

# Veterinary Nursing Review Technical Committee Terms of Reference

Members of the *Veterinary Nursing Review Project Technical Committee* have been identified as individuals with in-depth knowledge of their field, who are willing to volunteer as participants in a project to review and develop training package products in the *ACM Animal Care and Management Training Package Training Package*.

The Technical Committee will help shape the training package products that are revised and developed, ensuring they meet industry needs and produce real-life job outcomes in veterinary nursing.

The Technical Committee's membership requirements and purpose in relation to developing Training Products are defined under the [Training Package Organising Framework](#) (TPOF) 2025.

## **Skills Insight's role in supporting the Technical Committee**

Skills Insight is responsible for the process of updating training package products in accordance with the TPOF. Skills Insight must genuinely consider the advice given by the Technical Committee, while ensuring that developed training package products are compliant with the TPOF.

Skills Insight is committed to ensuring the Technical Committee membership reflects the requirements of the TPOF. The Technical Committee includes members from a cross-section of organisations and jurisdictions. The Veterinary Nursing Review has established the Technical Committee through direct invitation, an expression of interest process and input from state training authorities. Expressions of interest were assessed on the basis of representation, experience, and to balance representation across locations and expertise.

Skills Insight will provide administrative support for all meetings, including documentation to reflect discussion points and decisions made. In the case of face-to face meetings, Skills Insight will organise any required travel and logistics. Time management and meeting facilitation support is provided by Skills Insight and does not utilise the function of a meeting Chair.

## **Fees and Costs**

Participation on the Technical Committee is a voluntary role, and members are not provided with a fee or reimbursement.

Skills Insight will cover Technical Committee Members for travel costs associated with attending face-to-face technical committee meetings, this is in accordance with Skills Insight's guidelines. These guidelines will be provided when travel arrangements are required.

## How Technical Committee member input contributes to the project

The Technical Committee as a whole provides expert intelligence and advice to Skills Insight on the required skills and knowledge in contemporary workplaces, as well as emerging industry practices and future training requirements.

As individuals, Technical Committee members provide expert intelligence and advice to Skills Insight on areas including industry skills, the vocational educational sector, training practices, legislation and regulation and industrial relations. Individual Technical Committee members are not expected to have existing knowledge of all aspects that the Technical Committee as a whole will advise upon.

Technical Committee members may represent multiple perspectives. Where Technical Committee members represent multiple perspectives (for example, for more than one organisation/committee), these are identified under the Project Technical Committee members table in this document. Technical Committee members may be requested to clarify the perspective in the course of contributing advice to the project for accurate documentation in the consultation log.

The Technical Committee and Skills Insight work together to develop the Technical Committee's terms of reference and consultation strategy.

The Technical Committee and Skills Insight work together to respond appropriately to legislative and regulatory considerations; the purpose of a qualification and the application of the principles, training design, delivery and assessment; Australian Qualification Framework (AQF) levels; impacts on learners; and possible implementation issues; and identify any additional stakeholders that should be included in the consultation strategy.

Technical Committee members will be asked to:

- attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products
- confirm that industry and licensing and regulatory requirements are met in the materials developed where applicable, and advise on relevant organisations that will need to provide support for these licensing and regulatory requirements
- provide feedback via feedback hub, email, phone or at face-to-face meetings, workshops and webinars
- validate training package products so that they address current and future industry needs
- where required, share project materials with other experts within their networks for their input and feedback
- help spread the word through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them
- provide confirmation of the draft products prior to submission for endorsement.

## The rules of engagement

All members of the Technical Committee are expected to engage in a professional, respectful and collaborative manner. Members should:

- **Prepare:** review relevant documents and materials prior to meetings.
- **Participate actively:** contribute to discussions, share expertise and provide constructive feedback.
- **Respect opinions:** value diverse perspectives and engage in open, respectful dialogue.
- **Adhere to decisions:** support and implement Technical Committee decisions, even if their personal views differ.
- **Maintain confidentiality:** adhere to Skills Insight's [privacy policy](#) and keep all discussions and documents confidential, unless otherwise agreed by 100% agreement from the Technical Committee.

### Proxies and observers

Proxies may attend Technical Committee meetings. Proxies will represent absent members and participate in decision-making.

Observers or guests (such as additional expert advisors) may be invited to attend Technical Committee meetings. Observers and guests do not participate in decision-making. Technical Committee members will be notified of observer or guest attendance in advance.

Proxies, observers and guests are expected to keep all discussions and documents confidential.

## How will Technical Committee member's personal details be used?

All Technical Committee member information will be used and protected according to the Skills Insight [Privacy Policy](#).

In addition, in order to adhere to policies associated with developing training package products (as outlined in the [Training Package Organising Framework](#)), Skills Insight may be required to display the name and organisation of Technical Committee members in communications with state training authorities and their supporting advisory bodies and in training package product submission documentation, identifying them as someone who has contributed to this project. Should a Technical Committee member wish to remain anonymous they can inform Skills Insight and only their organisation name will be published.

## Veterinary Nursing Review – Project Technical Committee members

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*	Area of expertise
			<i>Note that 'primary stakeholder type' in this column refers to types identified in the Training Package Organising Framework</i>	
1.	Animal Industries Resource Centre (AIRC)	AIRC – National coverage Individual located in Qld	Primary: RTO and educational expert	<ul style="list-style-type: none"> <li>• Private RTO context</li> <li>• Experience as a veterinarian</li> <li>• RTO materials development</li> <li>• Industry-education collaboration</li> <li>• Flexible training pathways and learner perspective</li> </ul>

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*  <i>Note that 'primary stakeholder type' in this column refers to types identified in the Training Package Organising Framework</i>	Area of expertise
2.	Animal Management in Rural and Remote Indigenous Communities (AMRRIC)	AMRRIC - NT, Qld, SA, WA  Individual located in Vic	Primary: Subject matter expert, Veterinary services – Not-for-profit, working in partnership with Aboriginal and Torres Strait Islander communities	<ul style="list-style-type: none"> <li>• Experience as a veterinarian</li> <li>• RRR context (veterinary services delivery)</li> <li>• Remote indigenous communities</li> <li>• Current experience includes development and delivery of accredited and non-accredited training</li> <li>• Previous experience teaching VET animal care qualifications, including Certificate IV in Veterinary Nursing</li> </ul>
3.	Australian Veterinary Association (AVA)	AVA – National coverage  Individual located in WA	Primary:  Subject matter expert, Veterinary services  Secondary:  Professional association (AVA)	<ul style="list-style-type: none"> <li>• Experience as a veterinarian</li> <li>• Veterinary advocacy and policy – Animal health and welfare; use of veterinary medicines; workplace wellness</li> <li>• Veterinary legislation</li> </ul>

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*  <i>Note that 'primary stakeholder type' in this column refers to types identified in the Training Package Organising Framework</i>	Area of expertise
4.	Central Regional TAFE	WA	Educational expert – vocational delivery	<ul style="list-style-type: none"> <li>Public RTO context – lecturing, materials development, on-campus clinic</li> <li>RRR context – educational delivery</li> <li>Veterinary nursing – mixed animal and after-hours services</li> <li>Personal experience of UK-based veterinary nursing qualification</li> </ul>
5.	Charles Sturt University (CSU)	CSU – NSW  Individual located in NSW	Primary:  Subject matter expert, Veterinary services  Secondary:  Educational expert – Head of Discipline   Senior Lecturer in veterinary Technology	<ul style="list-style-type: none"> <li>University sector – delivery partnership with registered training organisation (RTO)</li> <li>Regional, rural and remote (RRR) context – educational delivery</li> </ul>

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*  <i>Note that 'primary stakeholder type' in this column refers to types identified in the Training Package Organising Framework</i>	Area of expertise
	This individual also represents:  Working Party on the Statutory Regulation of Veterinary Nurses and Technologists (RVNT Working Party)	RVNT Working Party – National coverage	Primary:  Subject matter expert, Veterinary services  Secondary:  Educational expert – Head of Discipline I Senior Lecturer in veterinary Technology	<ul style="list-style-type: none"> <li>• Statutory regulation of veterinary nursing</li> <li>• Graduate and career pathways</li> </ul>
6.	National Industry Advisory Group for Veterinary Nursing (NIAG)	NIAG – National coverage  Individual located in ACT	Primary:  Subject matter expert, Veterinary services  Secondary:  Peak industry advisory body (NIAG)	<ul style="list-style-type: none"> <li>• Veterinary nursing</li> <li>• Wildlife volunteering</li> </ul>
7.	Parap Veterinary Hospital	Hospital – NT	Primary:	<ul style="list-style-type: none"> <li>• Practice ownership and management</li> </ul>

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*	Area of expertise
		Individual located in NT	Subject matter expert, Veterinary services	<ul style="list-style-type: none"> <li>• Veterinary nursing</li> </ul>
8.	Primary Industries Curriculum Maintenance Manager (PICMM) Service	PICMM – Victoria Individual located in Victoria	Primary: RTO and educational expert – vocational delivery	<ul style="list-style-type: none"> <li>• Victorian curriculum maintenance management service</li> <li>• Development and delivery of vocational education</li> <li>• Training package product development process</li> </ul>
9.	United Workers Union (UWU)	UWU – National coverage Individual located in SA	Primary: Union	<ul style="list-style-type: none"> <li>• Industrial relations</li> <li>• Experience with training package product development process</li> </ul>
10.	United Workers Union (UWU) – Delegate	UWU – National coverage Individual located in SA	Primary: Union (delegate)	<ul style="list-style-type: none"> <li>• Veterinary nursing</li> <li>• Shelter environment</li> </ul>



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				<ul style="list-style-type: none"> <li>Animal welfare organisation</li> </ul>
11.	Veterinary Nurses Council of Australia (VNCA)	VNCA – National coverage  Individual located in NSW	Primary:  Subject matter expert, Veterinary services  Secondary:  Professional association (VNCA)	<ul style="list-style-type: none"> <li>Veterinary nursing</li> <li>Wildlife rescue volunteer</li> <li>National Industry Advisory Group for Veterinary Nursing (NIAG)</li> </ul>
	This individual also has experience in the RTO context, representing TAFE NSW.	NSW	RTO and educational expert – vocational delivery	<ul style="list-style-type: none"> <li>Public RTO context</li> </ul>
12.	VetPartners	VetPartners – ACT, NSW, Qld, SA, Tas, Vic, WA  Individual is located in NSW	Primary:  Subject matter expert, Veterinary services  Secondary:	<ul style="list-style-type: none"> <li>Multi-clinic perspective (employer)</li> <li>Veterinary nursing teams – capability and career pathways</li> <li>Experience as a veterinarian</li> </ul>

No.	Representing organisation/s and other representation	Jurisdictional coverage*	Stakeholder type*	Area of expertise
		Second individual is located in Qld	Veterinary care network, corporate veterinary model	
13.	Veterinary Practice Board Western Australia	Veterinary Practice Board of Western Australia  Individual located in WA	Primary:  Regulator	<ul style="list-style-type: none"> <li>• Mandatory registration of Veterinary Nurses and authorised persons in Western Australia</li> <li>• Mandatory authorisation of student veterinary nurses in Western Australia</li> <li>• Pathways to advanced veterinary nursing recognised under WA legislation</li> <li>• Veterinary nursing (Registered veterinary nurse working in practice)</li> </ul>
	This individual also has experience in the RTO context, representing:  South Metropolitan TAFE	WA	Educational expert – vocational delivery, advanced industry lecturer	<ul style="list-style-type: none"> <li>• Public RTO context</li> <li>• Veterinary nursing (registered veterinary nurse working in practice).</li> </ul>

\* Please note that to satisfy the TPOF requirement for 'state and territory representatives with relevant expertise', Skills Insight has presented the Technical Committee composition, including jurisdictional coverage and committee member expertise, to state training authorities for review and input.

## **Technical Committee sign-off**

The Veterinary Nursing Review Technical Committee has reviewed and accepted these Terms of Reference on 9 September, 2025.