

# Specialist School Transition Network

## Terms of Reference

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### 1. What is the Specialist School Transition Network?

The network is for Career and Transition staff from specialist schools in the North West metropolitan region of Melbourne. The members will come together to share information to support young people with disabilities to pursue post school options that include further education and training, employment and leisure based activities within the community.

**Key goals** – to provide the network with an opportunity to:

- Share learning and resources
- Professional Development
- Develop relationships

### 2. Objectives

The objectives of the Network are to:

- ▶ Identify issues and make strategic responses
- ▶ Share knowledge, expertise and resources in a spirit of co-operation between members
- ▶ Improve transitions from secondary school to further education/training and/or employment
- ▶ Link young people to their local community to improve community participation

### 3. Membership of the Network

Membership is free and open to special, specialist and special development schools from the North West Melbourne region and surrounding areas, and others who are willing to work as a community to enhance the wellbeing, learning, training, work opportunities and community participation of young people with disabilities. *\*A small fee may be required to assist with room hire, catering or guest speakers.*

Attendance and representation from DEECD and North and West Divisions of DHS areas is crucial to the discussions about how to improve the post school options for young people including the information sharing/navigation about supporting career and transitions for students with disabilities. Some of the support, guidance and input could include networking opportunities, FFYA information, transitions from Year 12 into post school options, information provision about disability service options including community agencies, TAFE and employment options.

### 4. Values

The Network respects the rights of all people and organisations represented and values open sharing, and the participation and contribution of all its members.

## 5. Network Meeting Times & Structure

- The Specialist School Transition Network will meet four times per year (i.e. March, June, August and October)
- The meetings will run for two hours at a fixed time and day of the week, but are subject to change if determined by the wider group
- Working groups may be formed to work on specific issues and report back to the Network

## 6. Planning Group

A Planning Group to support the further development of the Specialist School Transition Network may include:

- 2-4 Special Schools Transition Network members
- Commitment of 12 months in the planning group function with attendance at 2-4 meetings per year

The Planning Groups role include:

- Oversee the structure of the meeting
- Assist in the Agenda development
- Chair, Deputy Chair and Minute-taking responsibilities
- Help to organise guest speakers
- Ongoing evaluation of the network
- Organising yearly Professional Development workshops
- Assist in the collection of data
- Planning for the year

### 6.1 Chairing Meeting

- It is suggested chairing responsibilities are to be rotated on a yearly basis (for four meetings)

### 6.2 Agenda Development

- Direction for the Special Schools Transition Network will be provided by feedback from the whole group
- A yearly plan of activities is to be developed by the Special Schools Transition Network Planning Group at the start of each year based on this feedback
- An agenda is to be developed and determined by the Special School Transition Network Planning Group prior to each Network meeting

## 7 Ongoing Network Support

DEECD, DHS and CTS will support the Network by:

- Managing the email distribution list
- Sending and receiving the agenda
- Contributing to the Agenda
- Helping to coordinate the venue and an external facilitator or keynote speaker, as required
- Review the Terms of Reference document on an annual basis