

Retail Butchery and Smallgoods Project - Technical Committee Terms of Reference

Members of the Retail Butchery and Smallgoods Project *Technical Committee* are experts in their field and have been selected for their willingness to volunteer their assistance in a project to review and develop training package products in the *AMP Australian Meat Processing Training Package*.

The Technical Committee will help shape the training package products that are developed, ensuring they meet industry needs and produce real-life job outcomes, as a Retail Butcher and Smallgoods maker.

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 Training Package Organising Framework [Training Package Organising Framework](#) 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.

Skills Insight will provide secretarial support for all meetings.

How Technical Committee member input contributes to the project

Technical Committee members provide 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.

Technical Committee member input may include:

- identifying key job roles and required skills
- recommending key stakeholders and consultation methods specific to the project needs

- ensuring terminology, tasks and sub-tasks conform to industry requirements within units of competency and that assessment requirements and conditions identified are reasonable and practicable
- validating training package products so that they address current and future industry needs.

What Technical Committee members may be asked to do

- Confirm that industry and licensing/regulatory requirements are met in the materials developed where applicable, and advise on relevant organisations that will need to provide support for these licensing/regulatory requirements.
- Attend meetings/workshops (either online or in person) to share input and contribute expertise on the development of draft products.
- Provide feedback via feedback hub, email, phone or at face-to-face meetings/workshops and webinars.
- 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.
- It is acknowledged there may be instances where the technical committee is unable to come to a broad consensus on issues related to key elements of training package products. In these situations, Skills Insight may undertake further research and/or consultation with relevant stakeholders to resolve the issues.

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 additional expert advisors may attend Technical Committee without participating in decisions. In this case, Technical Committee members will be notified in advance.

Decision-Making Process and Authority

Skills Insight retains responsibility for final decisions relating to training product development and related matters.

Decisions are informed by a range of inputs, including advice from the Technical Committee, stakeholder consultation outcomes, workforce data and evidence, and relevant policies and frameworks that guide training product design. Technical Committee members play an important role in contributing technical expertise, industry insight and practical perspectives to inform these discussions.

While the Technical Committee provides advice and recommendations as part of this process, it does not hold decision-making authority and is not delegated to direct the decisions of Skills Insight.

Skills Insight will communicate the rationale for decisions made, including how Technical Committee advice and other relevant inputs have been considered.

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 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 line with requirements under the [Training Package Organising Framework](#) (TPOF) 2025, Skills Insight is required to publish Technical Committee membership information as part of its reporting and transparency obligations. To support this, Technical Committee members will be formally asked to confirm whether they consent to their name and organisation being published on the Skills Insight website and included in relevant reporting documentation. This will be an active confirmation process, and publication will only occur where consent has been provided.

Where a member does not consent to the publication of their name, Skills Insight may publish organisation details only, or otherwise describe the expertise represented on the Committee, in accordance with reporting requirements.

In addition, Skills Insight may be required to provide Technical Committee membership details in communications with State Training Authorities, the Department of Employment and Workplace Relations, and their supporting advisory bodies, and within training package product submission documentation, identifying members as contributors to the project.

Where Committee membership changes, the published membership list will be updated as soon as practicable following the change.

Technical Committee sign-off

The Retail Butchery and Smallgoods Project Technical Committee has reviewed these Terms of Reference on the 4 and 10 June 2026



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