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Adult Migrant English Program (AMEP)	An education and settlement program funded by the Department of Immigration and Citizenship (DIAC) for new immigrants and refugees, providing English language teaching, counselling and support services.
Apprenticeship	A system of training regulated by law or custom which combines on-the-job training and work experience with formal off-the-job training, while in paid employment.
Apprenticeships Info Service	An initiative of the Queensland Government's <i>Queensland Skills Plan 2006</i> , it provides Queenslanders with free advice, referrals and support about apprenticeship, traineeship and training options.
AS/NZ ISO 14001:1996	An Australian New Zealand Standard which outlines the requirements for an environmental management system, to enable an organisation to develop a policy and objectives, taking into account legislative requirements and information about significant environmental impacts.
Australian Curriculum, Assessment and Reporting Authority (ACARA)	National body responsible for the development of the Australian Curriculum from kindergarten to Year 12 (K–12) and for a national assessment program and national data collection and reporting.
Australian Curriculum	The national curriculum being developed for students in K (Prep)–Year 12 covering subject areas outlined in the Melbourne Declaration (2008).
Australian Music Examination Board (AMEB)	Provides a graded system of examinations in music, speech and drama, as well as syllabuses, educative services and other publications, to teachers, examiners and candidates.
Australian Pacific Technical College (APTC)	An initiative of the Australian Government to deliver training at centres in Fiji, Samoa and Papua New Guinea, including automotive, construction, electrical and manufacturing trades.
Australian Qualifications Framework (AQF)	A comprehensive nationally consistent framework incorporating all qualifications recognised in post-compulsory education throughout Australia. The framework identifies six levels in the vocational education and training sector: Certificate I, Certificate II, Certificate III, Certificate IV, Diploma and Advanced Diploma.
Australian Quality Training Framework (AQTF)	The nationally agreed recognition arrangements for the vocational education and training sector. The Australian Quality Training Framework is based on a quality assured approach to the registration of training organisations seeking to deliver training, assess competency outcomes and issue AQF qualifications and Statements of Attainment, and ensures the recognition of training providers and the AQF qualifications and Statements of Attainment they issue, across Australia.
Australian Sign Language (Auslan)	The sign language used by the Australian deaf and non-vocal communities.
Aviation Australia	The Centre of Excellence established by the government in 2001 to provide skills development for the aviation and aerospace industries.

B

Bound for Success	An Education Queensland strategy introduced in 2005 to support communities in the Torres Strait to improve educational outcomes for their children and young people.
Building the Education Revolution (BER)	A \$16.2 billion federal government investment over three financial years, beginning 2008–09, as part of its Economic Stimulus Plan. BER will provide educational infrastructure to meet the needs of students in primary and secondary schools.

Business Classification Scheme	A quick guide to a Corporate Thesaurus providing sufficient entry points to allow users to navigate the vocabulary used for titling and indexing records.
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C

Centres of Excellence	A partnership between industry and government to provide a proactive coordinated response to skills shortages and to meet labour market needs. Developed under the <i>Queensland Skills Plan 2006</i> , the current Centres of Excellence service the aviation, mining, building and construction, manufacturing and engineering and energy industries.
Construction Skills Queensland (CSQ)	The construction industry's Centre of Excellence supporting both career seekers and employers within the building and construction industry.
Corporate Data Warehouse (CDW)	A method of collecting, validating and linking data from multiple source systems for the purpose of strategic analysis and reporting on Education Queensland business performance measures for students, schools and the organisation as a whole, and providing easy access to and interpretation of corporate data.
Corporate Thesaurus	A controlled list of terms linked together by semantic, hierarchical, associative or equivalence relationships. It is designed to provide control and consistency over the vocabulary used for titling and indexing records.
Council of Australian Governments (COAG)	The peak intergovernmental forum in Australia. COAG comprises the Prime Minister, state premiers, territory chief ministers and the President of the Australian Local Government Association. It initiates, develops and monitors the implementation of policy reforms that are of national significance and which require cooperative action by Australian governments.
Creche and Kindergarten Association (C&K)	An association providing kindergarten and preschool services to 3- and 4-year-olds.

D

Department of Education Community Kindergarten Assistance Scheme (DECKAS)	A Department of Education and Training grant, which provides recurrent and capital assistance to community kindergartens affiliated with, or approved by, C&K to supply recognised early education programs for children between the ages of 3½ and 4½ years.
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E

Early Years Curriculum Guidelines	A framework to guide teachers' interactions with children, inform planning and assessment and support continuity of learning for children from Prep to Year 3.
Education Queensland International (EQI)	The trading name for the department's international activities. EQI operates within DET International (DETi), within the Tertiary and Non-State Education (TANSE) division of the department. DETi is the key coordination point for international activity both within Queensland and where the department exports its education and training expertise. The Department of Education and Training (trading as EQI) is a registered education provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Electronic Document and Record Management System (eDRMS)	The system used to store, track and manage records and documents using: controlled language, version control, metadata descriptions, document location information, disposal/archiving, record/document sharing, search functionality, audit functionality, security and access controls. The main software tool the Department of Education and Training uses to manage corporate records within eDRMS is the Total Records Information System (TRIM).
English as a Second Language (ESL)	A program in Queensland state schools that provides English language support to students from language backgrounds other than English. The program aims to develop these students' English to enable them to participate fully in mainstream classrooms and to enhance their learning outcomes.
Essential Learnings	Clear statements of what is important for all students to know and be able to do at the end of Years 3, 5, 7 and 9, outlined in the QCAR Framework. They describe the key concepts, facts, procedures and ways of working that students need for ongoing learning, social and personal competence and participation in a democratic society. They encompass knowledge, skills and attributes that are specific to content areas and required for complex, real-life challenges, and social and personal competence needed for good communication and ongoing learning.
Executive Management Group (EMG)	The department's chief governance committee that supports the Director-General to positively position the portfolio for the future, including setting and reviewing the strategic direction, priorities and performance objectives of the organisation to enable the efficient and effective achievement of outcomes for Queensland.
Education Support Funding Program (ESFP)	Funds made available by the Department of Child Safety to the Department of Education and Training to assist students across the state, Catholic and independent schooling sectors. Assistance must be linked to goals identified through the education support planning process. Education Support Plans are the trigger for identifying appropriate strategies to address priority education needs for these students.

F

Freedom of information (FOI) <i>Freedom of Information Act 1992</i>	Legislation that provides members of the public with a legally enforceable right to access records held by government, including the department. It also provided a right to amend personal affairs information contained in government records. This Act is now replaced by the <i>Right to Information Act 2009</i> .
Full-time equivalents (FTEs)	A representative number that is calculated by assessing the hours worked over the financial year by all full-time and part-time employees, and converting this to a corresponding number of employees as if all staff were full-time.

G

Gateway schools	A government initiative that provides a forum for partnerships between schools and industry throughout the state. Gateway schools provide students with industry-relevant skills development through integrated curriculum, structured industry placements, school-based traineeships and involvement in industry events.
Gold Coast Institute of TAFE (GCIT)	An independent statutory authority in Queensland's TAFE network as from 1 July 2008. GCIT is a publicly funded training provider and operates within the Queensland Government guidelines of the Department of Education and Training.
Green Paper	A preliminary report of proposals published in order to stimulate discussion and invite comment.

I

Indigenous Skilling Partnerships (ISP)	Part of the <i>Indigenous Vocational Education and Training Strategic Direction Plan 2008–2011</i> .
Indigenous VET Initiatives unit (IVI)	A branch within the Department of Education and Training which supports the delivery of the department's services to Indigenous people.
Information and communication technologies (ICT)	An umbrella term that describes the use of all technologies in the manipulation and communication of information.
International Baccalaureate Diploma (IBD)	An internationally recognised, two-year curriculum that prepares 16- to 19-year-old students for university. Students receive credit for subjects studied in the program at leading universities around the world, reducing the time required to complete a Bachelor degree.

K

Key learning areas (KLAs)	Underpin both curriculum development and the Essential Learnings. They are the Arts, English, Health and Physical Education, Languages Other Than English, Mathematics, Science, Studies of Society and Environment, and Technology. More information is available at: www.education.qld.gov.au/curriculum/area/index.html
Key performance indicator (KPI)	Tracking indicator used to measure the achievement of outputs against goals.

L

Literacy – The Key to Learning: Framework for Action	A professional development program to lift the literacy standards of students and teachers in Queensland.
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M

Machinery-of-government (MOG) changes	A re-alignment of responsibilities and functions across government agencies.
Metropolitan South Institute of TAFE (MSIT)	A publicly funded training provider that operates within the Queensland Government guidelines of the Department of Education and Training. MSIT is responsible for the delivery of vocational education and training across the south side of Brisbane.

N

National Assessment Program Literacy and Numeracy (NAPLAN)	Annual tests conducted nationally in Years 3, 5, 7 and 9, covering reading, writing, spelling, grammar and punctuation, and numeracy. The results provide information for teachers and schools on individual student performance on a national basis. This is used to identify areas of strength and where further assistance may be required. NAPLAN tests are part of a collaborative process between states and territories, the Australian Government and non-government schools sectors.
National Centre for Vocational Education Research (NCVER)	Australia's principal provider of vocational education and training (VET) research and statistics.
National Minimum Standard	Nationally set standards against which the results of NAPLAN tests are compared. For each year level, a minimum standard is defined and located on the common underlying scale. Band 2 is the minimum standard for Year 3; Band 4 is the minimum standard for Year 5; Band 5 is the minimum standard for Year 7; and Band 6 is the minimum standard for Year 9.

National Partnership Agreement	An agreement between the Commonwealth and the states and territories to facilitate coordination, monitoring and delivery of strategies to improve service delivery.
National Quality Framework	A 2007 COAG partnership between Commonwealth, state and territory governments to pursue substantial reform in the areas of education, skills and early childhood development, and deliver significant improvements in human capital.
<i>Next Step</i> survey	A comprehensive annual survey that reports on the destinations of school leavers from state and non-state schools.

O

Office for Early Childhood Education and Care (OECEC)	A branch of the Department of Education and Training responsible for the provision of quality integrated early childhood education and care services for children from birth to 12 years, and input into the national early childhood development reform agenda.
OneSchool	An automated system in all Queensland state schools which, when fully implemented, will provide teachers, administrators and principals with secure easy access to information about students, curriculum, assessment and progress reporting, school facilities and school finance.
Operational plan	Translates agency objectives into the services (outputs) that it will provide to its clients, and the standards for those services (performance measures).
Overall Position (OP)	A student's statewide rank based on overall achievement in QSA-approved subjects. It indicates how well the student has done in comparison to all other OP-eligible students in Queensland. Students who want an OP must study 20 semester units of QSA subjects, including at least three subjects for four semesters each, and must sit the QCS test.

P

Parents and Citizens Association (P&C)	A group of community-minded people, parents and citizens who take on a more formal role to assist the school by providing feedback on school policies and activities, additional resources to be used to enhance student learning, and providing parents with extra opportunities to be involved in their child's education.
People from non-English speaking backgrounds	An equity and diversity group identifying people who have migrated to Australia and whose first language is a language other than English.
Policy and Procedures Register (PPR)	A register that stores and presents substantive and operational policies and procedures information from International, Non-state and Higher Education, Education Queensland and Corporate and Professional Services. It was formerly known as the Education Policy and Procedures Register (EPPR).
Portfolio	The department or group of departments for which a Minister is responsible.
Positive Dreaming, Solid Futures	A strategy for achieving improved employment and training outcomes for Indigenous people as Queensland's contribution towards the COAG target of halving the gap in Indigenous employment outcomes within a decade.
Preparatory year (Prep)	A full-time non-compulsory program that replaced preschool. It runs five days a week and follows the established school times and routines. Taking a play-and inquiry-based approach to learning, Prep is offered at every Queensland state school and selected independent and Catholic schools.
Pre-Prep	A program for children in the year before Prep. Pre-Prep can be delivered in different settings including community kindergartens, childcare centres and schools. Pre-Prep programs and the qualifications of staff delivering these programs may vary across these different settings.
Public-private partnership (PPP)	A mutually beneficial partnership between the public and private sectors aimed at achieving value for money and the provision of services that would otherwise be wholly funded by the public sector.

Q

Q2	A Queensland Government plan, <i>Toward Q2: Tomorrow's Queensland</i> , which sets targets and goals for the state in the areas of the economy, environment and lifestyle, education and skills, health and community.
QFleet	The Queensland Government's provider of vehicle leasing and fleet management services.
Queensland Academies	Provide an opportunity for Queensland's brightest high school students to experience an educational environment characterised by challenge, innovation, leadership and achievement. The Queensland Academies are state-funded schools for selected students in Years 10–12. Each academy offers a specialised focus in the curriculum: Maths, Science and Technology, Creative Industries, Health Sciences and Minerals and Energy.
Queensland Certificate of Education (QCE)	A school-based qualification awarded to students at the completion of Year 12 or equivalent studies that also recognises workplace, university and community learning. It replaced the Senior Certificate from 2008.
Queensland Certificate of Individual Achievement (QCIA)	A certificate that recognises the schooling achievements of students who have impairments or difficulties in learning. Before 2008, the certificate was known as the Certificate of Post-Compulsory School Education.
Queensland College of Teachers (QCT)	A Queensland Government statutory authority established in January 2006. Its purpose is to regulate, enhance and promote the teaching profession in Queensland in the best interests of the public and the profession.
Queensland Comparable Assessment Tasks (QCATs)	QCATs are authentic performance-based assessment tasks. They are administered each year to students in Years 4, 6 and 9. Their purpose is to provide information about student learning in targeted Essential Learnings in English, Mathematics and Science and to help promote consistency of teacher judgments across the state.
Queensland Curriculum, Assessment and Reporting (QCAR) Framework	Sets standards to define what Queensland school students should learn, how they are assessed, and how schools report student achievement. It aims to improve student learning outcomes and increase comparability of assessment and reporting across schools.
Queensland Education Performance Review	A review conducted by Professor Geoff Masters in 2008 which explored opportunities to improve the state's educational achievement, with a particular emphasis on literacy, numeracy and science outcomes. The department has begun implementation of the five recommendations of the review.
Queensland Environmentally Sustainable Schools Initiative (QESSI)	A network of environmentally sustainable schools that demonstrate curricula connections and environmental action based on ecologically sustainable development principles.
Queensland Indigenous Education Consultative Committee (QIECC)	A body of 10 prominent Aboriginal and Torres Strait Islander experts in education and training who advise the Queensland Minister for Education and Training and the federal Minister for Education, Employment and Workplace Relations regarding issues concerning or related to Indigenous education, training and higher education.
Queensland Skills Plan (QSP)	Outlines the short- and long-term measures the Queensland Government will take to alleviate skill shortages at all occupational levels.
Queensland Studies Authority (QSA)	A statutory body of the Queensland Government, providing Preparatory Year to Year 12 syllabuses, assessment, reporting, testing, accreditation and certification services for Queensland schools.

R

Recognition of Prior Learning (RPL)	The recognition of competencies currently held, regardless of how, when or where the learning occurred. A person's skills and knowledge acquired through previous formal or informal education and training, work or life experience may be used to grant status or credit in a subject or module.
Registered training organisation (RTO)	An organisation registered to deliver and assess nationally recognised vocational education and training.
Right to Information (RTI) The <i>Right to Information Act 2009</i>	This replaces the Freedom of Information legislation. The Act provides access to information held by the government, unless, on balance, it is contrary to the public interest to provide that information.

S

School-based apprenticeships and traineeships (SATs)	Pathways for Year 10, 11 and 12 students combining senior studies, VET and employment.
School Industry Trade Centres	Centres that focus on addressing skills shortages in industry sectors including marine and allied trades, engineering, manufacturing and mining.
Schoolwide Positive Behaviour Support (SWPBS)	A program which helps schools to create positive learning environments by developing proactive whole-school systems to define, teach and support appropriate student behaviours.
Science, Technology, Engineering and Mathematics (STEM)	A Queensland Government discussion paper and plan which aims to increase participation in science, technology, engineering and mathematics study and careers, from primary school to university and beyond.
Senior Education and Training (SET) plan	An individualised learning plan for a young person in the Senior Phase of Learning.
Service Delivery Statement (SDS)	Budget papers prepared on a portfolio basis by agencies reporting to each Minister and the Speaker. The document comprises a section for each departmental portfolio and one for the Legislative Assembly of Queensland. It is produced annually and provides budgeted financial and non-financial information for the Budget year. The SDS sets out the priorities, plans and financial statements of agencies.
Skills Formation Strategies	A process of developing strategies designed in partnership with other government agencies, industry, regions and the community to help understand and address issues associated with skills and labour shortages.
Skilling Solutions Queensland	A training and career information service developed by the Queensland Government.
SkillsTech Australia	A key component of the Queensland Skills Plan, created as part of a multifaceted response to Queensland's skills shortages by modernising the way trade and technician training is delivered throughout the state. SkillsTech Australia is the lead TAFE institute for training in automotive, building and construction, manufacturing and engineering, electrical and electronics, and sustainable technologies throughout Queensland.
Smart Classrooms	A state government overarching strategy for digital initiatives, implemented in 2005, that is helping schools meet the requirements of 21st century students by embedding ICT into learning.
Smart State	The government vision for Queensland which aims to improve the prosperity and quality of life for all Queenslanders by driving economic growth in future growth areas. The vision is underpinned by the <i>Smart State Strategy 2005–2015</i> which outlines an extensive program of investment in knowledge, creativity and innovation industries.
Southbank Education and Training Precinct	The area housing the Southbank campus of the Southbank Institute of Technology.

Southbank Institute of Technology (SBIT)	A registered provider of high level vocational education and technical training, established as a statutory institute of the Department of Education and Training. SBIT has campuses at Southbank and Morningside on the south side of Brisbane.
Special Education Programs (SEP)	A clustering of students with disabilities and specialist teachers with experience or qualifications in dedicated areas of specialisation to support the educational program of these students at selected schools within a local community.
State Schools of Tomorrow	A part of the 'Tomorrow's Schools' package. It involves modernising schools and equipping them with facilities, resources and technologies that will support a broad range of new or increased educational opportunities.
Strategic plan	The document which provides the agency's purpose and direction. It outlines the department's overall objectives (including its contribution to whole-of-government objectives, ambitions and targets) and how it will know if it has achieved those agency objectives (performance indicators).

T

Technical and further education (TAFE)	Provides a wide range of predominantly vocational tertiary education courses, mostly qualifying courses under the National Training System, Australian Qualifications Framework or Australian Quality Training Framework.
Trends in International Mathematics and Science Study (TIMSS)	A project of the International Association for the Evaluation of Educational Achievement (IEA) to collect educational achievement data in mathematics and science at Year 4 and Year 8 in more than 60 countries to provide information about trends in performance over time.
Tomorrow's Schools	An infrastructure program directed at modernising and building new school facilities across the state.
Trade Training Taskforce	Established in December 2008 by the Minister for Education and Training in response to the global financial crisis. It brings together key industry and government stakeholders to develop and implement urgent measures that ensure apprentices and trainees in training, and those who have lost employment or are at risk of losing employment, are supported to complete their training.
Traineeship	A system of training regulated by law or custom which combines on-the-job training and work experience with formal off-the-job training, while in paid employment.

U

User Choice	The program used to fund apprenticeship and traineeship training, allowing employers and students to choose a registered training organisation that meets their needs.
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V

Vocational education and training (VET)	Post-compulsory education and training which provides people with occupational or work-related knowledge and skills.
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Y

Young Carers	An individual who provides, in a non-contractual and unpaid capacity, ongoing care or assistance to another person who, because of disability, frailty, chronic illness or pain, requires assistance with everyday tasks.
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Acronyms and abbreviations

ACARA	Australian Curriculum, Assessment and Reporting Authority
ACE	Adult Community Education
ACPA	Aboriginal Centre for the Performing Arts
AMEB	Australian Music Examinations Board
AMEP	Adult Migrant English Program
AQTF	Australian Quality Training Framework
Auslan	Australian Sign Language
Aust	Australia
BCITF	Building and Construction Industry Training Fund
BNIT	Brisbane North Institute of TAFE
CDW	Corporate Data Warehouse
CFC	Children and Family Centre
C&K	Creche and Kindergarten
COAG	Council of Australian Governments
COM	Central Office Mentoring
CQIT	Central Queensland Institute of TAFE
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DELTA	Direct Entry Level Training Administration
DER	Digital Education Revolution
DET	Department of Education and Training
DETi	Department of Education and Training International
DPW	Department of Public Works
eDRMS	Electronic Document and Records Management System
ELCC	Early Learning and Care Centre
EMG	Executive Management Group
ESFP	Education Support Funding Program
ESL	English as a second language
ESL/D	English as a subsequent language/dialect
ESS	Earth Smart Science
ETRF	Education and Training Reforms for the Future
GCIT	Gold Coast Institute of TAFE
GSA	Green Skills Agreement
GST	Goods and services tax
HRMIS	Human Resource Management Information System
IBD	International Baccalaureate Diploma
ICT	Information and communications technology
IESS	Indigenous Education Support Structures
IFP	Indigenous Funding Pool
IS42	Information Standard 42: Information Privacy
IVI	Indigenous VET Initiatives
LNQ	Learning Network Queensland
MCEECDYA	Ministerial Council for Education, Early Childhood Development and Youth Affairs
MCTEE	Ministerial Council on Tertiary Education and Employment
MP	Member of Parliament
MSIT	Metropolitan South Institute of TAFE

NAPLAN	National Assessment Program Literacy and Numeracy
NCVER	National Centre for Vocational Education Research
NEA	National Education Agreement
NMS	National Minimum Standard
OP	Overall Position
P&C	Parents and Citizens' Association
PISA	Programme for International Student Assessment
PLC	Professional Learning Community
PPR	Policy and Procedures Register
QCAR	Queensland Curriculum, Assessment and Reporting
QCE	Queensland Certificate of Education
QCIA	Queensland Certificate of Individual Achievement
QCPA	Queensland Council of Parents and Citizens' Associations
QCT	Queensland College of Teachers
QESSI	Queensland Environmentally Sustainable Schools Initiative
QIECC	Queensland Indigenous Education Consultative Committee
Qld	Queensland
QSC	Queensland Skills Commission
QSP	Queensland Skills Plan
QUT	Queensland University of Technology
RPL	Recognition of Prior Learning
RTO	Registered training organisation
SAE	Standard Australian English
SAT	School-based apprenticeship and traineeship
SBIT	Southbank Institute of Technology
SCIT	Sunshine Coast Institute of TAFE
SEMP	School Environmental Management Plan
SEQ	South East Queensland
SES	Socio economic status
SET	Senior Education and Training
SMS	Student management system
STAC	State Training Agency Clearing House
STEM	Science Technology Engineering and Mathematics
SWPBS	Schoolwide Positive Behaviour Support
TAFE	Technical and further education
TBIT	The Bremer Institute of TAFE
TIFIARRC	Training Initiatives for Indigenous Adults in Regional and Remote Communities
TIMSS	Trends in International Mathematics and Science Study
TOL	TAFE Open Learning
TSS	The Solution Series
UQ	The University of Queensland
VEO	VET Export Office
VET	Vocational education and training
YES	Year of Environmental Sustainability