Terms of Reference

The *Steering Committee Terms of Reference* is the document that establishes the agreed roles and functions for the project steering committee, both collectively and individually. It is owned, maintained and utilised by the steering committee to ensure the project is governed responsibly.

Introduction

Skills Insight will establish a project steering committee that is responsible to provide guidance and oversee the progress, which will conclude with the submission of a report about the dynamics of establishing a robust Ag Trade Apprenticeship, as requested by the Minister of Agriculture’s Workforce Working Group. The steering committee is to ensure the project and process of gathering the evidence is undertaken in a clear and transparent manner as per industry expectations.

The project is to investigate the dynamics of implementing a potential new trade level agricultural training product model to meet industry requirements.

Objectives are to:

1. investigate the creation of an agricultural trade equivalent pathway model/s to complement existing qualifications
2. undertake a Workforce Function Analysis (WFA) to support the development of an agricultural trade apprenticeship
3. identify and outline solutions and recommendations for the successful implementation of an agricultural trade apprenticeship
4. investigate and document the process to enable an agricultural trade apprenticeship to be implemented in all states and territories across Australia
5. develop a monitoring and evaluation strategy to measure trade apprenticeship outcomes.

The role of the steering committee

The committee is responsible to:

* provide overall guidance of the project, ensure planning has been undertaken and the successful achievement of outcomes
* ensure the project's scope aligns with the requirements of the Agricultural Workforce Working Group request
* provide those directly involved in the project with guidance and assistance in promotion of project to relevant stakeholders
* assist in the identification of project issues or risks
* address any issue that has major implications for the project and reconcile differences in opinion and or approach and resolve disputes arising from this
* report on project progress to their own organisations and networks
* ensure the views of jurisdictions and regions are gathered and considered

ensure consideration is given to issues affecting people from smaller and niche industries, or those that have been traditionally disadvantaged in access to jobs, skills or VET.  
In the event the Steering Committee is unable to come to consensus on an issue, Skills Insight Executive team will discuss the matter more broadly with key stakeholders and may refer to the board for consideration.

Membership of steering committee

* Agri-tech Education and Innovation CQUniversity Australia
* Australian Country Choice (ACC)
* Australian Dairy Farmers
* Australian Workers Union
* Department of Employment, Small Business and Training (DESBT) – Queensland
* Food, Fibre and Timber Industries Training Council WA
* Irrigation Australia
* National Farmers’ Federation
* Rural Industries Skill Training (RIST)
* TasFarmers
* Tocal College, NSW Department of Primary Industries.

Convenor/ Chair (Name and role)

National Farmers Federation

Agenda, meeting papers and minutes

* Agenda items must be forwarded to the Activity Manager by C.O.B. three working days prior to the next scheduled meeting.
* Steering committee agenda, with attached meeting papers will be distributed at least five working days prior to the next scheduled meeting.
* Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under ‘Other business’ if necessary and as time permits.
* The minutes of each steering committee meeting will be prepared by the Activity Manager.
* Full copies of the minutes, including attachments shall be provided to all steering committee members no later than 10 working days following each meeting.

Number of meetings

Three steering Committee meeting to be held or period of the project: two face to face and one via a digital platform.

Comments

Steering committee members may also be required to become a member of the JSC including to agree to Code of Conduct if established prior to project completion.