

# Replace Major Welded Panels on Vehicles

## Technical Advisory Group (TAG) | Terms of Reference

The Mining and Automotive Skills Alliance (AUSMASA) is one of 10 Australian Government Jobs and Skills Councils established by the Australian Government to provide industry with a stronger, more strategic voice in ensuring Australia's VET sector delivers better outcomes for learners and employers.

AUSMASA will stand up a Technical Advisory Group (TAG) to complete projects:

- as outlined in the [Annual Training Product Development Plan](#), and/or
- initiated under an agreed Additional Funding Approval in response to urgent priority skills and workforce issues or for the delivery of national and emerging priorities.
- at the request of a Strategic Workforce Advisory Panel (SWAP).

## Overview of the project

The project will consult nationally to review and revise AURVTN120 Remove and replace major welded panels on vehicles.

The project will also:

- Update relevant qualifications to include the revised unit of competency. This will include the AUR32120 Certificate III in Automotive Body Repair Technology.
- Update the Companion Volume Implementation Guide (CVIG).
- Deliver a Training Product Submission for the Assurance Body, containing all requirements as specified in the [Training Package Organising Framework](#) (TPOF).

## 1. Purpose of the TAG

The primary role of the *Replace Major Welded Panels on Vehicles* TAG is to advise AUSMASA on the appropriate performance evidence requirements for the work described in the unit of competency. This includes:

- providing technical advice and expertise to inform the review.
- ensuring the training product:
  - is of high quality
  - meets the workforce development needs of industry, enterprises, and individuals
  - satisfies the requirements of the TPOF

Members of the TAG are responsible for:

- providing expert advice on technical issues related to the development of training products and/or assisting in identifying suitable subject matter experts to guide the development of the training product content.
- reviewing and evaluating technical issues and recommending solutions or improvements.
- identifying emerging trends and technologies that may impact the project or industries and making recommendations on how to respond.
- providing guidance where applicable, on the application of technical standards and best practice.
- providing advice and guidance on implementation of training products from state and territory and Registered Training Organisation (RTO) perspectives
- facilitating communication between technical and non-technical stakeholders.
- providing advice on training product development issues with consideration of best practice, underpinning evidence, and implementation requirements.
- reviewing each stage of the project including draft products for national consultation.
- considering public and government feedback received and forming decisions on required revisions to training products.
- ensuring all feedback documented in the project Consultation Log has been considered and a response formed and documented.

## 2. TAG Structure

The size of the TAG takes into consideration the size and complexity of the project. The TAG will have a maximum of 15, and no less than 6 members at any time. This does not include the Chair (see section 5 for details regarding the Chair).

In accordance with the TPOF, the TAG will comprise practitioners with current subject matter expertise across a breadth of jurisdictions, educational experts, state and territory representatives with relevant expertise and RTOs.

## 2.1 TAG representatives

Members of the TAG are appointed by the AUSMASA CEO based on the following:

- skills, knowledge, and expertise relevant to the project
- skills and knowledge of related emerging technologies

The Union representative will be appointed to a TAG based on the following:

- representation of workers in a field relevant to the project.

Regulatory body or state training authority representatives will be appointed to a TAG based on the following:

- representation of a body or authority with responsibility relevant to the project.
- representation of a jurisdiction where the project is particularly relevant.

RTO representatives will be appointed to a TAG based on the following:

- representation of the public or private provider sector (1 of each where possible), and
- skills and knowledge of training and assessment provision in a field relevant to the project.

## 3. Selection and Term of TAG Representatives

Up to six weeks prior to the commencement of a planned project, the Senior Manager Training Products will begin the work of standing up the TAG.

Invitations to participate in TAGs will be:

- published on the AUSMASA website.
- circulated via the AUSMASA Newsletter.
- sought via a call for Expression of Interest (EOI), to be open for a minimum of two weeks.
- made by direct invitation to member organisations and/or representatives.

The Chair may take advice from SWAPs and their representatives as to individuals with suitable expertise, noting that SWAP members are ineligible to sit on the TAG.

The Chair will also consider individuals and organisations identified by AUSMASA's Industry Engagement team as well as those identified in consultation logs or who have provided feedback to AUSMASA through any of its feedback channels.

TAG members serve for the duration of the project.

### 3.1 Selection and term of TAG membership

The Senior Manager Training Products will assess potential TAG members according to the following criteria:

- their knowledge, skills, and industry experience relevant to working with or in relation to removal and replacement of major welded panels on vehicles
- unit of competency
- previous committee/advisory panel experience.
- capacity to commit the time required by the TAG.
- willingness to collaborate with other TAG members to achieve the objectives of the project.
- an assessment of any declared, actual, potential, or perceived conflicts of interest.

The selection of TAG members will be guided by a Skills Matrix (SM) which will ensure that subject matter experts from industry, union representatives, RTOs, State Training Authorities, and regulators are represented. The SM will assist in determining the skills and experience required to achieve an appropriate, balanced representation and TAG composition. This will include consideration of the diversity of lived experience, and a cross-section of small, medium, and large organisations across jurisdictions as appropriate to the project. To ensure balanced representation, selection to the TAG will be limited to one member from each organisation.

In accordance with of the TPOF, AUSMASA will publish details of the TAG including its membership and terms of reference, on the AUSMASA website.

Should a TAG member step down from the position before the end of the project, they will have the option to nominate a replacement from their organisation. The Chair will assess the nomination based on the standard criteria (including the SM) for TAG members. If a suitable representative has not been nominated, the Chair may identify another suitable representative.

If required, the Chair will arrange for a call for EOI for the vacant position. The call for EOI would be open for a minimum of two weeks.

### **3.2 Expectations of TAG members**

At all times, TAG members will be required to act in accordance with the [AUSMASA Code of Conduct](#).

TAG members are expected to:

- attend and participate constructively and positively in all TAG meetings.
- actively participate and contribute to the function of the TAG which includes reviewing stakeholder feedback on draft training products and making decisions relating to implementation of stakeholder feedback.
- not behave in a way that brings AUSMASA and the TAG into disrepute
- take an apolitical approach to matters concerning AUSMASA and the TAG
- respect the viewpoints of others and the right for them to express their views
- if necessary, attend additional meetings if circumstances require i.e., upon AUSMASA request to progress a project.

TAG members may be asked to represent the activities of the TAG as required from time to time and in agreement with AUSMASA. This may include conferences, events, or other similar forums.

The TAG will provide quarterly progress updates to the AUSMASA Board in accordance with AUSMASA processes. The development of progress updates will be supported by a member of the Training Product Development team.

### **3.3 Remuneration of members**

Membership of the TAG is unpaid. If members are required to attend face-to-face meetings (at the request of, and by prior agreement with the Chair) they may be reimbursed for reasonable travel and other expenses incurred.

## 4. TAG Meetings

TAG meetings will be held:

- monthly or as scheduled by the Chair.
- face-to-face or virtually, at the discretion of the Chair.

A meeting quorum will be five (5) TAG members.

### 4.1 Decision making

The TAG acts as an advisor to AUSMASA and as such, does not have the power to commit AUSMASA nor its Board to any recommendations unless given express delegated authority to do so from the Board.

TAGs will operate on a consensus basis. If a consensus position cannot be reached on any issue, the project Consultation Log will be updated to reflect the outcome of any discussion, and the Chair will determine the appropriate course of action.

Options open to the Chair include, but are not limited to:

- Recommending further consultation be undertaken and evidence gathered to assist the TAG members to form a majority view.
- Referring to the Senior Manager Training Products.
- Calling for a sub-committee to be established to review and advise on the issue.

## 5. TAG Chair

Appointed by the Executive Director Training Products, Projects & Implementation, the Chair of the TAG will be:

- a member of the AUSMASA Training Products or VET Implementation team, or
- an external contractor engaged by AUSMASA to manage the project, or
- an appropriate person identified through the TAG recruitment/EOI process.

The Chair will be appointed for the duration of the project.

### 5.1 Role of the Chair

The Chair of the TAG will:

- Ensure an agenda for meetings is developed and circulated ahead of meetings and that meetings are minuted.
- Ensure that conflict of interest declarations is a standing Agenda item at every TAG meeting.

Should the meeting identify any real or perceived conflicts of interest, the TAG Chair will take appropriate action.

- Ensure the effective operation of the regular meetings, namely by:
  - following the agenda and keeping meetings focused on agenda items.
  - summarising key decisions and actions.
  - managing how people work together in the meeting,
  - starting and finishing meetings on time.

- Effectively communicate, support, and promote the activities of the TAG as required.
- Support the prioritisation and deliverables of the TAG.
- Leverage the TAG representatives' expertise; and for important or technical issues, or when time is limited, establish a sub-committee to support the work of the TAG.

The Chair can delegate any of their tasks to any TAG or sub-committee member if required for the effective and efficient functioning of the TAG.

## 6. Role of TAG Sub-Committees

The Chair may establish one or more sub-committee as required to support the work of a TAG which could include investigating, informing, advising on, or resolving a specific matter on behalf of the TAG.

The TAG must provide clear instruction to the sub-committee on the reason/s for the sub-committee and the question or issue it is being formed to answer or resolve for the TAG.

A sub-committee:

- may be established to support the TAG on a specific area or topic that requires specialist expertise or consultation.
- may be established to ensure a sufficiently broad range of lived experience is considered.
- may consult with other TAGs, SWAP representatives and external individuals and/or organisations with the relevant expertise.
- may conduct research and/or interrogate available data sources.

A sub-committee carries out the required work on behalf of the TAG and provides a recommendation(s) and/or options to the TAG. The TAG decides which recommendations or options it accepts and must outline a rationale for any decision it takes.

The TAG may ask the sub-committee to investigate further options and recommendations.

A sub-committee will typically have a minimum of three members and no more than twelve members with relevant and current expertise on the topic.

### 6.1 Selection and Term of Sub-Committee Representatives

The sub-committee will be coordinated by a Coordinator, who may be:

- a member of the AUSMASA Training Products or VET Implementation team, or
- an external contractor engaged by AUSMASA to manage the project.

The Coordinator will consider suggestions from the TAG and otherwise identify people holding the required skills and knowledge for the work the sub-committee is to undertake. A sub-committee is not designed to replicate the composition of the TAG but rather to be comprised of representatives able to respond to, and support the work assigned to it.

The sub-committee may include:

- TAG members
- people with the required technical skills and knowledge
- people with relevant lived experience.

Sub-committee representatives serve for the life of the sub-committee.

Sub-committee representative roles are unpaid. If representatives are required to attend face-to-face meetings (at the request of, and by prior agreement with the Chair) they may be reimbursed for reasonable travel and other expenses incurred.

Should a sub-committee representative step down from their position the Coordinator will identify and appoint a replacement if required.

When the TAG is satisfied that the sub-committee has completed its work and has provided the required advice and/or recommendations the sub-committee will be stood down.

## 6.2 Sub-Committee Meetings

Sub-committees will meet as scheduled by the Coordinator.

## 6.3 Role of the Sub-Committee Coordinator

The Coordinator will:

- develop the agenda for meetings and ensure meetings are minuted.
- ensure that conflict of interest declarations is a standing agenda item at every meeting, and should the meeting identify any real or perceived conflicts of interest, the Coordinator will take appropriate action.
- ensure the effective operation of the regular meetings, namely by:
  - following the agenda and keeping meetings focused on agenda items.
  - summarising key decisions and actions.
  - managing how people work together in the meeting,
  - starting and finishing meetings on time.
- effectively communicate and support the activities of the sub-committee as required.
- support the prioritisation and deliverables of the sub-committee.
- present the findings and/or recommendations of the sub-committee to the TAG.
- advise the sub-committee of the decisions made by the TAG.

When the TAG has determined that the work of the sub-committee is complete the Coordinator will advise all sub-committee representatives that the sub-committee is being stood down.

## 7. Conflict of Interest

All TAG and sub-committee members must be aware of and comply with the [AUSMASA Conflict of Interest Policy](#). All representatives must declare any actual, potential, or perceived conflicts to AUSMASA as soon as they arise.

## 8. Intellectual Property

AUSMASA retains all intellectual property associated with and developed by the TAG and sub-committees.

If required, members will be requested to provide permission for the use of organisation logos, or acknowledgements as part of any publications that may be produced by AUSMASA based on the work of the TAGs and sub-committees. Any attribution of authorship or support by individual representatives will be accompanied by an appropriate disclaimer noting that such information does not necessarily represent the views of individual contributors or their respective organisations.

## 9. Social Media

All TAG and sub-committee members will abide by AUSMASA social media protocol as outlined below.

- Matters discussed by the TAGs, and Sub-Committees are confidential.
- No social media content regarding AUSMASA and/or the TAGs/Sub-Committees is to be posted without prior consent from AUSMASA.
- No discriminatory or inflammatory remarks on posts related to AUSMASA will be accepted.

## 10. Privacy and Confidentiality

Members must treat as private and confidential all discussions, recommendations and advice of the TAG unless permitted by AUSMASA.

The AUSMASA CEO has authority to take any action against a member of the TAG who breaches their privacy and confidentiality responsibilities.

## 11. Declaration

**(To be completed once the appointment is confirmed)**

I have read and understood the documents noted below (please indicate your acknowledgment).

☐ [AUSMASA Code of Conduct.](#)

☐ [AUSMASA Conflict of Interest Policy](#)



## 12. Acceptance of Terms of Reference

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Print Name – TAG/Sub-Committee Representative

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Signature – TAG/Sub-Committee Representative

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Date: DD/MM/YYYY