



HumanAbility Industry Advisory Committee (IAC)

Information for prospective applicants

Expressions of interest to participate in the HumanAbility Industry Advisory Committees (IACs) are being sought from members of HumanAbility, as well as through a transparent process to industry organisations, businesses, employee and professional associations.

Expressions of interest are also being sought from other key stakeholders who may be included as members or ex-officio members of the IAC, including:

- Training and education organisations
- Regulators and licensing bodies
- Government agencies relevant to the industry areas; and
- State/territory training authorities

What is an Industry Advisory Committee?

Industry Advisory Committees gather information from their industry sector, including workforce challenges, opportunities, trends and industry requirements for training products, or in relation to projects to be undertaken by HumanAbility.

The HumanAbility IACs is being established to ensure comprehensive stakeholder consultation is undertaken and engagement in our training product review and workforce development processes is completed.

The primary objective of the IACs is to gather industry insights, advice, and recommendations to inform the development of high-quality training packages and workforce development initiatives which are relevant, effective, and aligned with workforce and skills needs. The IACs will demonstrate tripartite representation through employer organisation and union involvement in governance and operational arrangements.

The IACs will be established in each of the following sub-sectors:

- Children's Education and Care
- Health and Human Services
- Aged Care and Disability Support
- Sport and Recreation

A cross-sectoral committee will also be formed, comprising representation from members of the four Industry Advisory Committees.

The role of the HumanAbility IACs are to:

- Communicate, and consult with, industry sectors and those related members and participants.

- Represent the vocational training and skills needs of industry sectors, especially in advising the HumanAbility Board on approval of qualifications, competencies, or skillsets and micro credentials.
- Provide advice on career and educational pathways, opportunities, and priorities.
- Elect an IAC Chair from the Committee Members (voting members only).
- Communicate and consult with the HumanAbility Board on behalf of IAC membership through the Committee Chair.
- Link with other IACs on issues/projects of interest or application in multiple sectors.
- Draw on the expertise and data of Jobs and Skills Australia and HumanAbility's workforce planning to take an evidence-based approach to its role and function.

What is the size and make-up of each Committee?

- People who are senior industry leaders, decision-makers, specialists, and innovative thinkers in each sub-sector who are able to bring a network of contacts to support the process of developing HumanAbility's priority workforce reform.
- Between six and 12 individuals.
- One member of the HumanAbility Board of Directors.
- You do not need to be a member of HumanAbility to be on a Committee.
- IACs will be representative of the breadth of employers, industry associations and unions (small, medium, and large).
- IACs will be reflective of the sectors in each industry, and geographical location across Australia.
- HumanAbility will be seeking to ensure the membership adheres to diversity of membership.

Who should apply to be on a Committee?

Members of the IAC will be selected on merit based on:

- Relevant knowledge skills and experience in the areas specific to the individual IAC.
- Their networks and spheres of influence which would assist the work of the IAC and improve engagement with industry more broadly.
- The geographic and other distributional factors that would make the IAC more representative of the industry at large.
- Their capacity and capability to deliver on the objectives outlined in their Terms of Reference.

What commitment do I need to make to be on a Committee?

Each IAC will meet two to six times per year, depending on the training product and workforce development work plan for that sector. Meetings will be a combination of in-person and online.

IAC Members will be required to prepare for each meeting to ensure industry issues are appropriately addressed and decisions suitably debated. This involves reading the meeting papers ahead of the day and responding to out-of-session items within the required timelines.

Initial, onboarding meetings will be held in October 2023. It will be an opportunity to understand the Committee's roles, the broader operating environment for the Committee, and the planning cycle for the HumanAbility Workforce Plan.

HumanAbility may reimburse a Member for any reasonable expenses (including travelling and accommodation expenses) incurred by the Member:

- In attending IAC meetings
- On the business of HumanAbility
- In performing duties as an IAC Member

What are the Terms of Appointment?

IAC Members are appointed for a term of two (2) years.

What information do I need to provide in the Expression of Interest?

In addition to basic contact details, we ask you to provide brief statements on:

- Your interest/motivation to be on the Committee
- Your skills, knowledge, and expertise
- Your availability and commitment to actively participate
- Your professional networks or relationships
- Any additional details you may wish to include

Are there other options to get involved in the IACs work?

There will be many ways to work with HumanAbility on the topics covered by the Committees. Once the IACs are established, Technical Advisory Groups (TAGs) will be formed to oversee the work of specific workforce initiatives and training package development projects.

If you would like to get involved in the work of the IAC and related activities for your industry, please send an email to committees@humanability.com.au or join our Partners Program on our website at <https://humanability.com.au/Registration>

What is the process for the Expression of Interest?

- Expressions of Interest close at 5.00pm AEST on Monday 11 September 2023.
- HumanAbility will review all received Expressions of Interest applications.

- If you are successful, you will be contacted by HumanAbility to discuss the IAC roles, responsibilities, and requirements. This will include attending the first IAC meeting in person in the week commencing Monday 16 October 2023.
- If your Expression of Interest is unsuccessful, HumanAbility will formally notify you and outline a range of ways that you can get involved in the work of the Committee and related activities for your industry.

Where can I access further information and assistance?

If you would like further information, advice, or assistance on completing the form, please send an email to committees@humanability.com.au.