Window Furnishings and Shade Sails Technical Committee

Terms of Reference

Members of the *Window Furnishings and Shade Sails Project Technical Committee* are experts in their field and have been selected for their willingness to volunteer their assistance in a project to review and develop training package products in the *MSF - Furnishing Training Package*.

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

The sector's diverse range of fabrics, fittings and fixtures has contributed to a high level of complexity within manufacturing and installation occupations. The long-term success of individual businesses and the industry require the ability to access appropriately skilled workers.

Consultation will take place throughout this project to review the Certificate III in Blinds, Awnings, Security Screens, and Grilles and relevant units of competency so they are more flexible and relevant to current workplaces. In response to a crucial need for consistent skills in the installation of security screens, this project will also explore the option of developing a skill set to align with industry's proposal for a specialised occupational licensing system.

How Technical Committee member input contributes to the project

Technical Committee 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.

The Technical Committee and the Project Team work together to develop the Technical Committee's terms of reference and consultation strategy.

The Technical Committee and the Project Team will work together to respond appropriately to legislative and regulatory considerations, purpose of a qualification and the application of the principles, training design, delivery and assessment, Australian Qualification Framework (AQF) levels, impacts on learners, possible implementation issues, and identify any additional stakeholders that should be included in the consultation strategy.

Technical Committee members will be asked to:

- Attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products
- 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
- Provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars
- Validate training package products so that they address current and future industry needs.
- Where required, 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
- Identify key job roles and required skills
- Recommend key stakeholders and consultation methods specific to the project needs
- Ensure terminology, tasks and sub-tasks conform to industry requirements within units of competency and that assessment requirements and conditions identified are reasonable and practicable
- Validate training package products so that they address current and future industry needs

It is acknowledged there may be instances where the technical committee is unable to come to a broad consensus on issues related to key elements of training package products. In these situations, The Project Team may undertake further research and/or consultation with relevant stakeholders to resolve the issues.

The rules of engagement

All members of the Technical Committee are expected to engage in a professional, respectful and collaborative manner. Members should:

- Prepare: review relevant documents and materials prior to meetings.
- Participate actively: contribute to discussions, share expertise and provide constructive feedback.
- Respect opinions: value diverse perspectives and engage in open, respectful dialogue.
- Adhere to decisions: support and implement Technical Committee decisions, even if their personal views differ.
- Maintain confidentiality: adhere to Skills Insight's privacy policy and keep all discussions and documents confidential, unless otherwise agreed by 100% agreement from the Technical Committee.

Proxies and observers

Proxies may attend Technical Committee meetings. Proxies will represent absent members and participate in decision-making.

Observers or additional expert advisors may attend Technical Committee without participating in decisions. In this case, Technical Committee members will be notified in advance.

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), Skills Insight may be required to display the name and organisation of Technical Committee 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.

Window Furnishings and Shade Sails Project Technical Committee Members

Organisation	Location	Stakeholder type	Area of expertise
Coast and Country Curtains and Blinds –	Regional - NSW	Employer	Retail Manufacturer, sales Installation Rollers, curtains, romans, venetians, track blinds, curtains, louvre shutters, awning,
Crimsafe	Queensland and ACT	Employer / Industry supplier	Manufacturer(Wholesale) / System Supply, Security Products
CW Products	Metro – South Australia	Employer	Manufacturer (Wholesale) Roller Shutters
Darley Aluminium	Based in NSW Metro and Queensland, National coverage as a supplier	Employer	System Supplier, Security Products / Blind components / Awning Components
National Security Screen Association	Australia-wide, based out of Qld	Association	An association to represent businesses that design, manufacture, sell, supply, install or service products or services to the security screen industry of Australia.
Norfolk Blinds	Regional – TAS and Sydney	Employer	Manufacturer and Installation (wholesale and commercial) Rollers, curtains, romans, venetians, track blinds, curtains, louvre shutters, awning, security products, Roller Shutter

Organisation	Location	Stakeholder type	Area of expertise
Orion Blinds	Regional - NSW	Employer	Manufacturer (Wholesale), Rollers, curtains, romans, venetians, track blinds, curtains, louvre shutters, awnings
Ozroll	South Australia and Queensland	Employer	Roller shutters, outdoor products (awnings, louvre shutters)
Self-Employed Consultant	Australia-wide, based out of Qld	Former employer – now self-employed industry trainer and consultant	General Industry and technical knowledge, has sat on similar committees previously, run businesses in industry and is technical expert across multiple products and services. David is well connected with businesses nationally, is a qualified trainer and assessor and has completed the current Certificate III program.
Total Window Concepts	Vic, Qld, NSW	Employer	Manufacturing (wholesale), Rollers, curtains, romans, venetians, track blinds, curtains, louvre shutters, awnings.
Watsons Group	Canberra / Queanbeyan	Employer	Retail Manufacturer and Installation, Rollers, curtains, romans, venetians, track blinds, curtains, louvre shutters, awning, security products, Roller Shutter
Western Screens, Blinds and Awnings	Regional Vic	Employer	Installation, Awnings, security products, louvre shutters, curtains, blinds

Window Furnishings and Shade Sails Project
Technical Committee Terms of Reference

Technical Committee sign-off

The Window Furnishings and Shade Sails Technical Committee has reviewed and accepted these Terms of Reference on Thursday 22 May 2025. Membership of the Committee has representation from the following areas, as shown in the table below. Note that some Committee members have business interests and coverage of more than one State or Territory.

Stakeholder Type	National	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
RTOs					1				
Industry employer	1	2	5		3	2	1	2	1
Industry association /Peak industry body	1								