

Stop TAFE Cuts

How to make an effective submission to the TAFE inquiry.

Submissions close on Thursday 18 April 2013

It is critical in making a submission that your views are fully considered by the Committee. Any individual or organisation can make a submission to the Committee.

To make an effective submission, there are a number of important steps you need to take.

Write directly and clearly to the terms of reference

The Committee has been asked to inquiry into the role played by TAFE considering five critical questions:

- the development of skills in the Australian economy;
- the development of opportunities for Australians to improve themselves and increase their life and employment prospects;
- the delivery of services and programs to support regions, communities and disadvantaged individuals to access training and skills and through them a pathway to employment;
- the operation of a competitive training market; and
- those jurisdictions in which State Governments have announced funding decisions which may impact on their operation and viability.

Your submission needs to directly and clearly address one, some or all of these specific questions. It is likely that matters raised outside these questions will be disregarded. Conversely, information provided directly to these questions is more likely to be actively considered by the committee.

What should be in a submission?

Although there is no 'standard' form of submission, effective submissions for this Inquiry should include:

- strong and coherent arguments about the important role of TAFE in local communities and local economies
- sound factual data, including case studies, local stories and real impacts of TAFE (and, of course, the cuts to TAFE)
- include links (or appendixes) with additional information to support issues raised in your submission
- recommendations to the Committee about how to maintain and build a strong public TAFE system into the future

How to lodge a submission

Submissions should be sent electronically as an attachment to the Committee Secretariat for the Inquiry at ee.reps@aph.gov.au

The author must sign a written submission either on his or her own behalf or on behalf of the organisation making the submission. Those signing on behalf of an organisation should indicate the level at which the submission has been authorised (eg President, Chief Executive, Secretary).

A return address for correspondence and a contact telephone number should be provided with the submission. Submissions forwarded by email must include the name, postal address and phone number of the person or organisation making the submission.

Those making submissions may be asked to appear before the committee at a public or closed (in camera) hearing

For further information on writing an effective submission go to the [Committee website](#).