

# Queensland Home Education Industry Group

## Terms of Reference

### Vision

Every home educating child, family and community in Queensland is engaged, supported and thriving.

### Purpose

The Queensland Home Education Industry Group (QHEIG) provides input, feedback, and recommendations to support and enable high quality home education in Queensland. The QHEIG fosters collaboration between the Department of Education and key home education sector organisations to address issues impacting on home educating families. The QHEIG ensures diverse voices and perspectives—including those of First Nations peoples, families home educating children with disability and rural and regional families—are represented in decision-making. The group supports clear and consistent information about home education requirements and processes through strong, positive partnerships between the Department and home education organisations to support families more broadly.

### Scope

The QHEIG will provide a forum for meaningful consultation and communication between the Department of Education and key industry organisations. The group will:

- represent the diverse views, concerns, needs and experiences of the home education community
- share information, feedback and suggestions on policies, programs, and initiatives that impact home education families
- facilitate clear communication and understanding about Queensland home education regulatory requirements with home-educating families,
- identify and address challenges, opportunities, and emerging issues to ensure inclusive and high-quality learning within the home education sector.

### Strategic alignment

- The [Government's Response](#) to the recent [Home Education Review \(Dunstone, 2024\)](#) accepted recommendations for enhanced communication, stakeholder engagement, and consistent messaging to families. This includes:
  - *Recommendation 2.2:* Annual briefing for key stakeholders: QHE to provide annual briefings to key stakeholders, offering clarity on regulatory requirements and best practices, positioning itself as the authoritative source for information on home education in Queensland.
- In addition to this, the QHEIG supports the [Department's Strategic Plan 2025 – 2029](#), which outlines key priorities such as:
  - *Every child achieving their full potential:* QHEIG input helps ensure that families are supported to design and report on high quality learning experiences and have pathways to engage their child/ren in education, training or employment

- *Partnering for success*: collaboration with the QHEIG will strengthen collaboration, ensure sector perspectives are considered in decisions, and support parents to receive consistent information
- *Deliver responsive systems, better outcomes*: The QHEIG supports regulatory and policy changes to strengthen the safety of our education system.

## Membership

- **Chairperson**: appointed by the Department to ensure impartiality and effective governance.
- **Key home education organisations**: representatives from recognised home education organisations in Queensland.
- **Departmental representatives**: up to four Queensland Home Education leadership team members with oversight of home education policy and practice

## Appointment process

- Representatives from home education organisations will be invited to participate based on the organisation's role, reach and influence within the home education community.
- Membership will be reviewed biennially to ensure representation remains relevant and reflective of the sector.

## Eligibility

- The group will be widely representative and reflect the diverse nature of the sector. Consideration will be given to the following:
- *Organisational Relevance*:
  - Be an established organisation, association or network with a primary or significant focus on home education in Queensland
  - Have an existing membership base or community reach within the Queensland home education sector
- *Representation and Diversity*
  - Represent different types of home education approaches and philosophies
  - Where possible, reflect diversity across regional and community backgrounds including First Nations communities
- *Active Engagement in the Sector*
  - Demonstrated history of providing information, advocacy, resources or support to home educators

## Meetings

- The QHEIG will meet quarterly, with additional meetings scheduled as required
- Meetings will be held virtually or in-person, depending on the needs and availability of members
- A quorum will consist of at least 50% of the group's membership including the Chair

## Roles and responsibilities

### *Home Education Organisational representatives*

- Act as a conduit/bridge between their organisation and the Department, sharing updates and feedback
- Provide insights into the needs, concerns and priorities of home education families
- Contribute to discussions on regulatory requirements, supports and messaging

### *Departmental representatives*

- Provide updates on regulatory requirements, department initiatives and available supports
- Respond to stakeholder feedback in policy and program development

### *Chairperson*

- Facilitate meetings, ensuring all voices are heard and discussions remain focused and productive
- Ensure alignment of key messaging between the QHEIG and the parent regional representative group, the QHECG

### *Secretariat*

- Coordinate meetings, agendas, minutes, and actions.
- Maintain records in line with departmental policies.

## Reporting and accountability

- After each meeting, the QHEIG will provide a summary of discussions and recommendations to the Department.
- The Department will provide feedback on how stakeholder input has been addressed.
- Terms of Reference will be reviewed every two years

## Confidentiality and conduct

- Members are expected to maintain confidentiality regarding sensitive discussions
- Conflicts of interest must be declared and will be managed by the Chair

## Alignment with the QHECG

- The QHEIG will operate in alignment with the parent regional representative consultative group, the QHECG, ensuring consistency and collaboration across both groups
- The Chair will provide updates to each group on relevant discussions and outcomes to maintain transparency and alignment

## Secretariat support

- The Department of Education will provide secretariat support, including meeting coordination, agenda preparation and distribution of minutes.