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INTRODUCTION

The purpose of this document is to provide the reader with information about the Higher Education and Skills Group. In it you will find; information about how our Group works, our roles and responsibilities, our organisational structure, our divisions, collaborations within the Department, useful links and more.

General information for induction and onboarding new staff is also available at the HRWeb: Induction and Orientation - Public Service page. For new starters in the Higher Education and Skills Group, additional actions have been identified. These are listed in the document.

JARGON BUSTER

As common practice amongst most government organisations, acronyms are often used for stakeholders, systems and processes. Examples of common acronyms and terms used within the Higher Education and Skills Group and the Department can be accessed in this document.
Welcome to the Higher Education and Skills Group (HESG) and the Department of Education and Training. I hope that you find your role within HESG to be both challenging and rewarding. We are committed to achieving high quality outcomes, fostering a workplace that supports its people and living the public sector values. Our work makes a difference to people’s lives and to Victoria.

Our primary purpose is to oversee tertiary education in Victoria, including Vocational Education and Training (VET), higher education, adult education and lifelong learning. The Group contributes to the Victorian Government’s Education State objectives by ensuring that Victorians have equitable access to high quality and relevant post school education and training that enables individuals to develop deep knowledge, skills and attributes needed now and for the jobs of the future. Ensuring Victorians are active participants in the community, that industry can access the skilled workforce it needs, increasing regional engagement and promoting inclusion are integral to the Group’s purpose.

Victoria’s economy is shifting rapidly. There have been – and will continue to be – fundamental and game changing transitions that impact on the nature of work and the type of careers Victorians will have throughout their lives. These forces as well as a rapidly growing population, are shaping the market for jobs, and the industries that will dominate the economy in the years to come.

The movement, including from a traditional manufacturing base to knowledge and service-based industries, means the Victorian education and training system needs to change and adapt if it is to remain relevant to the State’s place in a globalised environment. Victoria’s training system - TAFEs, community partners, private training providers and universities – are key to dealing with these challenges and to the State’s future success.

You have joined us at an exciting time as we look to deliver key initiatives funded in the 2018 - 19 State Budget. These include Free TAFE for Priority Courses, Apprenticeships and Traineeships, Supporting Victorian Job Growth with more Training and Building better TAFEs. It is rare to be given a chance to truly help shape the future of training and work. I am confident in our ability to seize the opportunities available. In HESG we intend to maximise these opportunities and I welcome your contribution to our work.

Simon Hollingsworth
Deputy Secretary
Higher Education and Skills Group

ABOUT US

HESG has an integrated, person-centred approach to post-secondary education. It is responsible for driving outcomes in the training system and facilitates participation and achievement in tertiary education and training by supporting partnerships between learners, providers, employers and advising on public funding and regulation.

It manages the Government-funded training market, public provider governance and accountability, and the apprenticeship system.

HESG is responsible for the oversight of, capacity and effectiveness of tertiary education, adult education and lifelong learning in Victoria. The purpose of the Group is to ensure that Victorians have access to quality and relevant post school education and training to enhance their skills and knowledge to be active participants in the Victorian economy and society. This includes a responsibility for the effectiveness and sustainability of Victoria’s TAFEs, Learn Locals and Adult Education Institutions.

Effective tertiary education is central to the Victorian Government’s Education State objectives.

Divisions in this group

- Training Market Services Division
- TAFE and Tertiary Institutions Division
• Tertiary Education Policy and Performance Division
• Engagement, Participation and Inclusion Division

Higher Education and Skills Group responsibilities

• Market design, including information to the sector and encouraging participation in training.
• Compliance and monitoring of VET sector.
• Contract and performance management of registered training organisations (RTOs).
• Governance of TAFEs and Universities.
• Infrastructure management for TAFEs.
• Management of VET business systems for compliance.
• Industry engagement, advice and support.
• Implementation planning for VET and TAFE projects.
• Regional engagement and partnerships.
A values based approach

The group adheres to the DET values, which are drawn from the Code of Conduct for Victorian Public Sector Employees.

These seven values, illustrated in the schema below, guide the actions we take within our group, the decisions we make and the interactions we have in performing our public duties.

Responsiveness: We respond in a timely way with our best work
Integrity: We are honest, ethical and transparent
Impartiality: We behave in the best interests of the public by making fair and objective decisions
Accountability: We hold ourselves and others to account for the work that we do
Respect: We value others and accept their differences
Leadership: We are genuine, supportive and do the right thing
Human Rights: We uphold and respect the rights of others.

In working within the DET values, the group has the following processes and practices in place.
Divisions

HESG Secretariat

- Office of the Deputy Secretary, Higher Education and Skills Group

The key functions and responsibilities of the group and its divisions are detailed in the following pages.

Quality and Implementation

- Responsible for high-level overarching implementation of the budget initiatives for Training and Skills, reporting directly to the Deputy Secretary. There are team members embedded in each accountable Division. They operate as a coordination team for the budget implementation.

Training Market Services Division (TMS)

- Developing and reviewing key business frameworks and systems applying to contracted Training Providers.
- Engaging with, and providing support and guidance to Training Providers and the wider VET sector.
- Contracting & Contract Management
- Monitoring and Investigations.
- Enforcing contractual obligations and supporting students.
- Overseeing VET systems, governance and maintenance.

TAFE and Tertiary Institutions Division (TTI)

- Lead and implement transformation strategies and interventions in the Tertiary Education Sector with a strong focus on TAFE.
- Support the Minister in governance obligations related to Universities and TAFE institutes.
- Provide support and advice to TAFE Boards and University Councils.
- Lead the Department’s role in TAFE and Higher Education infrastructure renewal, development and repurposing.
- Develop key interventions to assist TAFEs to better utilise their workforces, assets and service models to drive transformation in the sector.

Tertiary Education Policy and Performance Division (TEPP)

- New ideas for policy and service design and delivery, that are practical and impactful, built from an understanding of the strategic challenges, how things work, and Government goals;
- A system-wide approach to all policy and service delivery, that considers not only the Victorian funded training system, but builds in higher education, and the interface and interrelationships with relevant national settings and services;
- A client-centred perspective and approach, whether building or delivering policy, strategy, or delivering services directly to clients; and
- A comprehensive quantitative and qualitative evidence base to guide the prioritisation of government-funded training to meet industry and community needs and to monitor the performance of the VET sector.

Engagement, Participation and Inclusion Division (EPI)

- Influence the development of national training products to support high-quality outputs and outcomes in accordance with national standards, and ensure state training products meet industry needs and associated standards.
- Manage and support apprenticeship and traineeship programs.
- Manage industry engagement and related programs for the training and TAFE system.
• Manage delivery of Skills First funded programs including the Workforce Training and Innovation Fund, Regional Specialist Training Fund, Skills Uplift, Skills and Job Centres and Reconnect.
• To provide strategic advice of the provision of high quality training products.
• Manage major events of HESG – Victorian Training Awards (VTA), Learn Local Awards and Regional Forums
• Improve and facilitate advice to Government about learner needs and collaborative solutions that address these needs and meet employers’ workforce requirements.
• Provide evidence-based design, testing, management and evaluation of Adult, Community and Further Education (ACFE) projects.
• Works across a range of service design, communications, technical, online and specialist digital projects.
• Undertakes consultation and research to develop insights into the information needs of our clients and their underlying behavioural triggers.
• Is responsible for developing and delivering improvements to the Victorian Skills Gateway and TAFE and Training Line service channels in line with client research.
• Facilitate advice about learner skills and support needs to meet employment opportunities and co design local solutions with education and training providers.