WELCOME to the TAFE Disability Network (TDN)

This document has been prepared to provide the new Disability Liaison Officer (DLO) with some background information about the TAFE Disability Network in Victoria and to introduce them to the Network.

Note that this information was correct at the time of preparation and might have changed since.

Please feel free to contact any TDN member at any time if you have any queries, as we are all here to support each other. Member contact details are available from the Contact List Administrator (Appendix Two). To be added to our mailing list, please complete the form in Appendix Five and return to the Contact List Administrator.

We welcome you to the sector and wish you all the best in your DLO role.
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1. Who is TDN?
The TAFE Disability Network (TDN) is the network of Disability Liaison Officers (DLOs) from across the TAFE sector in Victoria. Some members may have different titles and a diverse range of duties but we all see ourselves as peers. The role of TDN is in the capacity of peer support for new and existing DLO’s. To this end it is a network for and by DLO’s.

DLO’s perform a variety of duties in their role as the primary reference point for disability matters within their organisation. DLO’s role is general. It is not to provide support specific to one disability. The role of the DLO is to provide access and inclusive practises to all students with a disability / impairment registered with the respective TAFE.

The main duties are:
- To support students with disabilities studying at TAFE
- To provide advice and support for staff in meeting the needs of students with disabilities
- To provide strategic advice within their organisation to assist their TAFE institute in meeting its legislative responsibilities

The TDN meets to discuss common concerns, current issues, provides professional development and develop/consolidate links to other networks of professionals in education provision, local and federal government areas and community based organisations.

2. Who attends TDN?
The TDN is open to all Victorian Disability Liaison Officers or Disability Co-ordinator at TAFE or dual TAFE / Higher Ed. DLO’s from TAFES pay an annual membership fee and has voting rights which are utilised at the AGM and throughout the year.

The TDN invites National Disability Coordinator Officers (NDCOs), to attend the TDN meetings. The TDN believes NDCO’s provide similar generalist services to all TAFE students who have a disability; in the form of transitional support and information into TAFE. The NDCO program also works in collaborative programs with TDN to tender for relevant project funding. This relationship strengthens both the NDCO program and the services provided by DLO’s.

NDCO’s are allocated time during TDN meetings, to provide feedback to DLO’s about projects the NDCO’s are undertaking that are of interest to the general disability student group at TAFE. NDCO’s are not members of TDN.
**Guest speakers ---**

TDN fosters network building, and supports affiliations with organisations that support TAFE students with disabilities.
An organisation can contact the Co-Convenors of TDN, in order to present to the TDN during the ‘Guest Speaker’ component of a TDN meeting.
The Co-convenors will discuss this request with the Committee and/or the wider TDN members, and if time is available, will invite the organisation to present.

As TDN meetings occur approximately every two months, TDN may not be able to accommodate all requests. Ideally, TDN will try to accommodate an organisations request once a year.

As TDN fosters network building, if an organisation invites TDN to attend their meetings, the members of TDN will elect a representative to attend.

**Mailing list / agenda / minutes**
Convener holds and maintains the mailing lists

All DLO’s, NDCO’s and Skills Victoria representative receive the agenda and minutes.

Guest Speakers receive information on when and where the meeting is and the time they will be presenting

All other organisations are invited by invitation only

### 3. What does TDN do?

Over the years, TDN has proven to not only be beneficial to its own members but has become a valued resource for both government and community agencies in regard to disability issues within tertiary education.

The following is some of the functions TDN undertakes:

- Provides a forum for discussing commonly related issues facing DLOs and students with disabilities within the TAFE sector.

- Shares information and resources amongst members to enhance the support services provided to students with disabilities within the TAFE sector.

- Supports Professional development programs for DLOs

- Liaises and lobbies Skills Victoria in regard to disability related issues within the Victorian TAFE system.

- Liaises with relevant community agencies in regard to disability related issues within education.
- Liaises with and supports **VicHEDN** and **ATEND** on relevant disability related issues within the education field at a State and/or National level.

- Has representation on **ATEND**.

- Liaises with National Disability Coordinator Officers (NDCOs),

- Submits written comments on disability-related issues in response to government policies and programs as deemed relevant by a majority of members.

- Provides representatives on relevant working parties as required

4. **Why TDN?**

The number of DLOs within the tertiary education sector both at a state and national level will never be high because of the limited number of TAFE institutes and Universities across Australia. In Victoria, many DLOs work in solo positions and/or in rural settings and can be isolated from colleagues who understand the complex issues related to disability and education.

TDN has developed as a network for the following reasons:

- To provide peer support and share information pertaining to the support of students with diverse needs within the tertiary setting.

- To be an vehicle through which DLOs can receive current and up to date information about issues that impact on their roles and also where they can contribute to discussions and input into issues that impact on the whole sector.

- Professional Development for DLOs.

- To lobby State and Federal Governments directly, or alternately through the TAFE CEO network or existing bodies where access and equity issues in tertiary education are addressed.
5. Background Information

The TAFE Disability Network in Victoria has been active since the 1980’s and since this time has established itself to be the key network for TAFE practitioners in this state.

The TDN has always served the functions of:
- peer support network
- information and resource sharing amongst TAFE disability practitioners
- peak body for liaison with Skills Victoria and their advisory bodies
- professional development for members

The TDN has seen many changes over the years. Precipitating some of these changes was the arrival of the Disability Discrimination Act in 1992 but the persistence and growing professionalism of this collaborative network has also contributed to changes in the provision of support for students with disabilities within the TAFE sector.

As late as the mid 1990s a number of DLOs were still on yearly based contracts as their positions were dependent on numbers of students with disabilities enrolled in each year.

Some DLOs also were required to fulfil the roles of notetakers and support workers.

The DSF (Disability Support Fund) did not exist and DLOs spent many hours trying to source funding from organisations such as the Commonwealth Rehabilitation Service.

The arrival of the DSF (Disability Support Fund) in 1994 raised the profile of DLOs with senior executives as we now brought money into our organisations, but as few as four years after its inception, DLOs were lobbying Skills Victoria (formerly OTTE) to increase this fund as student numbers and needs were fast outgrowing the available funds.

The TDN also had members as part of the executive of PsDIN (Post Secondary Disability Information Network). PsDIN was a body made up of representatives from TDN, VicHEDN and from community agencies to identify issues pertinent to the transition of students with disabilities from secondary school into post secondary options.

PsDIN successfully applied for funding under the Regional Disability Liaison Officer (RDLO) initiatives but with the cessation of available monies in 2001 it reviewed its function. In 2002, it was put to a vote of members and it was agreed to disband PsDIN in its current form. It was decided instead to establish small working parties (within VicHEDN and TDN) to tackle common issues across the sectors.
RDLOs performed a variety of roles but also worked with PsDIN to deliver professional development to DLOs as the demands of the positions were changing to include managing support workers, writing funding submissions, delivering staff development, policy writing etc.

The work commenced by the RDLO continues today in differing positions. (see RDLO/DCO information under Agencies and Organisations). In 2008 it is known as National Disability Coordinator Officers (NDCOs).

In 2001, a centralised record keeping system of past documentation was established. The Archivist member maintains the TDN records. (Appendix Three).

Over the years the TDN has remained a strategic group that never strays from its mainstay of mentoring, support and sharing of information.

6. TDN Framework

TDN represents DLOs from regional centres, city campuses and the dual sector (TAFE and University) across Victoria.

The TDN meets approx every 6 weeks over the year. Guest speakers are often arranged for these meetings. A list of meeting dates for the current year can be found in Appendix One. Joint meetings with VicHEDIN (Higher Education Disability Network) are held occasionally throughout the year to discuss issues common to both sectors and to participate in combined professional development activities.

TDNs Annual General Meeting (AGM) is held in January of each year. Office Bearers for the year are elected at the AGM. A list of the current Office Bearers is found in Appendix Two. The Office Bearer position descriptions are located in Appendix Three.

Current year records are kept by the office bearers for that year and passed on to the Secretary or Archivist at the AGM. TDN members can contact the Secretary if they want to review or research any past files.

A list of common acronyms used in the sector is found in Appendix Four.

An email list has been established to circulate relevant information to members including the Agendas and Minutes of meetings and to obtain feedback as required.
New members should complete the proforma in *Appendix Five* and forward contact details to the Contact List Administrator to be added to the mailing list. This form can also be used to provide change of details to the list.

An annual subscription fee per institute is collected to cover any expenses related to holding meetings, guest speakers, attendances at professional development conferences etc. The Treasurer will contact you or your institute for fee collection.

7. **DSF Submissions and Acquittals**

The Disability Support Fund (DSF) was established by **OTTE** (Office of Training and Further Education) in 1994 in response to the DDA and the DEET Andrews Report. Its purpose was to encourage and assist TAFE Institutes to provide direct individual learning supports to enable students with disabilities to access and participate in accredited mainstream VET programs. The initial $1 million provided by OTFE was more than enough to cover claims by TAFEs for the next two years. In 1996 it was increased to $1.2 million and by 1999, following TDN lobbying, it was increased again to $1.7 million, where it has remained ever since. However, student numbers and costs have continued to grow which has increased pressure on TAFEs to finance direct support from their own funds and to seek alternative funding sources. In recent years the average funding split between the OTTE and TAFEs has been approximately 50%. This process required that institutions submit submissions and acquittals each year.

In 2004 OTTE employed the services of KPMG to review the existing DSF funding process and to provide recommendations for the future direction of the Disability Support Form. KPMG provided OTTE with 9 key recommendations encompassing the broader areas of Leadership, Knowledge, Resources, Planning & Accountability. Acting on these recommendations OTTE revised the way that DSF funds were being allocated and increased the funding available to TAFE's across the state from $1.7 million to $2.7 million.

As of 2005, TAFE institutions are funded for disability support as part of the broader Performance Agreement that each institution has with OTTE. There is no longer a separate DSF allocation as such. DLO's were anticipating that the money available for disability support would have a separate line item on the institute's performance agreement and that the amount allocated for disability support would be specified. It has come to the attention of TDN members that this has not happened. The amount of money allocated to each institute for disability support is based on the overall Scheduled Contact Hours of that particular institution. No submissions for funds are required. Funds spent on disability support need to be acquitted as part of the overall institution acquittal process to OTTE (now Skills Victoria).
Funds are no longer tagged to individual students and institutions are now able to use funds for supporting students with a disability at their own discretion. This may include purchasing of adaptive technology, professional development for teaching staff etc.

8. Other Agencies and Organisations
The following alphabetical list is provided to give you an understanding of the roles of some of the agencies/organisations you may encounter as part of your role as DLO and a member of the TDN.

ADCET
Australian Disability Clearinghouse on Education and Training will provide you with a wealth of information and resources for inclusive education and training for people with disabilities. We encourage you to have a look at this site [http://www.adcet.edu.au](http://www.adcet.edu.au) and subscribe.

austed-list is an open email list designed to provide a forum for (Australasian) practitioners to discuss strategies and issues related to the inclusion of people with disabilities in tertiary education and employment. Some of the issues are more focused on Higher Ed but it is a good way of keeping informed on the ‘big picture’. You can subscribe to this list by contacting a fellow DLO for instructions. Or try yourself by sending a message to [Majoromo@postoffice.utas.edu.au](mailto:Majoromo@postoffice.utas.edu.au) in which you leave the subject line blank. In the body of the message type the command: “subscribe austed-list”

CABS is the Central Auslan Booking Service. This is a booking service for TAFE Institutions and Interpreters. It is through the Centre of Excellence for Students who are Deaf and Hard of Hearing.

Centre of Excellence for Students who are Deaf and Hard of Hearing
The Centre of Excellence is a statewide service assisting all TAFE institutes with information, advice and resources relating to access for students with a hearing loss. View the Centre’s website at [http://online.nmit.vic.edu.au/deaf](http://online.nmit.vic.edu.au/deaf)

ERC (formerly ATEC) The Equity Research Centre is an advisory body to the Victorian Government, including OTTE, on equity and diversity in post secondary education and training. Primarily, their role is to undertake research, pilot project development and implementation and other projects to promote inclusiveness in vocational education and training. [www.equityresearch.org.au](http://www.equityresearch.org.au)
**Aust HRC -- Australian Human Rights Commission** - Working towards an Australian society where the human rights of all are respected, protected and promoted.


Our goal is to foster greater understanding and protection of human rights in Australia to address the human rights concerns of a broad range of individuals and groups. It is an independent statutory organisation and report to the Federal Parliament through the Attorney-General. The Commission still uses the name ‘Human Rights and Equal Opportunity commission’ for legal purposes.


**VAILS**

Vision Australia was formed through the merger of Royal Blind Society, the Royal Victorian Institute for the Blind, Vision Australia Foundation and the National Information and Library Service.

**Vision Australia Information Library Service** offers a library service for people who are blind, vision impaired or have difficulty reading standard printed material. We work to ensure that through innovation, advocacy and empowerment those with a print disability can enjoy the same access to information and recreational reading as others in the community.

[www.visionaustralia.org.au](http://www.visionaustralia.org.au)

A very useful kit for TAFE libraries for sourcing print materials in alternative formats is available through VAILS.

**Skills Victoria (Formerly OTTE)**

Skills Victoria Corporate provides information relating to Skills Victoria as a business unit of the Department of Innovation, Industry and Regional Development (DIIRD). Skills Victoria plans, regulates and delivers a range of education and training programs and services in Victoria.

Skills Victoria works with TAFEs, universities, vocational education and training providers, and Victorian businesses and industries.

Visit the Skills.Victoria website to find out all about the range of skills and education options available.

RDLO/ DCO (Regional Disability Liaison Officer/ Disability Coordination Officer) Programmes

The RDLO initiative was established in 1994 with the aim of providing high quality coordinated services to students with a disability across the education and training sectors: schools, higher education and vocational education and training.

In 2001 the Government committed funding of $800,000 each year for three years for the national network of RDLOs. This funding was administered by the Higher Education Group of the Department of Education, Science and Training (DEST). Nine full-time and two part-time RDLO positions were hosted. This was then funded in 2002 to incorporate the Disability Coordination Officer (DCO) Programme which built on the existing RDLO initiative. In 2008 this then became the National Disability Coordination Officer Program.

National Disability Coordination Officer Program

The Australian Government’s $18.3 million National Disability Coordination Officer (NDCO) program targets the barriers that people with a disability face in gaining access to, and successfully completing, post-school education and training, through a comprehensive national network of 31 National Disability Coordination Officers.

The NDCO program works toward the Australia-wide coordination and delivery of transition services for people with a disability who are at, or who will be attending, university, vocational education and training or another training organisation.

The NDCO program’s goals are to:

- **Improve transitions** to help people with a disability from school or community into post-school education and training and subsequent employment.

- **Increase participation** by people with a disability in higher education, vocational education and training and employment.

- **Establish better links** between schools, universities, TAFEs, training providers and disability service providers so that they can work together to provide the best possible assistance for people with a disability.

A list of providers and for Victoria are:
<table>
<thead>
<tr>
<th>Service Region</th>
<th>Name of Organisation</th>
<th>NDCO Contact</th>
</tr>
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<tbody>
<tr>
<td>Region 11</td>
<td>Inner Melbourne VET Cluster</td>
<td>NDCO Officer - Effie Kapsalos <a href="mailto:ekapsalos@imvc.com.au">ekapsalos@imvc.com.au</a> (03) 9686 2354 197 Coventry Street South Melbourne - VIC 3205</td>
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<tr>
<td>Region 12</td>
<td>RMIT University</td>
<td>NDCO Officer - Donna Leonard <a href="mailto:donna.leonard@rmit.edu.au">donna.leonard@rmit.edu.au</a> (03) 9925 3531 RMIT University, Building 94, Level 3, Room 28 Cardigan Street Melbourne - VIC 3000</td>
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<tr>
<td>Region 13</td>
<td>RMIT University</td>
<td>NDCO Officer - Joanne Webber <a href="mailto:joanne.webber@rmit.edu.au">joanne.webber@rmit.edu.au</a> (03) 9925 5269 RMIT: Building 94, Level 3, Room 27 Cardigan Street Melbourne - VIC 3000</td>
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<td></td>
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</tr>
<tr>
<td>Region 14</td>
<td>Skills Plus</td>
<td>NDCO Officer - Sally Bailey <a href="mailto:sally@skillsplus.com.au">sally@skillsplus.com.au</a> (03) 9784 0400 Level 2, 54-58 Well Street Frankston - VIC 3199</td>
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<tr>
<td>Region 15</td>
<td>University of Melbourne</td>
<td>NDCO Officer - Cressida Metcalf <a href="mailto:cressida@unimelb.edu.au">cressida@unimelb.edu.au</a> (03) 5823 6624 University of Melbourne 21 Nixon Street SHEPPARTON 3630</td>
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<tr>
<td>Region 16</td>
<td>University of Ballarat</td>
<td>NDCO Officer - Gary Kerridge <a href="mailto:g.kerridge@ballarat.edu.au">g.kerridge@ballarat.edu.au</a> TTY:(03) 5327 9337 University of Ballarat Mount Helen Campus University Drive Building F, Room F216 Mount Helen - VIC 3350 University of Ballarat PO Box 663 Ballarat - VIC 3353</td>
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</table>
| Region 17               | Wodonga TAFE | NDCO Officer - Julie Fry  
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<tbody>
<tr>
<td>Wellington Shire</td>
<td></td>
<td><a href="mailto:jfry@wodonga.tafe.edu.au">jfry@wodonga.tafe.edu.au</a></td>
</tr>
<tr>
<td>La Trobe Valley</td>
<td></td>
<td>(02) 6055 6919</td>
</tr>
<tr>
<td>West Gippsland</td>
<td></td>
<td>Building A, 87 McKoy Street</td>
</tr>
<tr>
<td>South Gippsland</td>
<td></td>
<td>West WODONGA 3690</td>
</tr>
<tr>
<td>West Ovens-Murray</td>
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<td>East Ovens-Murray</td>
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<td>Wodonga</td>
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<td>South Eastern Outer</td>
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<td>Melbourne</td>
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**ATEND  Australian Tertiary Education Network on Disability**

Is the peak body for regional network groups of service providers and consumers concerned with the education and employment needs of people with disabilities in post-secondary education

1. Peak organisation for affiliated bodies  
2. Develop & Promote informed debate  
3. Standards & Inclusivity  
4. Information Sharing  
5. Disseminate info & Awareness raising  
6. Policy Development  
7. Promote consumer representation  
8. Make submissions

**Mission**

ATEND exists to: “... act as an independent, professional and as a consumer voice” to:
- improve standards
- access
- participation
- Intended for post secondary education
- Looks at employment options

**Membership is open to:**
- Each State & Territory University rep and VET/TAFE rep
- Nominated through network
- Student Reps (2)
- Affiliate Bodies
- Voting rights
- Can propose motions

**VicCI TE**
**Victorian Committee for Interpreting in Tertiary Education** is an advisory body formed by the Centre of Excellence and drawn from a wide range of stakeholders working for the benefit of educational interpreting.

**VicHEDN**
**Victorian Higher Education Disability Network** is the University equivalent of TDN. VicHEDN also meets regularly and both organisations meet to discuss common issues. It was agreed at a joint meeting in 2002 to disband PsDIN and establish working parties from both sectors to review and research common issues. It was also agreed that the two organisations would continue to meet annually.

Those DLOs who work in the dual sector (TAFE and Uni combined) are members of both TDN and VicHEDN.
APPENDIX ONE - MEETING DATES FOR 2008

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Victorian TAFE Association</td>
<td>18-1-08 (AGM)</td>
<td>10-4</td>
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<tr>
<td>Chislisholm TAFE                         Rosebud campus</td>
<td>14th March</td>
<td>10-4</td>
</tr>
<tr>
<td>Victorian TAFE Association</td>
<td>2nd May</td>
<td>10-4</td>
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<tr>
<td>Victorian TAFE Association</td>
<td>20th June</td>
<td>10-4</td>
</tr>
<tr>
<td>Victorian TAFE Association</td>
<td>1st August</td>
<td>10-4</td>
</tr>
<tr>
<td>Victorian TAFE Association</td>
<td>12th September</td>
<td>10-4</td>
</tr>
<tr>
<td>Victorian TAFE Association</td>
<td>31st October</td>
<td>10-4</td>
</tr>
<tr>
<td>Pathways 8 at the Sofitel Melbourne</td>
<td>3-5-December</td>
<td>TBA</td>
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NB. VENUE DETAILS ARE LISTED ON EACH AGENDA, OR CONTACT CONVENORS FOR MORE DETAILS

MEETING DATES FOR 2009

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<tr>
<th>Venue</th>
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<th>Time</th>
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<tr>
<td>Victorian TAFE Association</td>
<td>30th January (AGM)</td>
<td>10-4</td>
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<tr>
<td>Victorian TAFE Association</td>
<td>20th March</td>
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<td>Victorian TAFE Association</td>
<td>19th June</td>
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<tr>
<td>Victorian TAFE Association</td>
<td>24th July</td>
<td>10-4</td>
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<tr>
<td>Victorian TAFE Association or GippsTAFE</td>
<td>11th September</td>
<td>10-4</td>
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<td>regional meeting.</td>
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<td>Victorian TAFE Association</td>
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<td>Victorian TAFE Association</td>
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NB. VENUE DETAILS ARE LISTED ON EACH AGENDA, OR CONTACT CONVENORS FOR MORE DETAILS
# APPENDIX TWO - 2008 INCUMBENTS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>TAFE</th>
</tr>
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<tbody>
<tr>
<td>CONVENOR(S)</td>
<td>Jo Taylor</td>
<td>BRIT</td>
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<tr>
<td></td>
<td>Yesim Ali</td>
<td>VU</td>
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<tr>
<td>MINUTE TAKER(S)</td>
<td>Sue Lawrence</td>
<td>GippsTAFE</td>
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<tr>
<td></td>
<td>Yonne Andre’</td>
<td>Kangan Batman</td>
</tr>
<tr>
<td>TREASURER</td>
<td>Jo Ruebinecht</td>
<td>Box Hill</td>
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<tr>
<td>Vic CITE</td>
<td>Jo Taylor</td>
<td>Bendigo</td>
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<td>Angie Chong</td>
<td>William Angliss</td>
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<td>Susan Lawrence</td>
<td>Gipps TAFE</td>
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<td>Leslie Bowers</td>
<td>GOTAFE</td>
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<td>CONTACT LIST</td>
<td>Yonni Andre</td>
<td>Kangan Batman</td>
</tr>
<tr>
<td>WEBSITE</td>
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<tr>
<td>ADMINISTRATOR</td>
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<tr>
<td>ARCHIVIST</td>
<td>Esther Revens</td>
<td>Chisholm</td>
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APPENDIX THREE - POSITION STATEMENTS

CO / CONVENOR’S

The Co / Convenor’s are responsible for the following:

- Acting as the TDN contact for external agencies. Being available to talk to representatives from other agencies who want to liaise with the TDN and the contact for any correspondence in.

- Filtering through all information that is received from the external agencies via the email list as appropriate and/or as correspondence in at the meetings.

- Developing the list of meeting dates and venues for the year

- Developing the agendas for TDN meetings and distributing through the email list.

- Checking the minutes of each meeting prior to distribution through the email list.

- Maintaining copies of correspondences in and out for the year and handing these copies over to the Secretary for archiving at the AGM

- Co-ordinating joint meetings with the convener of VicHEDN

- Signatory to the TDN bank account

- Contributing and participating in working parties as required

- Updating the TDN induction manual following the AGM or nominate a person to do.
The Convenor/s also perform the role of Chairperson at meetings and:-

- Ensures the smooth and timely running of the individual TDN meetings
- Calls meeting to order and welcomes attendees
- Initiates introductions, and ensures a list of names is gathered.
- Keeps the meeting on track and on time to the agenda
- Ensures correct voting procedures are followed
- Maintains order and ensure all parties are heard.
- Summarise or paraphrase discussions on behalf of the group and direct minute taker where necessary & welcomes and introduces guest speakers.

Executive Group

The executive group is made up of the conveners (2), minute takers (2), Treasurer (1) and the ATEND rep (1).

The role of the executive group is to:-

- Acting as the primary point of contact between TDN and Skills Victoria and to feedback details from all correspondence with Skills Victoria either face to face, E-mail or phone back to the TDN group.
- Drafting letters and submissions on behalf of the TDN. Signing letters and submissions on behalf of TDN once approved by the membership.
- Establishing productive working relationships with Skills Victoria so that relevant material and information is filtered through the network ie. funding submissions.
- Make decision on behalf of the group when there is not the opportunity for the group to vote.
MINUTE TAKER

There are two Minute Takers elected annually at the Annual General Meeting. The minute takers are assigned to take the minutes of the meetings on a roster basis (worked out by the incumbents).

The Minute Takers take their turn in attending meetings for the year and recording the minutes of these meetings.

If unable to take the minutes when rostered, it is the Minute Taker’s responsibility to find a replacement.

As soon as possible after the meeting, type the minutes up and forward a copy via email to the Convener(s) for checking. Once checked, they will forward the final draft to Contact List Administrator for distribution to TDN members.

If unsure of any information or how it should be presented mark it in coloured text for the Convener(s) to amend.

Any other information or paperwork given to the Minute Taker should be forwarded on to the Convener(s). The Convener(s) are responsible for maintaining all TDN correspondence and minutes etc. for the year. At the end of the year, they pass it on to the Secretary for archiving.
TREASURER

Annual Fees
An annual fee is collected from each TAFE by the end of April each year.

These Membership Fees are used to cover the following - expenses for monthly meetings, a yearly honorarium to the Secretary, professional development programs held by TDN (i.e. Guest speaker expenses etc.) and any other expenses as agreed by the members.

The Treasurer is responsible for:
- Sending out pro-forma letters to members to request the annual fee
- Processing the fees as they are received and sending out receipts
- Following -up with individual DLOs if fees aren't paid by the due date.
- Maintaining a record of who has paid, receipt numbers etc in regard to fees.

Treasurer Reports
A monthly financial report is presented at each TDN meeting. A copy of this report is given to the Honorary Secretary for record keeping purposes. The Treasurer is responsible for the preparation and presentation of the monthly report and for passing on a copy to the Secretary. A pro-forma report form is available for completing the monthly report.

Banking
The Treasurer is responsible for maintaining a file of the bank records (monthly statements etc) and recording all transactions processed through the TDN Cheque account.

Any payments out must have the approval of the TDN membership and/or be approved by convenor(s).

The Treasurer must always have the convenor(s) co-sign cheques before any payments can be made. When personal change, the Treasurer must ensure that arrangements are made to change the signature details with the Bank.

ABN
The TDN has an ABN (Australian Business Number) which must be quoted on any invoices or other financial correspondence. The Treasurer and Convenor(s) must be recorded as the official contacts on the government forms lodged with the Tax Office. When personal change, the Treasurer is responsible for notifying the Tax Office of the new information. They are also responsible for maintaining a secure file in relation to the ABN and keeping all related details confidential.
TDN REPRESENTATIVE FOR EXTERNAL NETWORKS

Representatives are chosen to represent TDN at various external networks and meetings.

These include:-
- ATEND
- VicCITE
- VicHEDN

The aim of these representatives is to represent TDN, feedback any information from the network and feed into project development or discussions within the relevant networks.

CONTACT LIST/ WEBSITE ADMINISTRATOR

The Contact List Administrator maintains an up to date list of current Disability Liaison Officers in the TAFE sector, including the following details:

- Institute name:
- List of (TAFE) campuses :
- Disability Officer's name:
- Disability Officer's Title:
- Base campus(es) of DLO:
- Post address of DLO:
- Phone, mobile, fax and TTY contacts:
- Email address:

A complete list is forwarded to DLOs and other relevant contacts (e.g DCOs, VAILS, Centre of Excellence, Skills Victoria , VicHEDN, etc.) at least once every year.

The Contact List Administrator also distributes communications (minutes, notices etc) via the email list on behalf of Office Bearers or any members wishing to use this facility to contact the network.

The Contact List administrator also ensures that any information on the website is up to date and correct.
ARCHIVIST

The Archivist is responsible for the following:

- Housing all archived information for TDN
- Acting as the contact point for accessing previous information and minutes
- Housing the Resource book and maintaining a record of who has the resource
- Collecting the previous year's minutes, agendas and correspondence from the relevant Office Bearers for indexing and archiving
APPENDIX FOUR - COMMON ACRONYMS

ACE  Adult Community Education
ACE  Australian Communication Exchange
ADCET  Australian Disability Clearinghouse on Education and Training
ALDA  Australian Learning Disability Association
ASLIA  Australian Sign Language Interpreters Association
ATEND  Australian Tertiary Education Network on Disability
CRS  Commonwealth Rehabilitation Services
DAAWS  Disabled Australian Apprenticeship Wages Scheme
DCO  Disability Coordination Officer
DEST  Department of Education, Science and Training (Comm Govt)
DIIRD  Department of Innovation, Industry and Regional Development
DDA  Disability Discrimination Act
DHS  Department of Human Services
DLO  Disability Liaison Officer
ERC  Equity Research Centre - formerly ATEC
DSS  Department of Social Services
FFYA  Futures for Young Adults
NMIT  Northern Metropolitan Institute of TAFE
NDCO  National Disability Coordination Officer
OTTE  Office of Training and Tertiary Education (Now Skills Victoria)
RVIB  Royal Victorian Institute for the Blind
TDN  TAFE Disability Network
VAILS  Vision Australia Information Library Service
VCOD  Victorian Council of Deaf People
VDS  Victorian Deaf Society
VET  Vocational Education and Training
VicCITE  Victorian Committee for Interpreting in Tertiary Education
VTAC  Victorian Tertiary Admissions Centre

Disability Terms
ABI  Acquired Brain Injury
ADD/ADHD  Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder
CP  Cerebral Palsy
CFS  Chronic Fatigue Syndrome
LD  Learning Disorders
MS  Multiple Sclerosis

Government Related Programs
Bridging Pathways
Australians Working Together
DDA Education Standards
Pensioner Education Supplement
TDN MEMBERSHIP FORM

Please complete and return to:

Yesim Ali
Disability Liaison Officer, Victoria University
PO Box 14428
MELBOURNE Vic 8001

Email: Yesim.Ali@vu.edu.au

Form can be returned by email or posted

Institution: ____________________________________________________

Post Address: ____________________________________________________

Name: ________________________________________________________

Job Title: ______________________________________________________

Base Campus: __________________________________________________

Telephone: _____________________________________________________

E-mail: _________________________________________________________

Fax: ___________________________________________________________

TTY: ___________________________________________________________

Any other relevant information:

First Issued: - 10.10.03
Updated 10-9-08