The **Essential Meat Processing Skills project** is being managed by MINTRAC as part of their collaborative partnership with Skills Insight. MINTRAC has a strong history working with the Australian meat processing industry on skills and training solutions and have been engaged by Skills Insight to deliver these projects in partnership.

Members of the *Essential Meat Processing Skills Project Technical Committee* have been identified as someone with in-depth knowledge of their field, who is willing to volunteer as a participant in a project to review and develop training package products in the *AMP Australian Meat Processing Training Package.*

The Technical Committee (TC) will help shape the training package products that are developed, ensuring they meet industry needs and produce real-life job outcomes.

TC members are made up of:

* RTOs
* educational experts (VET, Apprenticeship and Traineeship)
* subject matter experts (SME)/experts who meet any priority cohort requirements
* unions
* regulators
* industry associations or peak bodies
* industry employers
* State Training Authorities (STA)/Territory Training Authorities (TTA)/industry training advisory body (ITABs) representatives (or persons nominated by them).

How Technical Committee member input contributes to the project

TC members provide expert intelligence and advice to the project team on the required skills and knowledge in contemporary workplaces, as well as emerging industry practices and future training requirements.

TC member input may include:

* identifying key job roles and required skills
* recommending key stakeholders and consultation methods specific to the project needs
* ensuring terminology, tasks and sub-tasks conform to industry requirements within units of competency and that assessment requirements and conditions identified are reasonable and practicable
* validating training package products so that they address current and future industry needs.

What Technical Committee members may be asked to do

* confirm that industry and licensing/regulatory requirements are met in the materials developed where applicable, and advise on relevant organisations that will need to provide support for these licensing/regulatory requirements
* attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products
* provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars
* share project materials with other experts within their networks for their input and feedback
* help spread the word through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them
* provide confirmation of the draft products prior to submission for endorsement.

How will Technical Committee member’s personal details be used?

All Technical Committee member information will be used and protected according to the Skills Insight Privacy Policy available at <https://skillsinsight.com.au/privacy-policy/>.

In addition, in order to adhere to policies associated with developing training package products (as outlined in the [Training Package Products Development and Endorsement Process Policy](https://www.dewr.gov.au/skills-support-individuals/resources/training-package-products-development-and-endorsement-process-policy)), Skills Insight may be required to display the name and organisation of TC members on the relevant project webpage on the Skills Insight website and in training package product submission documentation, identifying them as someone who has contributed to this project. Should a Technical Committee member wish to remain anonymous they can inform Skills Insight and only their organisation name will be published.

Essential Meat Processing Project Technical Committee members

| Organisation | Name | Location | Stakeholder type | Area of expertise |
| --- | --- | --- | --- | --- |
| Adelaide University  | Tom Collyer | SA | Industry  | SME / Abattoirs |
| Australasian Meat Industry Employees Union (AMIEU) | James Cottrell-Dormer (Jimmy) | National  | Union  | SME / Retail  |
| Australian Meat Industry Council (AMIC) | Anthony Morgan (Tony) | National  | Peak Body  | SME / Retail |
| Australian Meat Processor Corporation | Amanda Carter | National  | Peak Body  | Educational Expert  |
| BE Campbell  | Loretta McPherson | NSW | Industry Employer Enterprise RTO | SME / Food Service |
| Bully's Meats | Robyn Verrall | SA | Industry Employer  | SME / Abattoirs & Retail  |
| Department of Industry, Tourism and Trade (NT)  | Matthew Grambeau (Matt) | NT | Regulator | Livestock Biosecurity |
| Fletchers International  | Graham Thornton | NSW/WA | Industry Employer | SME / Abattoirs |
| JBS Foods Ptd Ltd | Roy Simpkin | VIC/SA/ TAS/NSW/QLD  | Industry EmployerEnterprise RTO | SME / Educational Expert  |
| Manufacturing Skills Queensland (MSQ) | Lisa Gilbert | QLD  | Industry Skills Adviser | ITAB / Educational Expert  |
| Mybutcher | Tony Buckley | SA | Industry Employer | Food Service  |
| Response Group  | Scott Robinson | NSW/ QLD/TAS/VIC  | RTO  | SME / Educational Expert  |
| SunPork Group CHM Alliance | Warwick Bricknell | National | Industry EmployerEnterprise RTO | SME / Educational Expert  |
| TAFE NSW  | Lani Houston | NSW | RTO  | Educational Expert  |
| TAFE QLD  | Mark Rickard | QLD  | RTO  | SME / Abattoirs  |
| Teys Australia  | John Langbridge | QLD/VIC/NSW/SA | Industry Employer | SME / Abattoirs |
| The Midfield GroupAustralian Meat Industry Council (AMIC) | Stacey Mckenna | VIC/SA National | Industry Employer/Enterprise RTOPeak Body | Regulations |
| Thomas Foods International (TFI) | Meagan Abbott | SA/NT/NSW/VIC/QLD | Industry Employer | Quality Assurance |
| William Angliss Institute | Mark Weatherley | National  | RTO  | Educational Expert  |

Distribution of key stakeholders

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Type | National | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
| RTOs / Educational Experts | Checkmark with solid fill |  | Checkmark with solid fill |  | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |  |
| Industry Employer | Checkmark with solid fill |  | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| Industry Association / Peak Body | Checkmark with solid fill |  |  |  |  |  |  |  |  |
| Regulator |  |  |  | Checkmark with solid fill |  |  |  |  |  |
| Union  | Checkmark with solid fill |  |  |  |  |  |  |  |  |
| ITAB |  |  |  |  | Checkmark with solid fill |  |  |  |  |

Technical Committee sign-off

The Essential Meat Processing Skills Technical Committee has reviewed and accepted these Terms of Reference on 27 February & 6 March 2024.