This document outlines the governance principles and processes for the operation of the Aged Services Industry Reference Committee.

December 2018 / Version 2.0
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Welcome Message</td>
<td>2</td>
</tr>
<tr>
<td>1 Statement of Intention</td>
<td>3</td>
</tr>
<tr>
<td>2 The National Training System</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Training Products</td>
<td>4</td>
</tr>
<tr>
<td>2.2 Training Packages</td>
<td>4</td>
</tr>
<tr>
<td>3 The Aged Care Workforce Industry Reference Committee</td>
<td>5</td>
</tr>
<tr>
<td>3.1 Specialist Advisory Groups</td>
<td>8</td>
</tr>
<tr>
<td>4 Scheduling and Commissioning of Training Package Recommendations</td>
<td>8</td>
</tr>
<tr>
<td>4.1 ASIRC recommendations</td>
<td>8</td>
</tr>
<tr>
<td>4.2 National Schedule</td>
<td>10</td>
</tr>
<tr>
<td>4.3 Training package development work</td>
<td>10</td>
</tr>
<tr>
<td>4.4 Cases for Endorsement</td>
<td>11</td>
</tr>
<tr>
<td>5 IRC Governance Arrangements</td>
<td>11</td>
</tr>
<tr>
<td>5.1 IRC Membership and Chair/Deputy Chair</td>
<td>11</td>
</tr>
<tr>
<td>5.2 Quorum</td>
<td>12</td>
</tr>
<tr>
<td>5.2.1 Quorum requirements</td>
<td>12</td>
</tr>
<tr>
<td>5.3 Meetings, Agendas, Motions and Minutes</td>
<td>12</td>
</tr>
<tr>
<td>5.3.1 Meeting operation requirements</td>
<td>12</td>
</tr>
<tr>
<td>5.3.2 Meeting minutes</td>
<td>13</td>
</tr>
<tr>
<td>5.3.3 Costs associated with meetings</td>
<td>13</td>
</tr>
<tr>
<td>5.4 Code of conduct of ASIRC members</td>
<td>13</td>
</tr>
<tr>
<td>5.4.1 Confidentiality</td>
<td>13</td>
</tr>
<tr>
<td>5.4.2 Managing conflicts of interest</td>
<td>14</td>
</tr>
<tr>
<td>5.4.3 Privacy</td>
<td>14</td>
</tr>
<tr>
<td>5.4.4 Intellectual Property</td>
<td>15</td>
</tr>
<tr>
<td>5.5 Reporting</td>
<td>15</td>
</tr>
<tr>
<td>5.6 Authority</td>
<td>15</td>
</tr>
<tr>
<td>5.7 Review</td>
<td>15</td>
</tr>
<tr>
<td>6 Further Information and Contacts</td>
<td>15</td>
</tr>
<tr>
<td>Attachment One: Summary of Key Roles and Responsibilities</td>
<td>16</td>
</tr>
</tbody>
</table>
A Welcome Message

As Chair of the Australian Industry and Skills Committee (AISC), I would like to take this opportunity to extend a warm welcome to the members of the Aged Services Industry Reference Committee (the Committee).

This Committee has a unique opportunity to reframe aged care related qualifications across the vocational and higher education sectors. Your work will help deliver the specialist skills required for an aged services workforce that can provide safe and quality care to older Australians in a variety of settings.

The Committee will also help drive a greater focus on improved and innovative approaches to career structuring and pathways within the industry, and across adjacent industries.

The work of the Committee will be guided by the recommendations and findings of the Aged Care Workforce Strategy Taskforce report, A Matter of Care, which includes, as a first priority for this Committee, a fit-for-purpose review of the current aged care qualifications.

Our success will depend largely on the industry experience and knowledge that you, as members of the Aged Care Workforce Industry Reference Committee, bring to the table. It will also depend on your willingness to engage widely with your constituency, to ensure that the views put forward and the training products developed are truly representative of your industry’s needs.

The Operational Framework provided in this document is designed to assist you in these endeavours.

I wish you well in your work and believe that collectively we can make a positive difference to this critically important sector in our community.

How we care, says who we are.

John Pollaers
Chair, Australian Industry and Skills Committee
1 Statement of Intention

The intention of this Operating Framework is to articulate the roles and responsibilities of the Aged Services Industry Reference Committee (ASIRC). The Operating Framework also provides guidance to the ASIRC in the conduct of its business.

Without constraining flexibility, this Operating Framework seeks to establish minimum operational requirements for the ASIRC by:

- outlining relevant findings from the Aged Care Workforce Strategy and translating these into draft deliverables and objectives for consideration by the IRC
- providing explicit advice to the IRC on key priorities, phases of work and expected outcomes
- articulating how the IRC will interact with its advisory committees and existing IRCs
- outlining expectations of IRC members in relation to engagement and participation.

The ASIRC will be supported by SkillsIQ, the Skills Service Organisation (SSO) that has been appointed to support the committee following a successful competitive tender process. SkillsIQ has entered into a legally binding Activity Order with the Department. This Operating Framework is subordinate to the terms of SkillsIQ’s Funding Agreement with the Department.

The Funding Agreement requires SkillsIQ to provide support to the ASIRC. The way in which that support is to be provided is to be articulated in a Memorandum of Understanding (MoU). While under the funding agreement SkillsIQ is contractually required to enter into an MoU with the ASIRC, the MoU itself has no legal status. The purpose of the MoU is to record the agreement between the IRC and the SSO about how they will work together from a practical day-to-day operational perspective. The MoU will be subordinate to this Operating Framework and hence to the Funding Agreement. In the event that there is any inconsistency between these documents, conditions and activities stipulated in the Funding Agreement will take priority, followed by the terms of this Operating Framework.

2 The National Training System

The Australian Vocational Education and Training (VET) system primarily aims to provide individuals with work-ready skills for the labour market, skills that businesses and industries need to be productive and internationally competitive. A highly capable workforce will help place Australia’s economy in a position of strength in the global market and secure Australia’s economic prosperity and increase job opportunities for individuals.

The VET system is based on occupational skills standards set out in units of competency and packaged into nationally consistent qualifications that reflect the skills and knowledge required to successfully operate in a particular occupation. Together with the national regulation of training providers and the national governance models that are in place, the objectives of the system are to provide:

(a) assurance that an individual’s qualification or statement of attainment means they have the core competencies required by industry, regardless of the training provider, and that these skills can be enhanced by organisation-specific professional development as needed by the employer

(b) efficiency gains for employers in recruitment and selection processes, through national qualifications that provide a reliable signal about an individual’s skills and knowledge
(c) a competitive edge for individuals in the job market with qualifications or statements of attainment that are recognised nationally

(d) a skilled, adaptive and competitive workplace for Australia.

Nationally recognised qualifications and statements of attainment are issued in accordance with industry-defined, nationally agreed and consistent competency standards (set out in Training Packages). Registered Training Organisations (RTOs) are authorised to issue a nationally recognised qualification or statement of attainment only where the requirements of the Training Package have been met. The operation of RTOs is overseen by the VET system regulators. These arrangements aim to provide businesses with assurance that VET graduates have the skills they need, and graduates with assurance that their qualifications will have national recognition and portability.

2.1 Training Products

Training products are developed to reflect the occupational skills needs of an industry, or a group of industries, to facilitate employment and vocational outcomes for individuals. For the purposes of this document, training products include Training Packages and materials that support the implementation of Training Packages.

2.2 Training Packages

Training Packages specify the skills and knowledge required to perform effectively in the workplace; detailed in units of competency. They also describe how these units of competency can be encompassed into nationally recognised qualifications that are aligned to the Australian Qualifications Framework (AQF) and industry recognised skill sets (or part qualifications, which also have currency in the workplace).

Training Packages consist of:

(a) Nationally endorsed components

- Units of competency which specify the standard of performance required in the workplace
- Assessment requirements (associated with each unit of competency)
- Packaging rules for qualifications that are consistent with the AQF (Certificate I to Graduate Diploma)
- Credit arrangements specifying existing arrangements between Training Package qualifications and Higher Education in accordance with the AQF

(b) One or more quality assured companion volumes.

Training Packages do not prescribe how an individual should be trained. RTOs use training packages to help design curriculum and/or learning and assessment methodologies that assist individuals to gain and/or demonstrate they have the skills and knowledge specified in Training Packages. Training is tailored to individual learner needs and can be contextualised to the specific circumstances of an employer and/or industry sector. Qualifications and statements of attainment can, however, be issued without the graduate undertaking a training program, including through the recognition of prior learning.

RTOs are responsible for assessing whether an individual meets the competency standards specified by industry and for issuing a nationally recognised qualification or statement of attainment where appropriate.
The Industry Reference Committees (IRC’s) which are currently responsible for qualifications that are utilised by workers in the aged care sector are detailed in Fig.1 in dark blue. There are also a number of other IRCs which have linkages to aged care issues (detailed in light blue in Fig.1).

These IRCs will continue to be responsible for the maintenance and development of the training products allocated to them (CHC Community Services and HLT Health Training Packages), however the ASIRC will have ultimate responsibility for all training products specific to the aged services sector. This will include responsibility for identifying where new or amended training products are required and responding to these needs.

Given the high degree of commonality and the complementary nature of work between IRCs, consultation across IRCs will be critical and each IRC will be a key stakeholder of the others in the update of training products. SkillsIQ, as the Skills Service Organisation appointed to support both the ASIRC and the other IRCs detailed in Fig.1, will ensure that there is transparent, frequent communication between these groups to ensure a consistent and non-duplicative process of activities.

**Figure 1: Industry Reference Committees (IRCs) supported by SkillsIQ**

IRCs shaded in dark blue cover Aged Care workforce and training topics directly. IRCs shaded in light blue also have linkages to Aged Care sector issues.

### 3 The Aged Services Industry Reference Committee

IRCs provide the industry engagement mechanism at the centre of training package development. They provide a conduit for industry feedback to government on industry trends and for the promotion of nationally recognised qualifications to employers.

IRCs are the formal point through which industry requirements for skills are considered and defined in Training Packages.
Responsibilities

The Aged Services IRC is responsible for:

- reforming national training package qualifications and skill sets needed by the aged services industry
- examining new approaches to career structuring and progression in the sector, and the education pathways needed to support these
- scoping opportunities for collaboration across vocational education and training (VET), higher education and a range of industry sectors to tackle the challenges of an ageing society
- working with other IRCs which have an interest in qualifications relevant to the aged services sector to ensure industry needs are considered and met.

Membership

The Aged Services IRC representatives have been chosen to provide the best possible industry coverage and expertise to support the work of the IRC. Given its important and strategic role in the sector, the governance arrangements of the Committee are a critical component of its operation.

Any proposed changes to ASIRC membership outside of a formal review by the AISC will need to be notified to the department, and where substantive, subject to AISC approval. The AISC must be notified by the department of all changes to membership within one month of them occurring.

Aged car workforce strategy

The ASIRC has been established with a unique remit to provide a specific focus on the development of the aged care workforce. The work of the ASIRC will be informed by the A Matter of Care report by the Aged Care Workforce Strategy Taskforce (including related commissioned work). This includes the report’s strategic actions and recommendations, including those relating to job families and related skills mapping and the analysis of competency gaps.

Relevant findings of the A Matter of Care report include, but are not limited to:

- **Strategic action 3: Reframing the qualification and skills framework – addressing current and future competencies**, which found current skills and qualification frameworks are not aligned with the nature of work in the industry, relationships with consumer and leadership roles now expected in this industry, and the industry’s structures.
  - A Matter of Care recommends the ASIRC give priority to reviewing the electives for the Certificate III in Individual Support and the Certificate IV in Ageing Support, and consider whether any of these electives should be changed to core units, or at least included as electives for learners choosing to specialise in ageing.

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1 This would need to be determined on a case by case basis by the department. However, for example, where a member leaves his/her position with a particular company and is replaced by another representative from the same company – and both the ASIRC Chair and the department is satisfied that the change will not disrupt the effective operation of the Committee – this would not need to be subject to a separate decision by the AISC. However, where there was a need to call for nominations to fill a vacant position – this would be subject to AISC approval.


• **Strategic action 4: Defining new career pathways, including how the workforce is accredited**, which found a lack of career progression as a principal disincentive to working in aged care.
  
  - A *Matter of Care* recommends the IRC support development of qualifications framework that reflects emerging roles and the proposed future-state workforce architecture.

**Unique remit**

The ASIRC will cross the divide of both the VET and higher education aspects of the training of the workforce to recommend innovative solutions to address the challenges in this sector, which will then be put to the AISC for consideration. Proposals put forward by the ASIRC relating to VET training products will follow the normal process for IRCs (Industry Skills Forecasts, Cases for Change and Cases for Endorsement).

**New ways of working**

In close collaboration with AISC Secretariat, the ASIRC will develop and apply new ways of working within the national education and training system, including testing innovative models and approaches for meeting industry skill needs.

The AISC Secretariat is developing a number of frameworks to support the ASIRC in this work:

1. **Jobs Framework** – to enable re-examining of job roles, job families and career pathways for a future-focused aged services industry.
2. **Qualifications Framework** – to underpin packaging of units of competencies, skill sets and micro-credentials, and enable examination of issues including recognition of prior learning and volumes of learning aligned to the Jobs Framework.
3. **Transitions Framework** – to support consideration of ease-of-transition and mobility of workers to and from adjacent industries.

**Royal Commission**

The Prime Minister announced the Terms of Reference for the Royal Commission into Aged Care Quality and Safety on 9 October 2018. The Royal Commission’s interim report is to be provided by 31 October 2019, and its final report no later than 30 April 2020. The ASIRC may need to take into consideration any findings, or recommendations that the Commission may make.

**Participation and engagement**

Participation on the ASIRC is voluntary and represents a part of industry’s 'in-kind contribution' to the operation of a robust training system that underpins skilled and productive workforces. Membership of the committee offers a unique opportunity to provide strategic leadership to the development of the workforce in the coming decade. Consequently, it is expected that members of the ASIRC are fully committed and hence attendance and contribution from members will be closely monitored by the Department.

Members are expected to consult with their own stakeholders and contacts on matters, within their areas of expertise, relevant to the IRC as ongoing engagement with the work between meetings. Membership of the ASIRC covers a range of sub-sectors within the industry, in order to ensure that specific and targeted industry intelligence and information can be provided and acted upon for each sub-sector. Where an issue applies predominantly to one sub-sector, it is expected that the representative/s of that sub-sector will provide guidance and recommendations to be followed by the other committee members.
A strict process of minimum number of meetings attended, industry engagement, formal substitution of proxies and other governance issues such as declaration of conflicts will be closely monitored. Members who are unable to continue to contribute to the IRC at the required level are expected to withdraw from the IRC.

### 3.1 Specialist Advisory Groups

Due to the complexity and scale of the issues to be considered by the ASIRC, the following specialist advisory groups will be established to support the work of the ASIRC by providing high-level strategic and policy advice as required.

- Consumers Needs and Expectations
- Residential Care
- Home Care and Community Care
- Indigenous and Remote Services
- Diversity and Inclusion
- Dementia
- Palliative Care
- Mental Health
- Pathways and Tertiary Education
- Nutrition and the Mealtime Experience.

Specialist advisory groups will be convened from time-to-time to consider and provide advice to the ASIRC on issues as instructed by the ASIRC. The ASIRC may establish additional groups.

### 4 Scheduling and Commissioning of Training Package Recommendations

#### 4.1 Overview of Proposed Workplan

The ASIRC will undertake activities in line with a confirmed workplan. This workplan will take effect from the first meeting in December 2018 and continue through to the end of the current SSO contract period, being 31 December 2020.

The ASIRC is required to have five (5) meetings during this period.

The ASIRC will meet regularly during this time either through formal face to face meetings and teleconferences. Projects will continue to be progressed between formal meetings and, where required, IRC feedback and decisions may be conducted by email.

Broadly the workplan will encompass the following activities and formal meeting schedule:

**December 2018 – Meeting 1**

- Induction of ASIRC members and KPMG Governance Training session.
- Briefing on *A Matter of Care*.
- Form Memorandum of Understanding with SSO.
• Endorse project plan to conduct a review of the Certificate III in Individual Support with a view to forming a specialised Certificate III in Aged Care.
  o Consider principles to shape this review, including desirability to support skills transfer and mobility of workers between care sectors.

• Commission consultation and further development of the Korn Ferry Hay job families model, as outlined in A Matter of Care.
• Consider approach for engagement with the higher education sector.
• Confirm process for membership of Specialist Advisory Groups.
• Agree process, timelines and responsibilities for development of 2019 Industry Skills Forecast.

**April 2019 – Meeting 2**

- Sign off on final draft qualifications for Certificate III in Aged Care and Certificate IV in Ageing for submission to AISC.
- Identify new and emerging job roles in Aged Care for inclusion in proposed schedule of work for ASIRC 2019 Industry Skills Forecast.
- Confirm industry and workforce skills gaps that may be addressed by micro-credentialing and/or skill sets for inclusion in the 2019 Industry Skills Forecast.
- Agree process and responsibilities for development of micro-credentials and skill sets.
- Examine issues relating to access to work placements and Recognition of Prior Learning (RPL) for existing workers, for advice to the AISC.

**September 2019 – Meeting 3**

- Sign off on ASIRC 2019 Industry Skills Forecast or submission to AISC for consideration.
- Confirm training package development work that is to proceed following AISC consideration of 2019 Industry Skills Forecast and agree on timelines and responsibilities for this work.
- Develop advice and support as required for regional workforce planning for the aged services sector.

**February 2020 – Meeting 4**

- Explore options for the development of delivery and assessment materials approved by the ASIRC for use when delivering training package qualifications.
- Review and confirm progress on development of training package products for the aged services sector as per the 2019 Industry Skills Forecast.

**September 2020 – Meeting 5**

- Sign off on all training package products for submission to the AISC for consideration.
- Sign off on delivery and assessment materials developed to support the implementation of training package products.

**4.2 Aged Services IRC recommendations**

The ASIRC will, with the support of the SSO, develop an annual Industry Skills forecast with an industry analysis including qualitative and quantitative data, an analysis of new and emerging skills, and associated training needs for the aged care sector (IRCs responsible for the

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4 Advice to reference A Matter of Care report and related commissioned work.
development of current training package products will focus on maintenance of existing qualifications).

The ASIRC’s Industry Skills Forecast will be submitted to the AISC to inform the development of the National Schedule of training package development and review work.

The first ASIRC Industry Skills Forecast will be due to the AISC in September 2019, to allow time for the establishment of the IRC. This also enables the IRC to focus on its priority project (current aged care qualifications). The Specialist Advisory Groups will be convened in the first half of 2019 in order to provide input and strategic advice to the ASIRC for the Industry Skills Forecast.

4.3 National Schedule

In developing the National Schedule, the AISC will assess relative priorities across IRC workplans, taking account of risk, regulatory need, strategic industry and government priorities, economic impact, current levels of VET activity, and available budget.

Training package review and development work will be commissioned based on the National Schedule. The AISC may, in consultation with the relevant IRCs and SSOs, amend the National Schedule from time to time to meet more urgent or critical national priorities.

Where the National Schedule does not allow for the work proposed by an IRC to be undertaken as proposed in the IRC industry skills forecast, the department, SSO and IRC will work through these issues together.

4.4 Training package development work

The AISC will consider Cases for Change and Industry Skills Forecasts and determine the scope of any new training package development work to be undertaken. The AISC determination will be reflected in one or more activity orders issued by the department. The activity order may include additional requirements, or a smaller scope of work than was proposed in the Case for Change or Industry Skills Forecast.

The AISC may commission work to change existing, or develop new, training package content without the need for a Case for Change. Depending on the trigger and the evidence available, work commissioned may not require a Case for Change to substantiate the need for change.

The training package development work, including necessary industry engagement, technical writing and validation of changes to training packages will be carried out by the SSO under the direction of the IRC, in accordance with the activity order issued by the department.

At the completion of the training package development work, the SSO will prepare a Case for Endorsement for the training package for IRC approval.

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5 Available: https://www.aisc.net.au/content/national-schedule
4.5 Cases for Endorsement
The Case for Endorsement will be developed in accordance with the Training Package Products Policy\(^6\) and the Training Package Development and Endorsement Process Policy\(^7\) and will include evidence of consultation with states and territories and evidence that the views of all key stakeholders have been considered.

The Case for Endorsement, once approved by the IRC, will be submitted to the AISC through the department. The case will be assessed by the department against the activity order as well as the Standards for Training Packages and the abovementioned policy documents, as amended from time to time. Advice will be provided to the AISC for their consideration.

4.6 Recommendations in relation to higher education training
The ASIRC will also put forward proposals and recommendations, in relation to aged care skills needs and qualifications in the higher education sector, for consideration by the higher education sector following sign off by the AISC.

It is noted that decisions in relation to these recommendations are a matter for individual higher education institutions.

5 IRC Governance Arrangements
The governance requirements outlined in this section are the minimum standard arrangements that the ASIRCs must adhere to.

5.1 IRC Membership and Chair/Deputy Chair
The structure and membership of the ASIRC is subject to the approval of the AISC.\(^8\)

Members of the ASIRC have been drawn from the broader aged care and home care sector and have been chosen based on their experience in the industry, and other skills and knowledge that the member may possess, relevant to the consideration of workforce development and training.

The ASIRC will have 21 members including members from the higher education sector.

Individual members are to be appointed for an initial term of three years but may be re-appointed for a further one year. It is not expected that any individual member would serve more than four consecutive years.

The ASIRC will have a Chair appointed from among the employer representatives and a Deputy Chair appointed from among the employee representatives.

The inaugural Chair of the ASIRC will be Mr Ian Hardy. The inaugural Deputy Chair of the ASIRC will be Mr Robert Bonner.

The tenure of the Chair/Deputy will be for two years, but an individual may be re-appointed for a further two-year term. It is not expected that the Chair/Deputy would serve for more than two years.

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\(^6\) Note that this policy is currently under review to reflect the current arrangements for training package development.

\(^7\) Note that the policy is currently under review to reflect the current arrangements for training package development.
consecutive terms in that role. Filling of future vacancies of the Chair/Deputy role will occur via an election amongst ASIRC members.

Where the Chair/Deputy is appointed by election, ASIRC members should make efforts in good faith to select nominees by consensus. Where consensus cannot be achieved, the Chair/Deputy must be elected by a fully constituted vote where a two thirds majority should be regarded as the minimum requirement unless extenuating circumstances apply. The role of the Deputy will be to perform the role of the Chair on occasions when the Chair is not available.

Chairs have an important role providing leadership to the IRC, being the primary contact for the AISC, working with SkillsIQ, and in identifying opportunities for communication and consultation directly with their industry or sector.

At the initial meeting of the ASIRC, the Chair will lead a discussion to frame members’ expectations of each other, of how they will work with SkillsIQ, including the development of an MoU, and of how they will measure their success as an IRC.

5.2 Quorum

The ASIRC is a decision-making forum in terms of what it agrees to submit to the AISC for approval. As such, a quorum of members must be present for the business of the meeting to commence:

5.2.1 Quorum requirements

A quorum will be half the ASIRC members plus one.

Attendance via teleconference or videoconference qualifies as attendance for the purposes of a quorum.

If proxy attendance is permitted, the nominated proxy must be advised to the Chair at least 24 hours prior to the meeting.

Where a decision pertains exclusively to training products relevant to one or a set of individual members, alternate quorum arrangements may be applied, with the agreement of the Chair.

5.3 Meetings, Agendas, Motions and Minutes

The ASIRC and SkillsIQ will determine the scope and requirements for facilitating ASIRC meetings through the development of the MoU between the parties.

5.3.1 Meeting operation requirements

The ASIRC will meet five (5) times by the end of 2020.

Meetings may be held face-to-face. However, members can elect to utilise options including teleconference, videoconference or another electronic format where appropriate.

If a member fails to attend three consecutive meetings, without the approval of the Chair, the IRC may apply to the AISC to terminate that individual’s membership and have a new member appointed.

All agenda and meeting papers are to be distributed at least five working days before the meeting. Observers/visitors may be invited and admitted to the meeting by agreement of a quorum.

SkillsIQ will provide secretariat services for the meeting in accordance with the MoU.
ASIRC members must agree on a decision-making process that suits the circumstances and scope of the ASIRC. Decisions made according to the established process must be recorded in the minutes. Decisions should be taken by an orderly and formal process:

(i) A motion should be clearly put to the meeting and have a seconder.
(ii) All members should be given the opportunity to speak for or against the motion.
(iii) Where possible, members should in good faith aim to achieve consensus. Where consensus cannot be achieved and a vote is taken, a simple majority of those in attendance should be regarded as the minimum requirement. Where a simple majority is not achieved, the Chair will have the casting vote.

5.3.2 Meeting minutes

In its capacity as secretariat, unless at the explicit instruction of the ASIRC Chair, at least one SkillsIQ engagement facilitator or employee will be present at ASIRC meetings for the purpose of taking minutes and answering any questions from members about agenda papers and/or the status of work being undertaken on behalf of the ASIRC.

Minutes must be made available to all ASIRC members, present or absent, as soon as possible after the meeting (and generally no later than 10 business days). SkillsIQ will provide a copy of the minutes from each meeting to the AISC Secretariat.

Minutes will normally include:

(a) names of those present
(b) apologies received
(c) an outline of substantive discussions
(d) details of actions agreed and decisions made, including numbers for and against.

5.3.3 Costs associated with meetings

Costs associated with facilitating IRC meetings will be borne by SkillsIQ. This may include the provision of reasonable travel and accommodation costs to support IRC member attendance at the meetings.

5.4 Code of conduct of ASIRC members

Members of the ASIRC:

(a) are required to discharge their duties as a committee member in good faith. That is, in accordance with the public good, the best interests of the constituents of the industry sector allocated to the committee, and not the particular organisation or enterprise that the member may be representing and in accordance with training package principles agreed by the AISC.
(b) must not improperly use their position, or improperly use information obtained, to gain an advantage for themselves or others
(c) will not vote if they have a conflict of interest on any matter that is before the committee, and
(d) must adhere to the provision of this framework in respect of confidentiality, conflict of interest, privacy and intellectual property outlined below.

5.4.1 Confidentiality

ASIRC meetings will by their nature include broad and in-depth discussions on industry practice. This may include information about the use of specific technologies or operations in the workplace.
To ensure that there is no perceived or actual misuse of confidential information, each committee will decide what content is confidential. Members can ask that specific information be treated as confidential. This agreement should be documented in the relevant meeting minutes, and may also be included in the policies and standard operating procedures as agreed in the MoU between the IRC and the SSO.

5.4.2 Managing conflicts of interest

The nature of an IRC makes it likely that potential conflicts of interest will arise. As a group chosen for its capacity to engage and represent industry, members may represent sponsors of training products, training providers, purchasers of training and other stakeholders. Members’ organisations/companies may also stand to either avoid or incur an additional cost (either directly or indirectly) depending on the outcome of IRC deliberations. Therefore, it is important that the IRC deals with conflicts of interest appropriately and transparently, to ensure outcomes and decisions that meet the needs of the industry or sector as a whole.

For the purposes of this document, a conflict of interest is defined as any matter, circumstance, interest or activity affecting the ASIRC member which may impair, or may appear to impair, the ability of the member to make a decision diligently, independently and without bias.

The ASIRC must establish (in consultation with SkillsIQ) an ongoing process for the disclosure and management of Conflicts of Interest, with all interests that may lead to an actual or perceived conflict, to be declared and recorded in a Register of Interests.

On joining the ASIRC, a member must declare all actual or perceived conflicts of interest. The Chair is responsible for ensuring this is kept up to date and available for examination. SkillsIQ will seek updates from ASIRC members’ conflicts of interest ahead of each meeting when it sends out the agenda papers and provide an updated list to the Chair.

ASIRC members with an actual or perceived conflict of interest, or who may receive a financial benefit or incur a financial cost from a decision, must declare this and clearly demonstrate how they will separate these interests from their role on the ASIRC.

A member who has declared a conflict of interest may nevertheless be able to add value to the debate. A quorum of the committee is to decide if the declared conflict of interest should or should not preclude the member from staying in the room, noting that the member would not be allowed to vote on the issue.

5.4.3 Privacy

ASIRC members are expected to familiarise themselves with the Commonwealth Privacy Act 1988 and ensure that they comply with it at all times.

If necessary, the ASIRC may collect, use and disclose members’ personal information to properly and efficiently carry out its functions, complying with legal obligations, or otherwise in compliance with Commonwealth privacy provisions.

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9 An example of such an interest may be that the member or the organisation they work for has an interest in an RTO that delivers qualifications included in the relevant training package.
5.4.4 Intellectual Property

ASIRC members will clearly identify:

(a) advice the member receives from a third party, as being advice of the third party
(b) material in which intellectual property rights may vest in a third party.

5.5 Reporting

The ASIRC will, through SkillsIQ, report on the progress of its work to the AISC from time to time, as requested by the AISC.

It is expected the ASIRC Chair will also communicate with the department from time to time to discuss the progress of work, current priorities, the working relationship with SkillsIQ and other industry policy and related matters.

5.6 Authority

The ASIRC advises the AISC and has no delegated authority to make independent decisions on behalf of the Commonwealth, the AISC or CISC.

SkillsIQ cannot independently make recommendations to the AISC on the content or form of nationally recognised training packages without sign off from the relevant IRC(s).

5.7 Review

The role, structure and performance of this ASIRC against the provisions of this Operating Framework may be reviewed from time to time by the AISC, and variations to membership and structure may be instigated in consultation with ASIRC members, industry and other stakeholders.

6 Further Information and Contacts

AISC Website

The following templates are available from the AISC website (www.aisc.net.au):

Industry Skills Forecast and Proposed Schedule of Work
Case for Change
Training Package Case for Endorsement

Contacts:

If you have any questions, issues or concerns you should contact the Skills Service Organisation, SkillsIQ, in the first instance: enquiries@skillsiq.com.au.

Australian Government Department of Education and Training

For ASIRC matters, contact the Sectoral Policy Team: education-sectoralpolicy@education.gov.au.

For general AISC matters, contact the A S Secretariat: AISCsecretariat@education.gov.au.

Mailing address: AISC Secretariat, GPO Box 9880, Canberra ACT 2601.
Attachment One: Summary of Key Roles and Responsibilities

A summary of the key roles and responsibilities of the key entities is provided below:

**Australian Industry and Skills Committee (AISC)**

- Governed by its [AISC Terms of Reference](#)
- Advise on the implementation of national training policies
- Quality assure and sign off training packages for implementation
- Oversee the process for development and approval of accredited training
- Provide direction on the VET sector research priorities, including the work of the National Centre for Vocational Education Research
- Provide advice to CISC on training provider and regulator standards
- Coordinate industry engagement through CISC meetings
- Undertake work as directed by CISC
- Meet with IRC Chairs at least once per year.

**Industry Reference Committees**

- Guided by the IRC Operating Framework and the MoU
- Gather intelligence for their industry sectors to inform advice on training package development and review
- Oversee the development and review of training packages in line with the requirements of the AISC
- Oversight the development of the IRC Industry Skills Forecast, advising who to consult and the type of information to include
- Provide sign off for industry proposals, cases for change and other submissions for consideration by the AISC
- Report, through SSO, to the AISC on progress of its work
- Promote the use of VET in the sectors they represent.

**Skills Service Organisations**

- Funded by the Commonwealth Government through contestable funding arrangements
- Governed by a Funding Agreement that is managed by the Department of Education and Training
- Guided by the Training Product Development Programme Guidelines
- Support the activities of IRCs, including by providing secretariat services and as otherwise outlined in the MoU
- Prepare and submit required documentation to the department, including an MoU with IRCs, annual industry skills forecasts, cases for change and training package cases for endorsement
- Liaise with the AISC via the AISC Secretariat
- Establish and maintain relevant policies and standard operating procedures
- Manage industry communication, engagement and analysis as directed by the IRC
- Provide recommendations to IRCs
- Maintain relevant websites, databases and records as required.

**Department of Education and Training**

- Oversee the operation of IRCs, including adherence to governance documentation and professional development
- Facilitate annual meetings between IRC Chairs and the AISC
- Monitor and synthesise information and data provided through the AISC public interface, and forward it to the appropriate channels
- Manage funding agreements with SSOs
- Provide secretariat services for the AISC
- Manage the AISC website and other relevant communication.