

- 2 MAR 2011

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Group Training Australia

Group Training
Association

QUEENSLAND & NORTHERN TERRITORY

MAKING APPRENTICESHIPS EASIER



Group Training Australia

Tasmania

Apprenticeships made easier



Group Training Australia

Western Australian Association



Group Training
Association
of NSW



GROUP TRAINING AUSTRALIA
(SA) INCORPORATED

The Largest Employer Network of Apprentices & Trainees

**GROUP
TRAINING**

ASSOCIATION OF VICTORIA

Working Partnerships

A Memorandum of Understanding

2011-2013

Working Partnerships 2011-2013

A Memorandum of Understanding

Background

In 1999 a Memorandum of Understanding (MOU) was established between GTA Ltd and State / Territory Associations and since then the relationship has been on a path of continuous growth and improvement. In late 2009 the GTA Ltd Board decided to re-engage in formal discussions in an effort to clearly delineate the roles and responsibilities of both the national and state and territory GTA associations.

The GTA Ltd Board established the Principles and Protocols Working Group to investigate and examine the extent to which GTA Ltd and State / Territory Associations could design and implement a new template for inter associational relationships and association / member relationships. Over the course of six months, the Working Group commissioned and considered two position papers that drilled down into GTA association and membership-related issues and which posited possible ways forward.

Following extensive discussion the Working Group decided that the primary focus of any future template document should be on the agreed working / operational arrangements between state and federal associations as they apply to roles, responsibilities and functions. Given the federated nature of the national network it was seen as inappropriate to be declaring what should or should not be happening to individual members regarding a range of behavioural matters. It was thought that this latter point should remain the purview of the State associations and where necessary involve the national body in consultations.

The Principles and Protocols Working Group recommended developing a clear, simple, concise and meaningful statement outlining roles, responsibilities and functions which any party and / or member could reference. This would draw on previous GTA MOU statements where still relevant.

Preamble

Working Partnerships seeks to link all Group Training Associations, both State and National, via a memorandum of understanding that speaks to roles, responsibilities, functions and actions. It looks to cement an acceptance amongst all parties that the GTA Associational Network is at its strongest, most effective and influential when it works collaboratively and strategically across all jurisdictions.

Particularly, it will:

- Address lines of demarcation between state and national associations
- Acknowledge and recognise the autonomy and independence of all GTA Associations, state and national
- Imbed accepted and professional codes of practice (see 5 key areas below) between and across state and national GTA Associations
- Promote the benefits and value of working together
- Address and seek to eradicate duplication of effort
- Work to ensure that associations do not work at cross purposes via mapping of jurisdictional effort and where possible pooling of resources; and
- When determining national positions on specific policy implement a process of consultation that ensures all GTA Associations and by implication all members are involved and engaged.

Roles, Functions, Division of Responsibilities

The roles, functions and responsibilities of both the GTA State and National bodies can be categorised under five key areas:

1. Advocacy / Lobbying;
2. Policy Development;
3. Communications, Marketing & Public Relations;
4. Research, Data Collection & Analysis; and
5. Brokerage & Membership Services.

1. Advocacy / Lobbying:

State: The Group Training State Association will represent and promote GTA and group training at all appropriate State forums and with all appropriate organisations. It will organise and conduct its lobbying activities at the State Government level and where appropriate, assist with any particular federal issue. Specifically, it will have principal carriage and responsibility for direct advocacy to all State Government Ministers, advisers and officials on state government matters and policy settings pertaining to group training. It may however involve GTA National on a case by case basis.

If a situation arises where an individual member seeks to build on an existing government relationship or advocate directly to the State Government on a specific matter, the relevant GTA State Association should at the very least be notified and if necessary and appropriate brought into the advocacy loop for back-up. This will help to ensure consistency of messaging.

National: GTA National will represent and promote GTA Ltd and the group training network at all appropriate national forums and with all appropriate national organisations. It will organise and conduct its lobbying activities at the national level and assist where appropriate with state issues that have national resonance. Specifically, it will have principal carriage and responsibility for direct advocacy to all Australian Government Ministers, advisers and officials on national matters and policy settings pertaining to group training. It too may involve Group Training State Associations on a case by case basis.

If a situation arises where an individual member seeks to build on an existing government relationship or advocate directly to the Australian Government on a specific matter, the national association should at the very least be notified and if necessary and appropriate brought into the advocacy loop for back-up. This will help to ensure consistency of messaging.

2. Policy Development:

State: The Group Training State Association will develop and implement strategic policies relevant to the State.

National: GTA National will develop and implement strategic policies relevant to the group training network and the nation as a whole.

3. Communications/Marketing/Public Relations:

State: The Group Training State Association will develop and maintain effective communication, marketing & public relation structures & strategies that best suit the needs of the State membership and association.

National: GTA National will develop and maintain effective communication, marketing & public relation structures & strategies that best suit the needs of the national membership, association and national network.

4. Research, Data Collection and Analysis:

State: The Group Training State Association will conduct or encourage research at a state level helpful to the group training network and to the state group training association. It will work with various state bodies on like-minded projects. It will collect & collate data at the state level in accordance with performance and funding agreements and share data as deemed appropriate.

National: GTA National will conduct or encourage research at a national level helpful to the group training network and to the national vocational education and training sector. It will work with various national government departments and stakeholders. It will collect & collate data at the national level in accordance with performance & funding agreements and share data as deemed appropriate

5. Brokerage & Membership Services:

State: The GTA State Association will design and or / tender to deliver state government initiated services and programs and as a partner with GTA national, assist to roll out nationally-initiated services and programs as appropriate. It will design, promote and maintain appropriate state networking structures for members. Working with the national body it will seek to resolve individual membership issues covering such matters as capacity to pay, operational protocols and procedures and demarcation matters as they arise from time to time.

National: GTA National will design and / or tender to deliver national government initiated services and roll them out throughout the national network. In this regard, it will work in partnership with relevant State associations. It will design, promote and maintain appropriate national networking structures for members. Working with State bodies it will seek to resolve individual membership issues covering such matters as capacity to pay, operational protocols and procedures and demarcation matters as they arise from time to time.

Mediation Matters

If at any time there is confusion and /or disagreement as to which body (State or national) has primary carriage and responsibility for a particular activity, endeavour or engagement, it is expected that all relevant officials will seek swift clarification of the matter. This will only be possible if at all times open lines of communication are maintained between GTA national and all state associations. A healthy and interactive relationship will be the goal underpinned by the following principles:

- Honesty & Integrity
- Skills, care & diligence
- Ethical business practice
- Inclusiveness
- Good customer relations; and
- Recognition of conflicts of interest (if any).

To facilitate appropriate mediation of membership and jurisdictional matters a national / state mediation committee will be established comprising members of both the GTA national Board and state GTA Boards.

Review Process

This three year agreement will be reviewed by all group training associations on an annual basis.


Working Partnerships 2011-2013

A Memorandum of Understanding

Parties to the Agreement

National

GTA Ltd

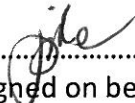

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Signed on behalf of

10/12/11

Date

STATES

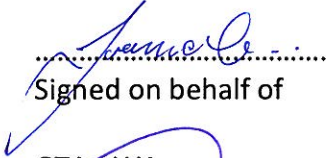
GTA – QLD & NT


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Signed on behalf of

10/12/2011

Date


GTA - TASMANIA


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Signed on behalf of

18/12/2011

Date

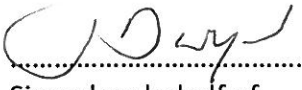
GTA - WA


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Signed on behalf of

10/07/2011

Date


GTA of NSW


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Signed on behalf of

10/12/11

Date

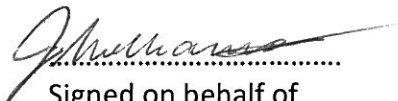
GTA - SA


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Signed on behalf of

25/12/2011

Date

GTA – VICTORIA


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Signed on behalf of

20/14/2011

Date