

Gippsland learn and Connect Steering Committee

Terms of Reference

1. Context

The Gippsland Learn and Connect project is an ACFE Board funded Capacity and Invocation project, specifically developed to work in partnership with a range of educational providers in Gippsland to develop an online blended delivery model which will offer training to smaller and often isolated Gippsland communities. Experience in delivering the ACFE Board funded e-mentor project to smaller, more isolated communities across East Gippsland in the past five years has highlighted the fact that there is a growing need for online blended delivery options that can be aggregated across Learn Locals and their partners. The possibility of collaborating with other larger educational providers in Gippsland with state of the art technology through the Technology Enabled Learning Centres will assist our project aims and significantly enhance the participating Learn Local's ability to support quality delivery in their community.

2. Purpose for the Steering Committee

- To provide advice and feedback to the project team about the effectiveness and ongoing development of the project plan in terms of meeting the needs of the participating organisation's strategic objectives and their learner cohorts.
- To provide input into the development of online learning systems that will benefit the wider Gippsland Learn Local and VET sector.
- To provide advice on action research procedures, tools and methodologies to ensure the project outcomes are met.
- To promote the project and its outcomes to the wider Gippsland teaching and learning community.

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3 Functions

- 3.1 To advise on the focus, program and arrangements for staff **professional development** needs specific related to the integration of blended learning in educational delivery across Gippsland Learn Locals
- 3.2 To advise the project team of opportunities to support and develop its e-learning capability through the identification of e-learning opportunities that can potentially attract **funding**.
- 3.3 To make recommendations and/or provide key information to the project team about the implementation and embedding of **relevant and applicable technologies** across the project's teaching and learning activities.
- 3.4 To provide input and advice regarding the project's **research** activities.

4 Scope and activities

The Steering Committee will meet once every six weeks using a range of available technologies or as negotiated and provide a core group of management and practitioner expertise from which the project team can draw on for support in:

- 4.1 Determining and planning for ICT requirements of Learn Locals in Gippsland
- 4.2 Events planning (e.g. forums, professional development activities)
- 4.3 Development initiatives (e.g. funding opportunities)
- 4.4 Research and review of issues associated with eLearning
- 4.5 Responding to requests for information and advice.

5. Project Duration

1st July 2013 – 30th June 2014.

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5 Membership

Robyn Downie	Manager, Stakeholder & Regional Support Pathways & Participation Division, DEECD
Malcolm Jolly	TELC Project Coordinator
Evelyn Schmidt	Coordinator Buchan Neighbourhood House
Junita Lyon	Project Officer
Josie Rose	Project Manager
Bruce Smith	Social Planner East Gippsland Shire Council
Glenda McPhee	Community Development Manager, Noweyung Ltd
Gayle Webster	Coordinator Lakes Entrance Neighbourhood House

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