
Data repository for teacher education scoping study

A scoping study for a national data repository for quality improvement in teacher education
funded by the Carrick Institute for Learning & Teaching in Higher Education

Reference Group - Terms of Reference

Version 1.1 12 March 2008

Introduction

These terms of reference should be read in conjunction with the Project Description. Both documents may be amended during the project, especially on advice from the Reference Group itself at its first meeting.

The Carrick Institute states the following regarding Reference Groups for all Grants Scheme projects

All project teams should appoint a reference group. The reference group should include some external participants who have appropriate expertise to ensure there is constructive advice on the design, development and ongoing evaluation of the project and to ensure the project has maximum impact within the institutions/s engaged in the project and beyond those institutions.

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All project reference groups should meet whether by phone or in person at least twice during the project. Terms of reference should be provided to the Reference Group that take into account the purpose specified above or at the very least the first meeting should discuss the role of the reference group and come to an agreement on that role and minute the meeting. All meetings should have agenda and minutes which are kept as part of the records of the project.

*(Project Management Information, Version 5.1, section F, link from
<http://www.carrickinstitute.edu.au/carrick/go/home/grants/pid/56>)*

Meetings and communications

No face-to-face meetings of the Reference Group are planned for this project. There will be at least two teleconference meetings. The first will be held as soon as practicable after the Reference Group has been established, and another around late May or early June to consider the draft final report of the project. Another teleconference may be held before the submission of the final report, due 31 July. The project team will communicate to the reference group and seek input and feedback from time to time, and suggestions and other input will be welcome from Reference Group members at any time.

Terms of reference

- Advise on the overall design of the project as set out in the Project Description and other material provided to you by the project team
- Suggest additional stakeholders and/or experts to consult, and provide or suggest resources or references to material, activities or initiatives of relevance to the project

- Provide feedback on draft reports, especially on the features of data repository options, new data collections, and other draft recommendations
- Provide advice on on-going internal evaluation of the project
- Disseminate information about the project and its potential outcomes through Reference Committee members' networks, and seek input for the project through such networks
- Promote the project and the sustainable, long term contribution of its potential outcomes (as appropriate).

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