

TAFE NSW
Industry Collaboration
Reference Group
Charter

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1. Introduction

This Charter details the roles, responsibilities, composition and functions of the Industry Collaboration Reference Group. The purpose of the Charter is to support Reference Group members to carry out their roles and responsibilities.

2. TAFE NSW Industry Collaboration Reference Group – overview

TAFE NSW Industry Collaboration Reference Group has been created to inform TAFE NSW on future industry skills and training priorities, the impact of the training products delivered and the industry skills training requirements.

3. Purpose of the Industry Collaboration Reference Group

The Industry Collaboration Reference Group provides comprehensive and current information on skill requirements that cover the needs of the Industry areas TAFE NSW serves, and the training products developed.

4. Role and Responsibilities of the Industry Collaboration Reference Group

The Industry Collaboration Reference Group advise TAFE NSW on external industry factors impacting on training products delivered and the industry skills training requirements. The number of Industry Collaboration Reference Groups will vary based on business requirements.

The Industry Collaboration Reference Groups will provide:

- a) Advice on industry workforce development requirements and training priorities
- b) Advice on existing and planned industry investments and initiatives including innovative learning and development models
- c) Advice and feedback on TAFE NSW training products
- d) Advice on industry preferences for product quality, design and delivery practices
- e) Information on industry collaboration opportunities to enhance VET /TAFE NSW perception in the market, influence policy setting and seek funding
- f) Feed industry intelligence to other groups within TAFE NSW as required

5. Members of the Industry Collaboration Reference Group

The members are:

- Industry Innovation Specialist (Chair)
- Industry representation – including non-government, government, associations, and other peak bodies
- Employer representation – including small, medium, and large business

And Executive Director Education and Skills - as required

6. Meeting Schedule

The Industry Collaboration Reference Group will meet as required to deliver on its purpose.

7. Reporting

Meeting minutes, actions, and recommendations must be produced within five (5) working days of each meeting and be available to the relevant branches of the business.

8. Review of Charter

This Charter will be reviewed by the Managers of Industry Innovation after one year of operation and thereafter every two years to ensure it remains relevant and appropriate to TAFE NSW objectives.