

How you guide the directions of Skills Insight Jobs and Skills Council

Membership and Member Governance Information

The Skills Insight Jobs and Skills Council (JSC) has been designed as a member-based organisation where members can choose how to engage with the JSC. Through their engagement, and through various structures, Members will guide the direction Skills Insight will take in delivering services and outcomes.

It starts from stakeholder membership

Stakeholder Membership is free and open to any organisation with an interest in the industries we cover (with some limited exceptions), subject to:

- agreeing to abide by the JSC Code of Conduct as published by the Department
- agreeing to use your best endeavours to work productively with us and with your networks
- as with all member-based organisations, acknowledging that the Skills Insight Constitution constitutes an agreement between you and Skill Insight Ltd (Skills Insight).

There are two types of stakeholder membership:

- **Industry membership** is for organisation (including sole traders, consultants, partnership and enterprises) which work in the industry or support those who work in industry, such as peak bodies, unions and other representative organisations.
- **Associate Membership** is for organisations who are involved in the VET system or the delivery side of the Jobs and Skills system, such as RTOs, GTOs and trainers (For details, see below: *Categories of organisations who are only eligible for associate membership*).

See further eligibility details below.

Your choices on participation

All Members have the opportunity to participate in stakeholder activities and engagement, connecting you with others who share an interest in skills and training and offering the chance to collaborate on solutions.

Each member can choose how they wish to contribute and how their ideas can be heard. You may choose to follow the work we are doing through newsletters. You may choose more active involvement through virtual communities (when established), participation in working groups and consultations, or by directly speaking to us.

We understand that your time is limited and that there is no remuneration for participation. There may be times when you have pressing issues that need to be heard, and other times when you may sit back and keep yourself informed. How you participate and how much time you put in is up to you.

Your engagement nominee and wider engagement with your people

Each Member organisation is asked to nominate one person who will be their central contact to receive notices, news updates and important announcements.

You may nominate other people to participate in projects and activities, and to have access to virtual communities. There is no limit to these numbers, however every person who participates will need to agree to comply with our core values, including respectfully dealing with all other participants as well as the JSC Code of Conduct as issued by DEWR.

Getting involved with Membership Governance

Skills Insight will have systems to support decisions, directions and guidance for the JSC. You may at any time indicate your interest in participating in these systems by emailing contact@skillsinsight.com.au

These roles will require greater time commitments, with at least two periods each year requiring review of draft papers, or in the case of the JSC Stakeholder Forum, meetings.

The Formal Networks

Skills Insight will establish a system of networks which are designed to ensure that:

- We operate with equity on behalf of all stakeholders within the coverage of the JSC and consistently within the Jobs and Skills Council Program and its associated priorities, standards and policies
- The structures and policies will be in place that allow for the input and influence of all stakeholders, including those who may be under-represented or face difficulties participating, such as:
 - regional, rural and remote Australian stakeholders
 - small businesses, individual operators and family enterprises
 - niche industries
 - Aboriginal and Torres Strait Islander people and enterprises.

There will be two types of formal networks:

- Approximately 15 Industry sector formal networks which will be established by Skills Insight (initially) with approximately 10 appointments to each network.

- Approximately 10 existing bodies that already have industry support and well-established formal networks. They will agree to utilise these networks to aid Skills Insight JSC. Employees and board members from these groups will not be eligible to be representatives of the industry sector formal networks.

Formal networks will not meet or act as committees. The appointed people will have access to draft documents and will have their advice and views recorded for the JSC Stakeholder Forum to consider in making decisions, directions and guidance.

The JSC Stakeholder Forum

One appointed person from each of the formal networks will be nominated as a representative on the JSC Stakeholder Forum. An additional proxy for each representative will be appointed the same way.

However, only people from eligible Industry Member Organisations, and who meet the same criteria for eligibility as their organisations, are eligible to be on the JSC Stakeholder Forum (see *Further Stakeholder Membership Application and Eligibility Details* below).

While the initial appointments will be made by the board of Skills Insight based on expressions of interest and discussions with stakeholders, a key function in the first 12 months of operation of the JSC Stakeholder Forum is to design how future membership will be decided.

The Stakeholder Forum will operate as a consensus model and:

- provide part of and oversee industry stewardship by supporting the achievement of the strategies of the JSC, consistent with the JSC Grant Program, as well as promoting and presenting on behalf of the JSC when appropriate
- guide adherence to Ministers' priorities and other priorities of the skills and VET system as required under national agreements, the JSC Grant Program and industry/VET policy directions as approved by governments
- provide discussion, advice, and input with respect to industry matters and strategies
- act as a conduit between all areas of the JSC, strengthening engagement and enhancing outcomes for all industry stakeholders
- review and guide the following operations of the JSC:
 - work undertaken to understand and address workforce challenges
 - the development of training products that meet evolving industry needs
 - work that drives improvements in the development and delivery of training and assessment
- oversee the work of three major sub-committees covering:
 - workforce planning
 - occupational standards and training product development
 - implementation, promotion and monitoring of delivery of training and assessment
- quality assure and approve JSC Program deliverables related to:
 - workforce planning

- occupational standards and training product development
- implementation, promotion and monitoring of delivery of training and assessment
- industry stewardship
- provide direction on the industry VET sector research priorities
- participate and contribute to cross-JSC collaboration and activities
- provide strategic guidance to the three operational sub-committees, including receiving and providing feedback on:
 - the annual operations plan
 - scoping and consultation plans for projects.

The JSC Stakeholder Forum does not have responsibility for or influence on:

- The Budget and finances of the JSC (board responsibility)
- The structures and staffing of the JSC (CEO responsibility).

Further Stakeholder Membership Application and Eligibility Details

Applications will be received through the Skills Insight website, however you may contact Skills Insight directly by email or phone if you have any issues or concerns about using the website application process.

Commitments

Members of Skills Insight JSC are expected to:

- comply with the JSC Program Code of Conduct and requirements of the grant program
- acknowledge that the Skills Insight Constitution constitutes an agreement between them and Skills Insight Ltd
- align and act within the vision, mission and values of Skills Insight and any relevant policies
- commit to utilising their networks to promote and support the work of the JSC
- act in the best interests of industry as a whole, and consider equitable and fair support across all groups
- treat other members and to participate in activities with respect
- participate in the activities of the JSC on a voluntary basis (recognising that in spite of this agreement, the JSC may have policies that provide reimbursement of expenses, remuneration, fees or honorariums in certain situations) other than for contracted services
- to receive information about activities from Skills Insight JSC.

In return, Skills Insight JSC agrees:

- stakeholder Members will be able to participate in engagement activities and will have views and submissions considered in activities and proposals
- to provide open and transparent information and updates about activities and proposals relevant to the JSC Program
- to provide the services under the JSC Program as contracted by the Australian Government.

Approval

All applications for membership are considered by the board (as delegated) prior to approval. All applications will be considered including non-acceptance according to the Skills Insight Company Constitution and its bylaws..

Membership Eligibility

Organisations and individuals who are committed to the vision, mission values and objects of Skills Insight and the JSC Program are eligible for stakeholder membership if they are:

- **Agribusiness, fibre and furnishings industries stakeholders** who are any organisations, including independent consultants and contractors, partnerships and other unincorporated arrangements, who have an interest in the vocation, education and training (VET) qualifications process for the Agribusiness, fibre and furnishings Industries, including employers and their associations, employees and their unions.
- **Agribusiness, fibre and furnishings industries peak bodies** which are any membership-based organisations which are representative of a particular industry, industry sector or interest group within the broader Agribusiness, fibre and furnishings Industries.

Categories of organisations who are only eligible for associate membership

Categories of organisations who are only eligible for associate membership are:

- registered training organisations (RTO) or individuals who are employed full-time or are in substantial employment with RTOs
- group training organisations (GTO) or individuals who are employed full-time or are in substantial employment with GTOs
- organisations performing functions under contract as state or territory industry training advisory bodies (ITABS) or individuals who are employed full-time or are in substantial employment with ITABS
- employment service providers funded by the Australian Government as part of an existing program for the provision of employment services or individuals who are employed full-time or are in substantial employment with these organisations
- a provider currently engaged by the department in relation to the Australian Apprenticeship Support Network or individuals who are employed full-time or are in substantial employment with these providers.

Commonwealth, State and Territory bodies other than STAs and ITABs

A Commonwealth, state, territory or local government agency or body (including government business enterprises) and individuals employed within these bodies will be eligible for:

- Industry Membership if they are an employer of employees who actively participate in functions covered by agribusiness, fibre and furnishings Industries and training, such as staff working for state managed land, water or environmental protection agencies or regulators or service providers (e.g. parks and gardens, turf, forestry management).
- Associate Membership if not eligible for Industry Membership.

Ineligibility for both types of membership

The following organisations and individuals will not be eligible for either industry or associate membership:

- state and territory training authorities, and any Australian Government Department responsible for skills and VET, and individuals employed full-time or are in substantial employment with these organisations
- any person appointed as a member of an oversight body under the JSC Program
- Skills Insight staff, or staff of contracted organisations or other JSC companies contracted to the JSC Program.

Agribusiness, fibre and furnishings Industries stakeholders and peak bodies will be considered ineligible for membership if:

- they are not now or have not been in the last three years, directly involved with the agribusiness, fibre and furnishings industries
- are not of good character or present a risk of bringing disrepute on the industries, Skills Insight, or its work
- have a history or reputation as being vexatious or acting in personal or business interest, and not acting in the best interests of industry as a whole
- do not agree to agree to comply with the Constitution, policies and values of the JSC entity, or contract requirements, training standards or other requirements of the JSC Program.