals are not required to share details beyond what they are comfortable and able to share. Standard privacy principles and obligations apply, and it is encouraged to de-identify case studies.

## Meetings and coordination

- The Queensland NDCOs will coordinate and chair meetings, including distribution of agenda and minutes. A call for agenda items will be circulated in advance of meetings.
- Meetings will occur quarterly.
- A quorum is required to make significant decisions on behalf of the group. A quorum will exist when a majority of member organisations are represented (i.e. half plus one).
- A bi-annual forum will address key issues and shared learnings from across the state.

## Review

- Terms of Reference check-ins will occur every 6 months at Alliance meetings, to ensure they are consistent with Alliance purpose and activities.
- The Queensland NDCOs will conduct a more comprehensive review of the Alliance, which will consider input from Alliance members and stakeholders. This review will be conducted annually.

## Contacts

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