

Technical Committee Terms of Reference

1. Background

On 1 January 2023, Skills Ministers introduced the *Jobs and Skills Councils (JSC) - 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.

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

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**Sheet Metal Fabrication Project
Technical Committee
Terms of Reference**

Chair

