



# HumanAbility Ltd

## Qualification Reform – Demonstration Project

### Project Reference Group

### Terms of Reference

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## 1. Background and Purpose

1.1 Project Reference Groups (PRGs) may be established by HumanAbility to guide non-Training Package projects undertaken by HumanAbility.

1.2 PRGs advise HumanAbility on the stakeholder engagement and development work of a project and influence the strategic direction of projects, whilst not making decisions relating to project scope, progress and deliverables.

1.3 Once established a PRG will be time-limited for the duration of a specific project.

1.4 Members of the PRG are appointed under the direction of the CEO of HumanAbility based on their expertise and ensuring the committee membership reflects HumanAbility's commitment to a tripartite governance model with advice on membership being provided by HumanAbility's Industry Advisory Committees.

1.5 Workforce projects are different to Training Package Reviews undertaken by a Technical Committee as they do not develop any products that require endorsement under the Training Package Organising Framework (TPOF), therefore the TPOF requirements and submission processes do not apply.

1.6 These Terms of Reference apply to the Qualification Reform Demonstration Project; see section four (4) for more detail on the scope and duration of this project.

## 2. Role of the Project Reference Group

2.1 The role of the PRG is to draw on its expertise to advise HumanAbility on the stakeholder engagement and development work to be undertaken in this project.

Specific areas of focus for this PRG are included in section four (4).

2.2 The role of this PRG is exclusively related to the current project.

2.3 The composition will wherever possible reflect efforts to recognise and advance gender balance, diversity and equity inclusion to align with the purpose of the project.

2.4 The role of members of the group will be to draw on their experience and expertise, while also representing their organisation. Additional Organisational representatives may be consulted outside of PRG membership.

2.5 The expectation is that the group will meet online approximately three (3) to four (4) times across the project and be available to review materials and provide **timely** feedback as required out of session.

Timely is defined as responding within four (4) working days for an average activity of advice.

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



### 3. Membership

3.1. The PRG will comprise no less than eight (8) and no more than twelve (12) individuals. The composition will vary based on the level of complexity and breadth of the project.

3.2. The PRG will seek to comprise representatives of the Volunteering Ecosystem across Community/Ethnic Groups, Education and Training, Health/ Welfare, Environmental/Animal Welfare, Sport and Recreation and Religious Groups.

For this project, a representative of DEWR will have an observer role on the PRG.

3.3. Membership will include individuals with the technical / specialist and/or industry sector knowledge to be able to contribute to the project's purpose and outcomes.

3.4. Members are appointed based on 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. The spread of PRG membership will reflect gender balance and diversity, geographical and other distributional representations to the extent possible and practical for this project and context.

3.6. The CEO will appoint a Chair for each Project Reference Group

3.7. HumanAbility will provide Secretariat support to the PRG.

### 4. Scope and Duration

The Scope of the PRG is limited to advice as it pertains to the specific project as set out in the project plan.

The PRG will provide advice in the following areas:

- Emerging trends of volunteering activities and demands and associated skills & knowledge for 'front line' roles
- Reflections on the most appropriate way to impart and build on foundational and fundamental skills for a volunteering role
- Feedback on the proposed principles of design as they relate to building training tools to support the needs of the volunteering ecosystem

The duration of the committee is limited to the duration of the project which is due to commence in July 2024 and end by September 2024.



## 5. Decision-making

5.1 A Project Reference Group will be established for each project that supports or fills gaps highlighted in the Workforce plan.

5.2 The PRG will be overseen by the HumanAbility CEO, via the Director of 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 may need to decide how to proceed. Such reports may include advice and supporting rationale from the Project Reference Group to assist the CEO's decision-making and, where appropriate, inform the HumanAbility Board of project progress and activities that need specific Board attention.

5.4 If members of the PRG hold sustained divergent views, the range of opinions and rationales will be provided to the CEO for consideration. The CEO may also consider stakeholder feedback from consultation activities.

5.5 Advice on the activities of the PRG across the life of the project will form part of the Interim and Final reporting submission.

## 6. Conflict of Interest

6.1 PRG members are required to disclose all interests so that any actual, potential, or perceived conflicts of interest can be effectively managed.

6.2 A perceived or actual conflict of interest will not exclude a person from membership of the PRG but must be declared for transparency and appropriate management.

## 7. Privacy and Confidentiality

7.1 The name, organisation, job title and stakeholder category of each PRG member will be published on the HumanAbility website.

7.2 Stakeholder contributions made through the broader consultation on this project will be captured in a consultation tracking mechanism which may be published on the website.

7.3 Where virtual meetings are held, these will be recorded to assist with future reference and record keeping. Digital recordings will be deleted 3 months after completion of the project.

7.4 Materials shared or accessed as a direct result of being a PRG member remain the property of HumanAbility and may not be used by any PRG member for personal or professional benefit.



## 8. Fees and Costs

8.1 PRG Members do not receive a fee or reimbursement for their role as a PRG member.

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

8.3 Where PRG members are required/requested to attend in-person meetings, HumanAbility will cover the reasonable costs of attending.

8.4 PRG Members will need to allocate time to review materials outside of meetings, this time is also unpaid.

## 9. Membership of Qualification Reform Demonstration Project Reference Group

Organisation	Name	Role	Coverage	Stakeholder Group	Area of Contribution	Sourced/Referred
Australian Sports Commission	Scott Tutton	Program Manager, Sport Programs	National	Gov/Organised sports	History with national sports orgs, Sport Volunteer Coalition and working on volunteering initiatives with ASC	Nominated by ASC
Royal Life Saving Society – Australia	Shaun Jackson	National Manager – Training and Workforce Development	Nation	Sport & Rec - Aquatics	Representation of aquatics including Surf Lifesaving, Swimming and others.	HA IAC member
National School for Volunteer Management/ Volunteering NSW	Colleen Williams	Director Education and Training	National & NSW	RTO and Industry Peak	Connection to quals through school based delivery and Volunteering approaches to training	Referred Public Skills JSC
Holmesglen TAFE	Pauline Aikman	Community and Partnerships Engagement	Vic	RTO	Large RTO with innovative learning strategies	Approached through reputation
Foundation Learning Centre	Bron O'Callaghan	Compliance and Training Mgr	Vic	Independent RTO	Experience with volunteering organisations, community based RTO and Qld President for ITECA	Referred Skills Insight JSC
Enterprise RTO Association ERTOA (& Surf Life Saving)	Pamela Simon	President ERTOA National Learning and Development Manager Surf Life Saving	National	Enterprise RTO & Peak Body	Volunteer Involving Organisation and VET learning and development	Referred HA IAC member – Shaun Jackson
AFAC – National Council	Sandra Lunardi	Director Industry Workforce Development	National	Peak Body – Emergency Services	Connection to Emergency Services networks and enterprise RTOs of the sector – history of creative design	Referred Public Skills JSC
Charles Darwin University	Jason Wilkes	VET Team leader	NT	Regional RTO	Learning and design	Referred YW for regional inclusion and creative thinking
Scouts Australia	Jeffrey Leher	Principal, Scouts Australia Institute of Training	National	Industry Peak Industry RTO	Volunteer Involving Organisation & RTO experience	HA IAC member
RSPCA	Jo Eldridge TBC		NSW			Referral through Skills Insight
DEWR	Jen Hayes	Director	National	Government		Observer status



## Declaration

I \_\_\_\_\_ have read and understood these Terms of Reference.

I acknowledge that I have read and understood my obligations in the [Jobs and Skills Council Code of Conduct](#). I understand my ethical duties as set out in the Code of Conduct and below.

I understand how my name will be associated with this project as set out in the privacy and confidentiality section of these Terms of Reference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Ethical Duties

- (a) act ethically, responsibly and in a manner that promotes the proper use and management of Jobs and Skills Council resources;
- (b) act in accordance with the objects of their relevant Jobs and Skills Council and objectives of the Jobs and Skills Councils Program;
- (c) act honestly, in good faith in the best interests of the Jobs and Skills Council as a whole and for a proper purpose;
- (d) act with the care and diligence that a reasonable person would exercise in their position;
- (e) do not misuse their position or any information gained from their position to:
  - (i) gain an advantage for himself or herself or someone else; or
  - (ii) cause detriment to the Jobs and Skills Council or other industry stakeholders; Department of Employment and Workplace Relations Jobs and Skills Councils – Strengthening Australia's National Vocational Education and Training System Program Code of Conduct Page 3
- (f) comply with any obligations of confidentiality that apply to the Jobs and Skills Council, or the individual directors, advisory committee members, employees, contractors, subcontractors and agents, however they might arise;
- (g) comply with:
  - (i) all laws and regulations that apply to the Jobs and Skills Council and its operations;
  - (ii) any specific policies which the Department gives the Jobs and Skills Council notice of from time to time, which may include any Commonwealth specific policies and/or specific policy positions agreed by Skills' Ministers;
  - (iii) the requirements set out in the relevant Grant Agreement; and
  - (iv) all governing materials (including the Jobs and Skills Council's constitution and any by-laws) and any other internal policies, processes or controls of the Jobs and Skills Council; and
- (h) act in a manner that does not undermine industry trust and confidence in the Jobs and Skills Council as a steward and representative of their industry sector.