



Community Services and Health Industry Skills Council (CS&H ISC)

Project to Develop a Competency Framework for Community Services Workers and Volunteers Working with Clients with Language, Literacy and Numeracy (LLN) Needs

Industry Reference Group (IRG) Terms of Reference

The IRG will:

1. Provide input on the development approach at the first IRG meeting
2. Provide input to a Work Plan to support the Project.
3. Provide input and advice on key issues relating to the Development of a Competency Framework for Community Services and volunteer workers with clients with Language, Literacy and Numeracy (LLN) needs including:
 - priority areas for workforce development, needs and issues
 - relevant industrial issues
 - relevant regulation issues
 - training and assessment issues
 - strategies for collection, collation and consolidation of industry information
 - recommend qualifications to describe whole work roles
 - recommend skills sets
 - content of materials including
 - Competency standards
 - Qualifications Framework
 - Assessment Guidelines
 - validation of draft materials
 - communication with industry
4. Assist the project team:
 - with exchange of information as appropriate between CS&H ISC, industry and other relevant professional groups covered;
 - by encouraging industry engagement in the Project; and
 - by promoting activities and planned outcomes of the Project.
5. Facilitate project team access to relevant people, organisations and networks for the purpose of data collection, drafting, validation, communication and marketing.

The Training Package must meet requirements of regulatory authorities.