# **Self-assessment**

This Regional Council self-assessment tool is a guide to inform an annual internal review of the Council’s work throughout the year. It covers:

* Understanding the functions of the Regional Council
* Membership of the Regional Council
* Operation of Regional Council
* Development and progress on the Regional Council’s Annual Workplan
* Promotion and advocacy for the Learn Local sector
* Providing strategic advice to the ACFE Board
* Annual review of Regional Council

The Council can determine how the assessment is done either collectively as a group or individually. It is important to try to ensure that:

* Information is drawn from a range of perspectives and experiences within the Council including,
* Council members, Department staff and/or community representatives.
* Council discussions and conclusions are based on evidence rather than personal impressions

## Instructions for completing the self-assessment tool

* Consider each good practice element in turn. Read across each row and select the rating that best describes where your Council currently sits.
* Beside your rating, briefly describe why you have selected the rating, noting any discussion and evidence you considered in reaching your conclusion.
* If a good practice element is not relevant to your Council, write N/A in the comments section. If you simply have no knowledge, write ‘I don’t know’.

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| *Good practice elements* | **We are not currently doing this** | **We need more capability** | | **We do this well, but we are looking to improve** | | **We do this really well and are open to sharing with others** | | ***Evidence or discussion*** | |
| ***Understanding the functions of the Regional Council*** | | | | | | | | | |
| 1. All Regional Council members have a common and accurate understanding of the functions of the Regional Council that has been tested through discussion. |  |  | |  | |  | |  | |
| 1. Members have a good grasp of the general educational environment and the issues for communities and adult learners in their region. |  |  | |  | |  | |  | |
| 1. Regional Council discussions and advice show a clear understanding of the functions as set out in the *Education and Training Reform Act 2006* |  |  | |  | |  | |  | |
| 1. Members share a common and accurate understanding of the Annual workplan |  |  | |  | |  | |  | |
| 1. Regional Council members and Department staff understand their roles and functions and work effectively together |  |  | |  | |  | |  | |
| ***Membership of the Regional Council*** | | | | | | | | | |
| 1. Regional Council membership reflects the knowledge, skills and experience as outlined in the *Regional Council Skills Matri*x including:  * Experience in the adult education sector * Reflection of the diversity of the community in the region and * knowledge and experience of governance responsibilities. |  |  | |  | |  | |  | |
| 1. There are clear, well-understood and accepted processes for appointing of Chairperson and Deputy Chairperson and to transition Regional Council leadership. |  | |  | |  | |  | |  | |
| 1. The Regional Council Chairperson and Deputy Chairperson understand their roles and lead the Council effectively. |  | |  | |  | |  | |  | |
| *Operation of the Regional Council* | | | | | | | | | | |
| 1. Members abide by the [Code of Conduct for Directors of Victorian Public Entities](https://vpsc.vic.gov.au/html-resources/code-of-conduct-for-directors-of-public-entities/) |  | |  | |  | |  | |  | |
| 1. Members follow the [Conflict of Interest Policy](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconflict.docx) and procedures. |  | |  | |  | |  | |  | |
| 1. Council meetings operate smoothly:  * Calendar of meetings distributed for the year * The Annual workplan is the focus for all meetings * Council members receive quality background papers as appropriate well in advance of meetings * Members are well prepared for meetings * Feedback to the ACFE Board is provided through the ACFE Board Regional Council Report * Meetings start and end on time and are managed to ensure discussion on important topics |  | |  | |  | |  | |  | |
| 1. Council members feel involved and that their contributions are valued. |  | |  | |  | |  | |  | |
| 1. Our Regional Council has a formal induction that covers key topics such as mission, governance and Code of Conduct. Members feel welcomed and quickly become effective members of the Council |  | |  | |  | |  | |  | |
| 1. Members actively think about and communicate future opportunities, risks and challenge the status quo. |  | |  | |  | |  | |  | |
| *Development and progress on the Annual workplan* | | | | | | | | | | |
| 1. Council’s Annual workplan is aligned with the *annual ACFE Board Priorities.* |  | |  | |  | |  | |  | |
| 1. Regional Council Annual workplan takes into account the Ministerial Statement on the Future of ACE 2020–25 and the ACFE Board Strategy 2020–25. |  | |  | |  | |  | |  | |
| 1. The Annual workplan provides a set of concrete and achievable goals for the Regional Council, including timelines and required resources. |  | |  | |  | |  | |  | |
| 1. Regional Council sets achievable success indicators in the annual workplan and monitors them. |  | |  | |  | |  | |  | |
| *Strategic advice to the ACFE Board* | | | | | | | | | | |
| 1. Regional Council proactively provides advice to the ACFE Board on matters it has identified as important. |  | |  | |  | |  | |  | |
| 1. Regional Council provides well-researched advice to the ACFE Board on all matters where the Board seeks advice. |  | |  | |  | |  | |  | |
| 1. Regional Council keeps abreast of issues/policy of the ACFE Board and government priorities. |  | |  | |  | |  | |  | |
| 1. Regional Council monitors risks in its environment and reports these, where appropriate, to the ACFE Board. |  | |  | |  | |  | |  | |
| *Promotion and advocacy of Learn Local Sector* | | | | | | | | | | |
| 1. Regional Council seeks feedback from and communicates with its stakeholders using a wide range of consultation strategies. |  | |  | |  | |  | |  | |
| 1. Regional Council members make themselves available to meet with stakeholders as needed. |  | |  | |  | |  | |  | |
| *Annual review of Regional Council* | | | | | | | | | | |
| 1. Chairperson and individual members regularly review their performance to improve the Regional Council’s effectiveness. |  | |  | |  | |  | |  | |

Comments: