



FORM 4.13

STAFF MEETINGS AGENDA

- 1.0 Welcome
- 2.0 Attendance
- 3.0 Apologies
- 4.0 Minutes from Previous Meeting
- 5.0 Business Arising from Previous Meeting
- 6.0 Standing Agenda Items

New Items eg. AQTF, VET Legislation, Policies and Procedures, Industry Related Legislation, trends, changes (eg technology, labour market)

Delivery and Assessment Strategies Discussion

- What's working well
- What are the difficulties

Moderation

- Planning
- Reporting
- Recording

Feedback –

- Questions (are they valid, reliable)
- How should the responses be used
- What actions to be taken, who responsible, timeframe
- How should the responses and follow-up actions be recorded?

Professional Development

- Planning
- Reporting
- Recording

Review of policies and procedures

- Update on planned activities
- Changes or amendments

- 7.0 General Business
- 8.0 Summary of Action Items
- 9.0 Next Meeting
- 10.0 Close