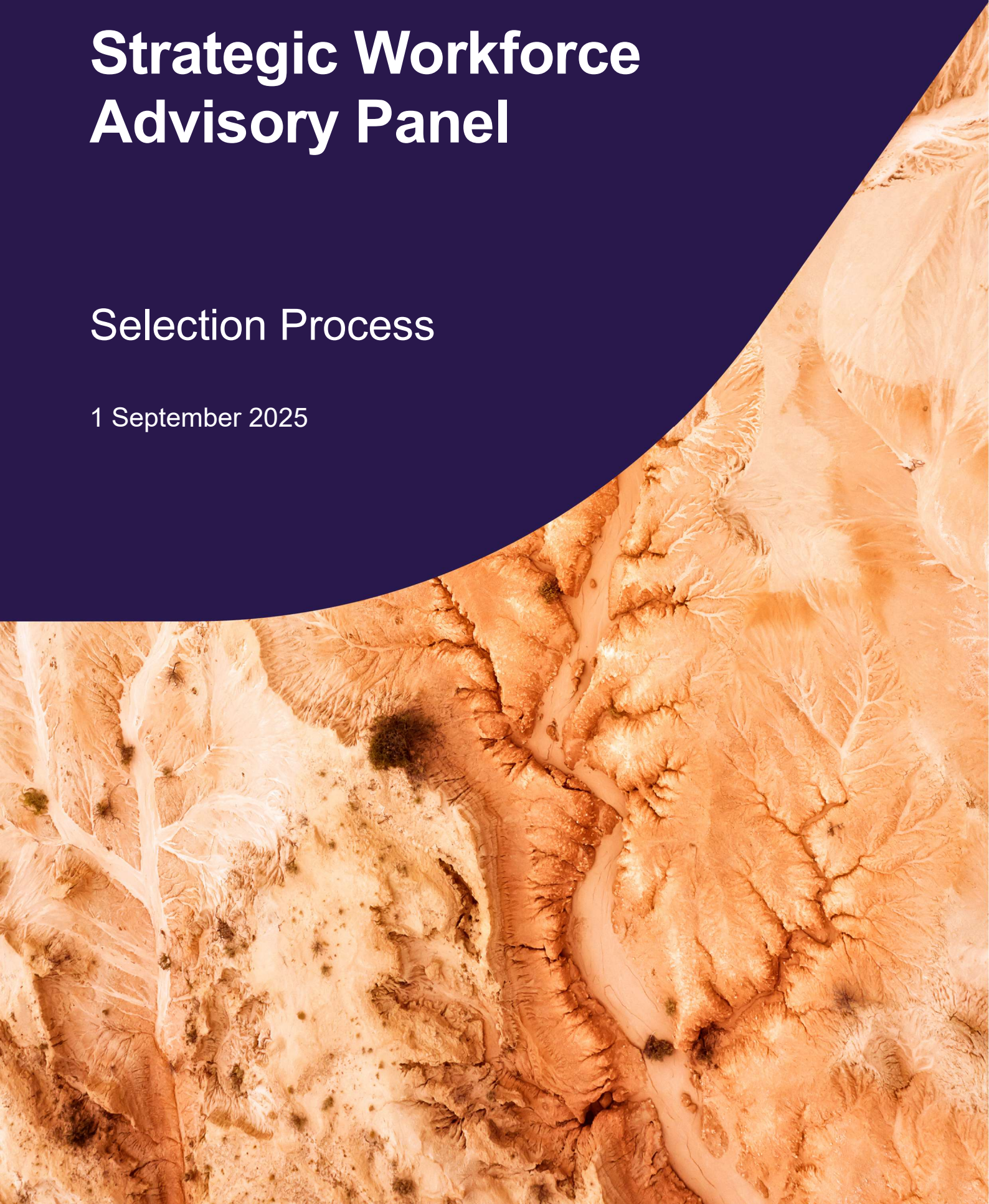


Strategic Workforce Advisory Panel

Selection Process

1 September 2025



Contents

1. SWAP purpose	2
2. Nomination and selection process	2
2.1 Nominations	2
2.2 SWAP composition	2
2.3 Selection criteria	3
2.4 Assessment	3
2.5 Decision-making	3
3. Communication and documentation	4
3.1 Communication	4
3.2 Documentation	4

1. SWAP purpose

The Mining and Automotive Skills Alliance (AUSMASA) is an independent, industry-led organisation, funded by the Department of Employment and Workplace Relations. The objective is to provide the mining and automotive industries with a stronger, more strategic voice in ensuring Australia's vocational education and training (VET) sector delivers better outcomes for learners and employees across the mining and automotive industries.

As a Jobs and Skills Council (JSC), AUSMASA engages and collaborates with industry via established Strategic Workforce Advisory Panels (SWAPs) – one for mining and one for automotive.

Each SWAP has 2 primary functions, being:

1. The provision of key industry insights to help guide AUSMASA's workforce planning, industry stewardship and training product development initiatives.
2. To provide advice on proposed AUSMASA projects.

2. Nomination and selection process

Nominations and appointments of members to an AUSMASA SWAP are conducted in accordance with the *JSC Code of Conduct*, specifically clause 7.3, which requires that any process is both open and transparent.

This nomination process document is intended to be read in conjunction with the SWAP Terms of Reference (ToR).

2.1 Nominations

Calls for nominations will be made via the AUSMASA website and promoted through AUSMASA's media channels. Nominations will be received through a pre-defined online form and received by a published due date, with a minimum submission period of 10 business days.

Nominations can also be received as a result of a direct approach by an AUSMASA representative, within or outside of the normal nomination timeframe, where such an approach and subsequent nomination significantly assists in achieving the goals of each SWAP. Nominations obtained via direct approach by an AUSMASA representative will be documented, including the rationale for why this approach was considered necessary.

2.2 SWAP composition

Each SWAP will have a maximum of 15 member organisations at any time, plus the Chair. Each SWAP member organisation nominates a permanent SWAP representative from within their organisation to participate in SWAP meetings (see SWAP Terms of Reference for further details).

SWAP representatives will include a broad mix of industry, union, peak bodies, registered training organisations and other relevant stakeholders (e.g. state representatives, subject matter experts) that are geographically representative of AUSMASA's stakeholders.

It is highly encouraged that SWAP representatives are from AUSMASA member organisations and can promote the benefits of AUSMASA membership.

AUSMASA also encourages participation from First Nations people, regional, rural and remote stakeholders, supports gender balance, and welcomes people from diverse backgrounds

2.3 Selection criteria

These selection criteria have been established in order to review each nomination received. These criteria assess nominations based on the below:

- **Expertise in workforce planning** – skilled in developing and implementing workforce plans using knowledge of industry trends, labour markets, and best practices.
- **Providing workforce insights** – able to advise on workforce needs, aligning training and activities with long-term industry goals.
- **Industry experience and knowledge** – possesses a deep understanding of the mining and automotive industries, including regulations, training requirements, and emerging trends.
- **Diversity and inclusion commitment** – actively supports initiatives that promote diversity and inclusivity within the industry.
- **Communication and promotion** – strong communication and networking skills to promote AUSMASA, engage stakeholders, build partnerships, and represent their industry professionally.

Each criterion is scored using five levels:

- Limited = 1
- Developing = 2
- Proficient = 3
- Advanced = 4
- Exceptional = 5

2.4 Assessment

The assessment team will consist of 3 AUSMASA staff members, each representing a different AUSMASA function – Workforce Intelligence and Delivery, Industry Partnerships and Stewardship, and Training and Workforce Innovation.

Assessors shall evaluate each nomination against the selection criteria and assign scores or ratings accordingly.

The evaluation scores from each assessor shall be compiled into a consolidated assessment report, which will include the scores or rankings and incorporate any additional comments or feedback provided by the assessors.

2.5 Decision-making

The scores assigned to each of the selection criteria in section 2.3 will inform the decision on SWAP membership, which will be further influenced by the SWAP composition outlined in section 2.2.

The process of SWAP composition will be determined by the following approval flow:

1. **Assessment** – The assessment team scores each nomination, and consolidated results are recorded.

2. **Recommendation** – The Assessment Team reviews all nominations and scores, and recommends a draft SWAP membership composition, ensuring alignment with both the SWAP composition goals (section 2.2) and selection criteria (section 2.3).
3. **Approval** – The final SWAP membership composition is approved by AUSMASA's CEO.

3. Communication and documentation

3.1 Communication

AUSMASA will notify all nominees of the assessment outcomes.

The final SWAP compositions will be formally advised to the Department of Employment and Workforce Relations, and details of each panel and its membership will be published on the AUSMASA website.

Unsuccessful nominees will be encouraged to remain engaged with AUSMASA through activities such as Technical Advisory Groups (TAGs), roundtable discussions, and direct engagement with the Industry Partnerships and Stewardship team. If applicable, they will be encouraged to reapply during the next SWAP selection round.

3.2 Documentation

A record of the assessment process, including the selection criteria, evaluation methodology, assessor feedback, and final decisions, will be retained in line with the AUSMASA *Privacy Policy*. This documentation will provide a transparent audit trail and serve as a valuable reference for future evaluations.

The Mining and Automotive Skills Alliance (AUSMASA)
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