

Technical Committee Terms of Reference

1. Background

On 1 January 2023, Skills Ministers introduced the *Jobs and Skills Councils (JSC) - Strengthening Australia's National Vocational Education and Training System Program*, a new industry engagement arrangement that places industry and learners at the centre of the Vocational Education and Training (VET) system and to ensure training product development delivers on national and local skills needs. Manufacturing Industry Skills Alliance (Manufacturing Alliance) is the JSC for the manufacturing industry.

The success of these new arrangements is underpinned by the training package product development rules, as defined in the *Training Package Organising Framework (refer to Item 12. Training Package Organising Framework below)*. These rules are designed to ensure JSCs produce high quality training products that:

- are based on evidence of industry needs
- are user-centric
- are anchored in good design
- support quality delivery and assessment
- align with related policy especially the *Australian Qualifications Framework (AQF)* and the *Standards for Registered Training Organisations (RTOs) 2015*.

A Technical Committee is established for each training product project undertaken by the Manufacturing Alliance. The CEO of the Manufacturing Alliance will determine the size of the Technical Committee and breadth of expertise appropriate to the project. Members will be appointed based on their individual expertise, rather than representing any specific group or organisation.

2. Scope of the project

The scope of the project is outlined in the *Project Overview and Consultation Strategy*.

3. Role of the Technical Committee (TC)

Technical Committee members will provide expert advice, based on evidence, across educational and/or technical knowledge to assist the design and development of training products within a project.

While members may belong to an organisation with a specific interest in a training package, their role is to provide expertise, not to represent those interests. Those interests can be represented by other stakeholders through the project consultation processes.

The Technical Committee is set up in the project initiation phase so that members can provide advice on the development of the initial draft products. The Technical Committee also reviews the *Project Overview and Consultation Strategy* and can make suggestions to improve stakeholder engagement and representation.

The Technical Committee will review the final draft training products and a statement to this effect will be included in the submission of the final products to the Assurance Body for its endorsement recommendation. The Technical Committee may be asked for advice on draft products at other points in the project.

The objectives of the Technical Committee are to:

- provide expert, evidence-based advice to the CEO of the Manufacturing Alliance on project work, including:
 - content of training products
 - training design, delivery and assessment, AQF levels, impacts on learners, possible implementation issues
- identify any additional stakeholder that should be included in the *Project Overview and Consultation Strategy*
- identify changes in job roles and pathway requirements of the sector
- assist in the functional and task analysis of current and future job roles/occupations in the sector
- participate in meetings and review draft materials
- be proactive in the pursuit of expert input related to advances in technology and innovation.

4. Duration

The duration of this committee is limited to the length of the project. At its conclusion, the CEO, Manufacturing Alliance will advise if there is a further need for the committee.

5. Decision-making

A Technical Committee will be established for each training product project. The Technical Committee will be overseen by the Manufacturing Alliance CEO, via the Executive Manager of Workforce Planning and Training Products (EM).

The EM will provide progress reports and recommendations to the CEO at key points in the project, where the CEO will decide how to proceed. These will include advice and supporting rationale from the Technical Committee to assist the CEO's decision-making.

If members of the Technical Committee hold divergent views, the range of opinions and rationales will be provided to the CEO for consideration. The CEO will also consider stakeholder feedback for example from consultation activities.

6. Membership and roles

The Manufacturing Alliance CEO will appoint members to the Technical Committee including a Chair and Deputy Chair. Technical Committees should consist of subject matter experts in the relevant sector, RTO and educational experts, and government representatives, as defined in the *Training Package Products Development and Endorsement Process Policy (refer to Item 12. Training Package Organising Framework)*.

Chair and Deputy Chair

The CEO of the Manufacturing Alliance will appoint a Chair for the Technical Committee. The Chair will assist the Manufacturing Alliance to convene the Technical Committee and to facilitate effective provision of advice to the CEO.

A Deputy Chair will also be appointed who will undertake this role if the Chair is not available.

General membership

General members of the Technical Committee provide evidence-based advice within their area of expertise in response to specific questions and review of draft materials.

7. Meetings, Agenda and Minutes

Depending on the needs of the project, the Technical Committee may be called on to attend in person or online meetings, or a combination of both. Some projects may seek input from members via email or collaboration on documents, in place of meetings.

If meetings are held, agendas and meeting papers will be distributed prior to the meeting and Manufacturing Alliance will take minutes and make them available to all members after the meeting. Where meetings incorporate zoom/remote access, these will be recorded to assist in record keeping.

8. Fees and costs

Technical Committee members do not receive fees or reimbursement of incidentals such as internet or phone.

If Technical Committee members are asked to attend a meeting that requires travel and accommodation, the Manufacturing Alliance will make these arrangements at its own expense. Transfers and out of pockets for attendance related to such meetings will be reimbursed to members on provision of receipts.

9. Privacy & confidentiality

The Manufacturing Alliance is required to publish details of each project's Technical Committee membership to their website. Details to be published include:

- Name
- Organisation
- Job title
- Stakeholder category

Meeting minutes will contain attendance, discussion points, decisions, and actions. Specific comments will not be linked to individual names. Where there are dissenting views for publication, these will be attributed to stakeholder category rather than an individual.

A project *Consultation Log* must also be published to the website. If a Technical Committee member contributes feedback as an individual stakeholder their feedback will be captured within the *Consultation Log*.

10. Conflicts of Interest

Technical Committee members must declare any perceived or actual conflicts of interest.

A conflict of interest (conflict) may arise where a member represents a group that could benefit from decisions being made. For example, a RTO might be seen as benefiting from a decision to reduce assessment requirements in the training products.

A perceived or actual conflict does not exclude a person from membership of the Technical Committee. However, conflicts must be declared so that they are transparent and can be managed.

11. Ethical duties

Technical Committee members must perform their role in line with requirements for ethical duties, as outlined in the [Jobs and Skills Councils Code of Conduct](#). This includes but is not limited to:

- acting honestly, in good faith in the best interests of the Jobs and Skills Council as a whole and for a proper purpose
- not misusing their position or any information gained from their position to (i) gain an advantage for himself or herself, or someone else; or (ii) cause detriment to the Jobs and Skills Council or other industry stakeholders
- acting in a manner that does not undermine industry trust and confidence in the Jobs and Skills Council.

12. Training Package Organising Framework

The *Training Package Organising Framework* is a set of rules owned by Skills Ministers which include content and process requirements that guide the development and content of nationally recognised training packages. It is comprised of the following policies:

- [Standards for Training Packages](#) ('the Standards') – sets the overarching design and development requirements of training products for endorsement by Skills Ministers.
- [Training Package Products Policy](#) (TPPP) – outlines the design rules that must be adhered to when developing or modifying a training product.
- [Training Package Products Development and Endorsement Process Policy](#) (TPPDEPP) – outlines the process for developing and seeking the endorsement of training products.

13. Declaration

I declare that I have read and understood the *Training Package Organising Framework* documents, the *Conflict of Interest Policy*, and the *Jobs and Skills Councils Code of Conduct*, and that I agree to adhere to the terms. I further declare that:

- I do not have any conflicts of interest relating to this Technical Committee, OR
- I do have potential/actual conflicts of interest as listed below.

Full Name: Organisation:

Signature: Date: