



Australian Government



National
Careers
Institute

National Careers Institute Ministerial Charter 2020-2022

This Charter sets out the role, functions and governance and accountability arrangements of the National Careers Institute for the period 2020–2022. The Charter will be supported by a Strategic Plan setting out how the National Careers Institute will deliver on the role and functions sets out here and how its performance will be measured.

This Charter takes effect from 31 July 2020.

1. Establishment

1.1 The National Careers Institute (NCI) was established on 1 July 2019 and operates as a non-statutory, independently identified entity within the Department of Education, Skills and Employment (the Department).

2. Vision

2.1 The NCI will be Australia's recognised, central careers body, simplifying and strengthening Australia's career development system, to address a fragmented and difficult to use career information and services landscape. The NCI will support Australia's education, training and employment systems by serving as the authoritative and trusted source for careers information.

3. Mission

3.1 The NCI's mission is to:

drive up the quality and coverage of career guidance, including improved accessibility of information about education pathways and employment outcomes, to ensure that people are maximising their workforce potential, including directing people towards jobs in demand.

3.2 The NCI will work closely with the National Skills Commission to provide individuals and organisations with accurate and up to date information on the labour market through the Digital Platform to inform their choices on learning, training and employment.

3.3 The NCI will provide individuals with industry-informed and contemporary career information that will assist them in developing and managing their own careers.

4. Objectives

4.1 To deliver on its mission, the NCI has three objectives:

- 4.1.1 Strengthen careers data, information and support to enable individuals to more effectively manage and develop their career.
- 4.1.2 Foster partnerships between individuals, industry, employers, schools, career advisors and career influencers to encourage information sharing, collaboration and best practice across the careers sector.
- 4.1.3 Promote careers and skills development by driving awareness of career information and services, learning and working pathways so that individuals are informed to better navigate their career options.

5. Role and Functions

5.1 In order to achieve this, the NCI will work to deliver in five key areas:

- 5.1.1 Facilitate improved access to NSC data-driven career information through its Digital Platform.
- 5.1.2 Strengthen partnerships between key stakeholders including; industry bodies; employers, schools; and other education providers, through its Partnership Grants program, industry partnership arrangements and Employer Partnership Program.
- 5.1.3 Build understanding and promote the benefits of career and skills development and continuous learning through promotional activities, including the National Careers Ambassador, the Australian VET Alumni program and the VET Information Strategy.
- 5.1.4 Celebrate excellence in skills, training and education, including through the delivery of the Australian Training Awards and associated scholarship programs.
- 5.1.5 Work with the key careers sector stakeholders to create an evidence base of contemporary best practice to influence the sector's information and service offering.

6. Governance

6.1 The NCI is situated within the Department, as a non-statutory, independently identified entity.

6.2 The Minister

- 6.2.1 The Minister for Employment, Skills, Small and Family Business (the Minister) is responsible for approving the establishment, governance and operations of the NCI through this Charter. The Minister approves any updates or amendments to this Charter.
- 6.2.2 The Minister appoints the chair and members of the Advisory Board and approves its Terms of Reference.
- 6.2.3 The Minister endorses the Strategic Plan.

6.3 The Secretary or her delegate

- 6.3.1 The Secretary of the Department is the relevant accountable authority for the purposes of the Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013).
- 6.3.2 The Executive Director reports to Deputy Secretary Skills and Training.

6.4 NCI Executive Director

- 6.4.1 The NCI is lead by an Executive Director, supported by Deputy Executive Directors; with guidance from an Advisory Board.
- 6.4.2 The Executive Director is Senior Executive Service (SES) officer and official of the Department and may exercise certain powers delegated by the Secretary under the PGPA Act.

- 6.4.3 The Executive Director is responsible for delivering the NCI Strategic Plan and reporting performance through the Secretary, to the Minister.
- 6.4.4 The Executive Director is an ex officio member of the Advisory Board.

6.5 Deputy Executive Directors

- 6.5.1 Deputy Executive Directors (Deputies) of the NCI are SES officers in the Department and report to the Executive Director.
- 6.5.2 The Deputies have oversight of strategy, policy, delivery and day-to-day and financial operations of their respective programs and activities, and support the Executive Director in driving the performance of the NCI.

6.6 Advisory Board

- 6.6.1 The Advisory Board is a non-statutory, independent, skills-based board that provides advice to the Executive Director. The Advisory Board's purpose is to guide the Strategic Direction of the NCI and provides independent advice to the Minister through the Executive Director. It is not a decision-making body, and has no governing legislation.
- 6.6.2 The Advisory Board may have up to nine members, not including ex officio membership (the National Skills Commissioner and the NCI Executive Director), and is appointed by the Minister, on the recommendation of the Executive Director.
- 6.6.3 The responsibilities of the Advisory Board will be outlined in the Advisory Board's Terms of Reference, which will be endorsed by the Minister.
- 6.6.4 Until 2022, appointments will be for a period of two years. The Executive Director will review membership of the Advisory Board and may recommend extending the appointments of members, through the Secretary to the Minister.

7. Stakeholder Engagement and Consultation Mechanisms

- 7.1 In addition to advice received from the Advisory Board, to meet its responsibilities the NCI will also work with a wide range of stakeholders within the careers sector, as well as federal, state and territory governments responsible for the delivery of careers development services.
- 7.2 This engagement across a range of sectors and portfolios will ensure that the NCI remains informed by and connected to relevant careers issues and reflects the diversity of the career sector.

8. Planning, Performance and Reporting

- 8.1 The NCI will develop and report against key performance indicators (KPI) consistent with the NCI's objectives and responsibilities. KPIs will be endorsed by the Advisory Board drawing on member's respective expertise, and will be reviewed as part of regular planning processes and published through the Department's Annual Report and other reporting processes.

8.2 Strategic Plan

- 8.2.1 The NCI Executive Director will publish a 'Strategic Plan' outlining the key priorities, objectives and KPIs for the NCI, and the activities the NCI will undertake to deliver them. The Advisory Board will provide strategic guidance to the NCI in the formation of the 'Strategic Plan' prior to its publication.

8.3 Reporting to the Department

- 8.3.1 The NCI will contribute to the Department's reporting arrangements under the PGPA Act 2013 and other Departmental processes as required, on all matters relating to the NCI's operations, KPIs, expenditure and projections published in its Strategic Plan.

8.4 Reporting to Government

8.4.1 Through the Secretary, the NCI will provide an update on its activities at least once a year to the Minister and government as its 'Annual Update'. Distinct from reporting to the department and the Strategic Plan, this 'Annual Update' will focus on key achievements against the NCI's functions and if applicable, include any forward strategy linked to key achievements.

8.4.2 The Advisory Board will endorse the report prior to it being provided to the Minister.

8.5 Reporting to Stakeholders

8.5.1 The Strategic Plan will be released within 10 days of endorsement by the Minister.

8.5.2 The Annual Update will be released publically within 10 days of provision to the Minister.

9. Funding

9.1 Funding for the NCI is appropriated to the Department.

Approved by
Senator the Hon Michaelia Cash
Minister for Employment, Skills, Small and Family Business

