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Technical Committee Terms of Reference: Rural Operations Project

Version	Date	Author	Comments
4.0	18/12/2025	Skills Insight	Added 3 Technical Committee representatives and moved this list to separate document. Technical Committee sign-off statement removed To be published on Skills Insight website January 2026
3.0	06/11/2025	Skills Insight	Draft content updated to include primary and secondary roles, and reformatted.
2.0	21/10/2025	Skills Insight	Draft content updated to include Skills Insight's role in supporting the Technical Committee, fees and costs, and draft updated list of TC members for this project moving forward - for discussion and sign-off
1.0	05/03/2024	Skills Insight	Original Terms of Reference content and list of TC members

Members of the *Certificate II Rural Operations 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 *AHC Agriculture, Horticulture and Conservation & Land Management 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.

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

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, if applicable.
- 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.

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 available at https://skillsinsight.com.au/privacy-policy/.

In addition, in order to adhere to policies associated with developing training package products (as outlined in the Training Package Products Development and Endorsement Process Policy), Skills Insight may be required to display the name and organisation of Technical Committee members on the relevant project webpage on the Skills Insight website 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.

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 Certificate II in Rural Operations 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.