

**MCEETYA
LANGUAGES EDUCATION WORKING PARTY**

COMMUNICATION STRATEGY

Members of the MCEETYA Languages Education Working Party agree to the following communication procedures and protocols to support their work:

1 amongst Working Party members

- face-to-face meetings will be held at least two times each year in Adelaide, on Mondays or Fridays to facilitate interstate travel
- tele-conferences will be held in between the face-to-face meetings as required/agreed
- observers from educational jurisdictions are able to attend meetings on request; members are invited to negotiate with the Chair or the Executive Officer for inclusion of a jurisdictional observer
- email will be the main form of communication between meetings, through the email distribution list established and managed by the Executive Officer
- the Executive Officer will provide a brief report after each Working Party meeting, for inclusion where relevant on jurisdictional/sector and DEST websites and the MCEETYA website
- when feedback and responses are sought, the timeline will be clearly indicated. Lack of response will be taken as assent
- representatives of the Working Party will be invited onto tender evaluation committees; and onto the project advisory committees for each DEST funded project that is undertaken. Project updates will be provided at Working Party meetings.

2 within individual jurisdictions and sectors

- individual members will be responsible for ensuring that appropriate consultation mechanisms are in place, so they may adequately represent the position of their jurisdiction/sector
- individual members will be responsible for ensuring that information relevant to the Languages Education Working Party is disseminated according to the internal processes and structures pertaining to that jurisdiction/sector
- individual members will co-operate in the preparation of jurisdictional briefings in response to AESOC papers/reports from the Languages Education Working Party
- individual members will ensure that regular reports are forwarded to their AESOC representative; and that members of AESOC are regularly apprised of strategic issues.

3 with MCEETYA and MCEETYA Taskforces

- Reports to AESOC and MCEETYA will be provided according to the MCEETYA timelines
- The Working Party will negotiate with the MCEETYA Performance Measurement and Reporting Taskforce (PMRT) to formulate details of evaluation processes for the

collection and analysis of student participation data and student achievement data; and for the evaluation of the implementation of the Plan as a whole.

4 with key stakeholders groups

The key stakeholders include:

- the Australian Federation of Modern Languages Teachers Associations (AFMLTA)
 - the peak principals associations: the Australian Primary Principals Association (APPA), the Australian Secondary Principals Association (ASPA), the Australian Heads of Independent Schools Association (AHISA) and the Association of Principals of Catholic Secondary Schools of Australia (APCSSA)
 - parent associations: the Australian Council of State Schools Organisations (ACSSO), the Australian Parents Council (APC)
 - the tertiary sector: the Australian Council of Deans of Education ((ACDE), the Deans of Social Sciences and Humanities (DASSH)
 - the Australian Federation of Ethnic Schools Associations (AFESA)
 - the Federation of Aboriginal and Torres Strait Islander Languages (FATSIL)
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- The Chair will write to the key stakeholder groups, outlining the role of the Working Party, its main areas of activity; and its intentions for consultation and collaboration
 - The key stakeholder groups will be kept informed of our activities through a report emailed after each Working Party meeting
 - the Working Party may decide to invite stakeholder representatives to meetings as observers for specific agenda items, for consultation purposes. They will have no decision-making rights
 - Consultation with key stakeholders will remain a permanent agenda item for all Working Party meetings
 - Where relevant, key stakeholder groups will be invited onto advisory committees for DEST funded projects.

5 with others

- updated information will be posted as relevant on the DEST & MCEETYA websites and the jurisdictional/sector web sites.