Industry Reference Group

Terms of Reference

1. Approval

The Terms of Reference for the Industry Reference Group (IRG) were reviewed and accepted by the Training Package Advisory Committee (TPAC) in March 2012.

2. Purpose of the Industry Reference Group

Key Responsibilities include:

i. Providing ongoing technical sector specific expertise for the development of the competency standards, assessment requirements, qualifications and companion volumes for inclusion in the Community Services and Health Training Packages, with organisations serving initially for an 18 month term on this operational committee.

ii. Providing expertise in the development of the competency standards, being representative and cognisant of the needs of the sector.

iii. Providing input and advice on key issues relating to continuous improvement of the sector specific competency standards and qualifications, including (as appropriate):
   - Identifying job roles and workforce development requirements of the sector
   - Assisting in the functional and task analysis of the job roles/occupations in the sector
   - Identifying any regulatory/licensing requirements of the sector

iv. Assist the Community Services and Health Industry Skills Council (CS&HISC):
   - in identifying subject matter experts for technical input
   - participate in meetings and review draft materials
   - by encouraging sector engagement in the continuous improvement and streamlining of training packages
   - by disseminating information to their constituents with the intention of providing feedback and comment on draft materials.

v. Facilitate access to relevant people, organisations and networks for the purpose of data collection, validation, communication and marketing.

3. Compliance with Training Package Development and Endorsement Policy

The Community Services and Health Training Packages must continue to meet industry needs and comply with the National Skill Standard Council’s Policy for Training Package Development and Endorsement Process and comply with the Standards for Training Package Development.

Relationships:

Reporting relationships between the TPAC and IRGs. TPAC will monitor the outcomes of the IRGs.

Community Services and Health Industry Skills Council [www.cshisc.com.au]
Subject Matter Expert Groups (SMEGs) will also be established to provide input and advice in relation to the technical content of Training Packages.

Relationships are expected to be developed as required between this group and relevant national experts, as well as through each members’ direct reporting lines.

4. Membership

Stakeholder organisations/groups will be represented by one member only.

State ITABs will be represented by one member only.

Members will be selected based on the following criteria:

- Technical sector specific expertise in and knowledge of the key drivers, issues and challenges of the sector; and
- Knowledge of the vocational education and training sector

5. Financial Support

Stakeholder organisations/groups will be responsible for funding their own travel and accommodation costs to attend the IRG meetings. CS&HISC will not fund member travel and accommodation.

6. Chair of the Industry Reference Group

The Chair of the IRG will be nominated by the CS&HISC and will be an industry representative.

7. Secretariat Support

The Training Packages Team Member – Sector Lead will manage the notes and agendas of the scheduled meetings.

Endorsement of the notes of the meeting will be carried out at the following meeting.

8. Quorum and Proxies

The quorum for the IRG will be half of its members plus one. Proxy attendance must be advised prior to the meeting.

9. Meetings, Agenda, Reports and Minutes

The IRG will meet at least two to three times during the project. Meetings will be held face to face or via teleconference. Additional meetings will be held as required.

The agenda for the meeting will be drafted by the Training Packages Team Member – Sector Lead in conjunction with feedback from the reference group members. All agenda and meeting papers are to be distributed at least five working days in advance of the meeting.

Provision will be made for teleconference facilities where appropriate.

Observers/visitors may be admitted to the meetings by invitation from a member of the IRG and/or CS&HISC.