Dear Martin,

The Community Services and Health Industry Skills Council (CS&HISC) is responsible for developing national competency standards and qualifications for the vocational education and training (VET) sector for the community services and health industries. Recently, the Commonwealth of Australia introduced a number of VET reforms aimed at streamlining Training Packages to ensure they are fit-for-purpose and focused on industry and provider needs. In response, CS&HISC is preparing to commence a major project to streamline and review the Community Services (CHC08) and Health Training Packages (HLT07), including qualifications, units and skill sets.

The review will be carried out in close consultation with industry through Industry Reference Groups (IRGs). The IRGs will play a key role in providing Industry advice for the review/streamlining of the Training Package for each sector. The outcome of the review will be industry derived national competency standards and qualifications providing the foundation for the training and recognition system and skills in the Community Services and Health industries.

As a key stakeholder within the community services and health industries we would see representation of your organisation imperative on a number of IRGs. As a result, CS&HISC would like to formally invite your organisation to participate as an Industry Experts on the following IRGs:

- Direct Client Care and Support
- Aboriginal and/or Torres Strait Islander Health
- Ambulance
- Nursing
- Technicians and Health Support
- Dental/Oral Health
Complementary and Alternative Health

Community Sector Development

Client Services

Children’s and Youth Services

For further explanation of the above sectors please see attachment titled ‘IRG and Project Lead Contact List’.

We are seeking one nomination per IRG who have industry expertise specific to the IRG sector and where possible vocational education training knowledge as well as a sound understanding of the industry/sector needs and trends; regulatory requirements and current work organisation/job roles in the sector.

Commitment will include at least three face to face meetings and a series of teleconference meetings throughout the project, the project is due for completion in June 2014. Please note, the Project fund does not allow for reimbursement of costs for IRG membership, including travel, flights and accommodation.

If you would like to nominate representation on each of the IRGs, please return one Membership nomination form for each IRG nominee by Tuesday 17 April 2012 (please note that Children’s and Youth Services requires a nomination by Wednesday 11 April 2012). If your organisation is unable to nominate a representative for each IRG, but would like to be kept informed of the project progress of that IRG, please contact us to discuss.

The following documents are accompanying this invitation for your convenience:

1. (Zipped folder) Membership nomination form (please complete one form for each IRG)
2. Industry Reference Group Terms of Reference
3. IRG dates of first IRG and CS&HISC Project Lead Contact List

I look forward to working with your nominated representative(s) on this project.

Yours sincerely

Rod Cooke

Chief Executive Officer