CHC Diploma of Early Childhood Education and Care – Entry Requirements Review

Technical Committee:
Terms of Reference & Members

Last modified: 6 August 2024
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Contents

1. Background and Purpose

1.1 Technical Committees are required to be established by HumanAbility, as a Jobs and Skills Council (JSC) for each training product project undertaken by HumanAbility.

1.2 Technical Committees advise HumanAbility on training product design, development, delivery, assessment, and consultation strategy.

1.3 Members of the Technical Committee are appointed by the CEO of HumanAbility based on their individual expertise and ensuring the committee membership reflects HumanAbility's commitment to a tripartite governance model.

1.4 Technical Committees are guided by the training package product development rules, set out in the Training Package Organising Framework (see section eight (8) for more detail).

1.5 The Training Package Organising Framework sets out the rules and requirements for the development and content of nationally endorsed training packages.

1.6 The TPOF includes three (3) documents; Standards for Training Packages, Training Package Products Development and Endorsement Process Policy and Training Package Products Policy (see section 8 for links).

1.7 These Terms of Reference relate to the project: CHC Diploma of Early Childhood Education and Care – Entry Requirements Review (see section four (4) for more detail on the scope and duration of this project).

2. Role of the Committee

2.1 The role of the Technical Committee is to draw on their expertise to advise HumanAbility on training design, delivery and assessment, AQF levels, impacts on learners, possible implementation issues, and identify any additional stakeholders that should be included in the consultation strategy.

2.2 The role of the Technical Committee is exclusively related to training product development.

2.3 The role of members of the committee will be to draw on their experience and expertise, not to represent their organisation (organisational representatives will be consulted outside of Technical Committees).

2.4 Members should genuinely contribute to discussion and respect the viewpoints of others and the right for them to express their views.

2.5 The expectation is that the committee will meet online approximately three (3) to four (4) times across the project and will also need to be available to review materials and provide timely feedback. Timely is defined as responding within five (5) working days for an average project. Where there is a larger project, this will be stipulated when a response is requested, and a timely response would be within ten (10) working days.

2.6 Input might be sought through email and collaboration tools in place of meetings.

3. Function and Appointment of Membership

3.1. The Technical Committee will comprise no less than eight (8) and no more than eighteen (18) individuals. The composition will vary based on the level of complexity and breadth of the project.

3.2. The Technical Committee must be tripartite with membership from union, government and employers. In addition, at least 50 per cent of members should have TAFE/ RTO experience to advise on usage and implementation factors.

3.3 Membership must include individuals with the technical / specialist and/or industry sector knowledge to be able to contribute to the package development.

3.4 Members are appointed on the basis of their expertise and experience, not as representatives of their organisation. If a member is unable to attend a meeting, they are unable to appoint a proxy.

3.5 To maintain HumanAbility's commitment to broad engagement and inclusivity, wherever possible members of a Technical Committee will not also be a member of a HumanAbility Industry Advisory Committee.

3.6 Members of the Technical Committee do not need to be a member of HumanAbility.

3.7 The spread of Technical Committee membership will reflect geographical and other distributional representation to the extent possible for each project and context.

3.8 Following a request for nominations sent by HumanAbility to IAC members, STA, Industry Advisory Training Boards and Councils and other relevant stakeholders, HumanAbility will determine a proposed Committee reflecting the criteria set out in this section. HumanAbility will then invite those nominees to become members of the Technical Committee.

3.9 The CEO will appoint a Chair and Deputy Chair of each Technical Committee.

3.10 Secretariat services are provided by HumanAbility staff.

3.11 Members of the Committee must read and agree to adhere to the Jobs and Skills Council Code of Conduct.

4. Scope and Duration

4.1 The Scope of the Technical Committee is limited to advice as it pertains to the CHC Diploma of Early Childhood Education and Care – Entry Requirements Review project. The project scope includes research, consultation, development work and implementation support in relation to:

4.1.1 Amendments to the entry requirements of the *CHC50121 Diploma of Early Childhood Education and Care* to address barriers to progression of experienced staff into the Diploma.

4.1.2 Development of a pre-entry assessment toolkit based on mapping of equivalence between the older Certificate III qualifications and the *CHC30121 Certificate III in Early Childhood Education and Care*.

4.1.3 Review and update (if required) of the existing DEWR funded RPL Toolkit and launch of the revised edition.

4.1.4 Delivery of a series of professional development workshops to support uptake of the pre-entry assessment toolkit and RPL toolkit, including a session for VET regulators (ASQA, VRQA and WA TAC).

4.2   The duration of the committee is limited to the duration of the project. The project is due to be completed in December 2024.

5.   Decision-making

5.1   A Technical Committee will be established for each training product project.

5.2   The Technical Committee will be overseen by HumanAbility CEO via the Director, Training Product Development (Director).

5.3   The Director will provide progress reports and recommendations to the CEO at key points in the project, where the CEO will decide how to proceed, considering all advice received from the members of the Technical Committee. These reports and updates will include advice and supporting rationale from the Technical Committee to assist the CEO's decision-making.

5.4   The HumanAbility Board will be provided periodic updates on the advice provided by the Technical Committee and project progress through the standard CEO reports to the Board.

5.5   As the Technical Committee is not a decision-making body, if members of the Technical Committee hold divergent views, the range of opinions and rationales will be provided to the CEO for consideration alongside stakeholder feedback received throughout the project, for example from consultation activities.

5.6   A statement that the Technical Committee has provided advice and reviewed the draft training products will form part of the submission to the Assurance Body.

6.   Conflict of Interest

6.1   Committee members are required to disclose any actual, potential, or perceived conflicts of interest in relation to the training package project under review.

6.2   A perceived or actual conflict of interest will not exclude a person from membership of the Committee but must be declared for transparency and appropriate management as per the JSC Code of Conduct.

7.   Privacy and Confidentiality

7.1   The name, organisation, job title and stakeholder category of Technical Committee members will be published on the HumanAbility website.

7.2   Stakeholder contributions made through the broader consultation on this project will be captured in the Consultation Log which will also be published on the website.

7.3   Where virtual meetings are held, these will be recorded to assist with record keeping.

8.   Training Package Organising Framework

8.1   The Training Package Organising Framework is a set of rules owned by Skills Ministers. It includes content and process requirements guiding the development and content of nationally recognised training packages, and is made up of the:

- Standards for Training Packages ('the Standards') which sets the overarching training product design and development requirements for endorsement by Skills Ministers.

- [Training Package Products Policy](#) (TPPP) which outlines the design rules for developing or modifying a training product.
- [Training Package Products Development and Endorsement Process Policy](#) (TPPDEPP) which outlines the process for developing, and seeking endorsement of, training products.

The framework was updated in November 2022 in preparation for new industry engagement arrangements and policies which commenced from 1 January 2023. This included the establishment of Jobs and Skills Councils. Further details can be found on the [Department of Employment and Workplace Relations](#) website.

9.   Fees and Costs

9.1   Technical Committee Members do not receive a fee or reimbursement for their role on the committee.

9.2   Meetings will be held online so should not incur additional costs to the committee members.

9.3   Where any face-to-face meetings are arranged for the purpose of the technical committee only, this will be at the expense of HumanAbility.

9.4   Committee Members will need to allocate time to review materials outside of meetings.

10.   Technical Committee Members

*Technical Committee membership may change throughout a project. This table shows Technical Committee membership as at: **6 August 2024**.*

NAME	ORGANISATION	LOCATION/ JURISDICTION	STAKEHOLDER TYPE	AREA OF EXPERTISE
Michelle Richardson	Gowrie NSW	NSW	Employer	Industry context, skills and knowledge
Kerrie Hansen	Lady Gowrie Tasmania	TAS	Employer	Industry context, skills and knowledge
Julia Gregory	Goodstart Early Learning	National	Employer	Industry context, skills and knowledge
Gabrielle Young	ECEC Workforce Strategy and Policy, Australian Government Department of Education	National	Govt	**Observer**
Carrie Johnson	Community Childrens Centre South Australia	SA	Industry Peak	Industry context, skills and knowledge
Elizabeth Death	Early Learning and Care Council of Australia	National	Industry Peak	Industry context, skills and knowledge
Katrina Nightingale	Early Learning Association Australia	National	Industry Peak	Industry context, skills and knowledge

NAME	ORGANISATION	LOCATION/ JURISDICTION	STAKEHOLDER TYPE	AREA OF EXPERTISE
Catherine Gardiner	ACECQA	National	Regulator	Regulatory and compliance issues
Chrissy Zelley	Charles Darwin University	NT	RTO	Implementation issues
Sue Wyatt	Chisholm Institute	VIC	RTO	Implementation issues
Chloe Brewer	Communities at Work - The Centre of Professional Learning & Education	ACT	RTO	Implementation issues
Michelle Csapo	TAFE NSW	NSW	RTO	Implementation issues
Debbie Rooskov	CheckUp Australia	QLD	State ITAB/ITC	Implementation issues State perspectives/ issues
Susan Scowcroft	NSW Community Services & Health ITAB	NSW	State ITAB/ITC	Industry context Implementation issues State perspectives/ issues
Rosemarie Algeri	Department of Training and Workforce Development (DTWD)	WA	State Training Authority	Implementation issues State perspectives/ issues