Introduction

This document summarises the responsibilities of the Pathways and Tertiary Education Specific Interest Advisory Committee (SIAC) and represents an agreed approach for the conduct of work.

The Pathways and Tertiary Education SIAC is one of ten SIACs which operate under the direction of the Aged Services Industry Reference Committee (IRC). It provides industry intelligence and specialist subject matter knowledge to contribute to Training Package development and other activities being carried out by the IRC within its Terms of Reference. The IRC has ultimate and final decision-making authority regarding Training Package development.

The Pathways and Tertiary Education SIAC membership comprises organisations and nominated individuals who have relevant expertise and represent the Aged Services sector in the area of Higher Education, including universities and tertiary institutes such as TAFEs that deliver courses at a tertiary level, as well as industry nominees.

Purpose

One of the imperatives of the strategy document prepared by the Aged Care Workforce Taskforce, *A Matter of Care – Australia’s Aged Care Workforce Strategy* (June 2018), was industry workforce capacity, organisation and education (current and future).

With a line of sight to the delivery of consumer outcomes and quality of care, this imperative covered current job roles, capabilities and competencies, emerging education, training and skill needs, job pathways and career progression, and the gap between the current state and the requirements for the future workforce. The Pathways and Tertiary Education SIAC was established to examine these issues, particularly in relation to the linkages between Aged Services and tertiary education and between the Vocational Education and Training system and Higher Education in the context of aged care.

Key objectives of the SIAC will be to:

- Consider and, where appropriate, review or incorporate recommendations and findings of the Aged Care Workforce Taskforce report, *A Matter of Care – Australia’s Aged Care Workforce Strategy*, in undertaking its purpose;
• Consider a high-level stock-take of the qualifications and pathways that currently exist and identify any gaps, including opportunities that may exist for vertical integration of pathways in a range of areas. For example, skills in project management, infrastructure development, finance, or leadership specifically contextualised for Aged Services may offer different pathways for individuals in the sector vertically outside of the more traditional clinical pathways;

• Consider the review of the Australian Qualifications Framework and whether this provides an opportunity to address some of the challenges in education in the Aged Services sector, including adopting new pathways, job families, and various perceptions about Vocational and Higher Education;

• Consider Micro-credentialing and its potential role and codification to service the Aged Services sector;

• Identify the need and demand for work placements and arrangements that support access to, and promote opportunities for, quality Vocational and Higher Education placements that position Aged Services as a rewarding and fulfilling sector in which to work and practise after the completion of the course of study; and

• Consider how to better support the development of partnerships between Higher Education and industry in undertaking research regarding clinical outcomes, best-practice business models and educational approaches.

Membership

The SIAC will consist of 10 members. Membership is intended to cover a broad spectrum of the sector to ensure adequate coverage, input and insight. The Chair of the Aged Services IRC will work with SkillsIQ to ensure all jurisdictions are represented, as well as ensuring a cross-section of participant types.

Representatives of the Aged Services IRC who will sit on this Specific Interest Advisory Committee are:

Ian Hardy representing Leading Aged Services Australia
Rob Bonner representing the Australian Nursing and Midwifery Federation
Kylie Ward representing the Australian College of Nursing
Rachel Yates representing Universities Australia
Mish Eastman representing TAFE Directors Australia
Christine Stirling representing AAG and the University of Tasmania
Margaret Winbolt representing Dementia Training Australia
Julie Fereday representing TAFE NSW
Michelle Dowsett representing Sale Elderly Citizens
Helen Lofler representing Helping Hand

In recognition of the cross-sectoral nature of the Aged Services industry, the additional four members will be selected via a public nomination process. Nominations will be reviewed by the six representatives from the Aged Services IRC that sit on the SIAC, with a final decision on appointment to be ratified by the full Aged Services IRC.

Members may cease participation in the Pathways and Tertiary Education SIAC at any time by notifying SkillsIQ in writing of their intention to do so.

Roles and Responsibilities

The Chair of the Pathways and Tertiary Education SIAC

The Chair of the Pathways and Tertiary Education SIAC will be elected by the members of the SIAC, with SkillsIQ acting as secretariat and responsible to the Industry Reference Committee (IRC).

In conjunction with SkillsIQ, the role of the SIAC Chair may include:

- ensuring the SIAC performs its functions and complies with the policies of the Aged Services IRC and its duties under the Aged Services IRC Operating Framework;
- facilitating the conduct of meetings to allow frank and open discussions;
- ensuring individual members make an effective contribution; and
- facilitating the flow of relevant information to and from the Aged Services IRC to SIAC Members, in conjunction with SkillsIQ.

Members of the Pathways and Tertiary Education SIAC will:

- have the appropriate qualifications, expertise and experience in industry and possess a demonstrated capacity to understand the education structures at a tertiary level in both the Vocational Education sector and the university sector;
- provide specialist advice and direction in relation to stakeholder feedback and issues relevant to the work of the SIAC;
- provide views and feedback on behalf of the sector/s they represent or with which they are associated;
- share relevant communications and information with the sector/s they represent;
- support and facilitate communication and consultation with the sector, including members of their organisations, and their broader networks;
- validate feedback on any proposed changes that the SIAC may recommend to the Aged Services IRC;
• make all effort to ensure the work of the SIAC produces high quality outcomes that reflect the needs of the sector; and
• notify the Chair and SkillsIQ as soon as practical if any matter arises which may be deemed to be a conflict of interest.

Conduct

The SIAC Members must always:
• act in the best interests of the SIAC and the Aged Services IRC;
• act in good faith, honestly and for a proper purpose;
• exercise appropriate care and diligence in providing industry information;
• not improperly use their position to gain an advantage;
• disclose and avoid conflicts of interest; and
• protect proprietary knowledge and SIAC and IRC plans and strategies.

Operation

The Pathways and Tertiary Education SIAC will commence in March 2019 with meetings convened either face-to-face or by teleconference/videoconference. Meetings will be convened on dates agreed between the Chair, SIAC members and SkillsIQ.

SkillsIQ will provide secretariat support, including the preparation of agendas and relevant meeting papers and will provide staff to take minutes of each meeting. All papers distributed to the SIAC members prior to meetings are to be treated as confidential and not for general release.

As a general principle, out-of-session business will cover only those matters that have been previously discussed by the SIAC, or draft documents for SIAC consideration. Ten (10) business days will be allowed for comment, with no response after this time to be taken as assent.

Members of the SIAC will be expected to attend all meetings. In the event that this is not possible, a proxy from the same organisation may be nominated to attend.

Face-to-face meetings will be hosted at SkillsIQ premises and travel to and from and attendance at such meetings will be funded by SkillsIQ in accordance with the Travel Policy. Where possible, meetings will be convened by teleconference/videoconference to minimise the demands on the time of SIAC members.

Agreement
Members of the Pathways and Tertiary Education SIAC are required to acknowledge, in writing, that they have read and agree to participate in accordance with the Pathways and Tertiary Education SIAC Terms of Reference.

To formalise your acceptance and acknowledgement of the Pathways and Tertiary Education SIAC Terms of Reference, please complete the fields below.

*I, the undersigned, confirm that I have read and understand these Terms of Reference and agree to participate as a member of the Pathways and Tertiary Education SIAC according to the responsibilities contained therein.*

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