

Terms of Reference

QTIC Industry Skills and Jobs Advisor
Program Tourism, Travel, Hospitality,
Accommodation and Events Management
Industry Reference Group



**QUEENSLAND
TOURISM INDUSTRY
COUNCIL**



Context

Good Job, Great Training: Queensland Skills Strategy 2024-2028

Good Jobs, Great Training: Queensland Skills Strategy 2024–2028 (the skills strategy) is the Queensland Government's plan to ensure Queensland has the skilled workers it needs to fill jobs now and in the future.

The skills strategy will drive the annual investment in skills of \$1.5 billion and doubles as a roadmap to deliver on the landmark National Skills Agreement (NSA) to work with the Australian Government to deliver up to \$2.54 billion of national reforms over the next five years to improve access to quality training and address critical skills needs.

The Skills Strategy is a significant action of the *Good people. Good jobs: Queensland Workforce Strategy 2022–2032* (QWS), which sets out a 10-year vision for a strong Queensland workforce, with its first three-year action plan focused on building a workforce to support growth, strengthen our communities and keep Queensland at the forefront of new opportunities.

The skills strategy delivers on the Queensland Workforce Strategy objective to foster shared responsibility across all levels of government, employers, industry, communities, education and training providers, and individuals in achieving its vision of a strong and diverse workforce ready to seize today's jobs and tomorrow's opportunities.

Industry Skills and Jobs Advisor (ISJA) Network

The new ISJA program will position industry as a key stakeholder to inform Queensland's funded VET programs and annual priority setting, input into national training product and workforce development and advocate for quality training and skills development.

Engagement arrangements with employers of all sizes, particularly small businesses, improve information sharing and create transparent approaches to shape government decision making, including regional investment decisions, program design, and training product review and development processes.

Targeted engagement with regional employers, small businesses and other industry stakeholders ensures Queensland's training and employment solutions are more accurately aligned with local skill needs and economic activity to support regional jobs growth.

The ISJA network will play a critical industry advocacy role engaging with employers, small business and industry stakeholders to provide the Department of Trade, Employment and Training (DTET) with high quality, evidence-based industry advice (including data and intelligence) about the industry and labour market landscape including issues and challenges, current and emerging industry direction, skills needs and training solutions, jobs growth and employment opportunities to:

- inform and align Queensland Government training and skills priorities and decision making, including program design and investment settings, identifying emerging workforce needs at a regional level against the current and emerging employment, skills and training needs of industry;



- support and connect DTET engagement and strategic priorities including the work of DTET Regional Offices, Regional Jobs Committees, Jobs Queensland and Jobs and Skills Councils (JSCs);
- support DTET's ongoing agenda for quality training and skills development to foster a better understanding of the training, workforce and employment challenges and opportunities for industry, as well as support implementation of the Skills Assure Supplier (SAS) system through supporting application, complaints management and audit and performance review processes;
- inform and engage industry to make a strong Queensland contribution to the national VET reform agenda, national, state and local consultation activities, workforce development initiatives and JSC training product and workforce projects; and
- support employer, small business and industry stakeholder connection and engagement with VET pathways and DTET programs, initiatives, and events.

Purpose

The XXXX (*industry sector*) ISJA Industry Reference Group (IRG) provides a central coordination point to collate, interrogate and validate the industry intelligence which forms the evidence-base of ISJA advice to the department and ISJA work planning and prioritisation.

Scope

The IRG is an advisory body only, with a scope that includes providing industry advice on:

- training and skills priorities and decision-making, including program design and investment settings;
- quality of training and skills development within industry;
- workforce challenges that have implications for industry alongside skills and training;
- national VET reform agendas, national and local consultation activities, workforce development initiatives and JSC training and workforce projects; and
- employer, small business and industry connection and engagement with VET and VET pathways and careers and the department's programs, initiatives, and events.

Further, the IRG will provide endorsement for:

- the Annual Action Plan;
- ISJA Quarterly and Annual reporting; and
- ISJA Investment Review reporting.

The IRG will provide advice to the ISJA about skills, training and workforce matters relative to the following Training Package:

- **SIT** Tourism, Travel and Hospitality Training Package.



Membership conditions

The IRG membership is representative of the diversity of the XXXX industry sector, and reflective of the priority investment areas for the Queensland Government. Membership will comprise of the following categories:

- employers – a mix of large and small, regional and metropolitan based and representative of key sectoral areas within the industry grouping;
- employer bodies (industry peaks etc);
- employee bodies (unions etc); and
- Jobs and Skills Councils.

The following representative groups cannot be standing members of IRGs, however can be invited as guests as required. These include:

- RTOs/GTOs – where invited as guests, involvement should be balanced with the inclusion of representatives from both public and private providers – reported RTO advice must be clearly identified as such;
- DTET – Regional Office representation, interface required; and
- Queensland Government agencies – can be ongoing where relative to specific and priority Queensland Government strategies.

* Employer bodies that are also RTOs can be standing members – with membership to be specifically representing the employer body business arm.

* DTET Industry Managers will not be standing members of any IRG but should have a standing invitation as an observer to all meetings.

* A member may nominate a proxy to attend IRG meetings on their behalf, where necessary.

* Members may also bring observers to meetings as necessary.

| Role | Member Name / Agency | Representative Category Employer/Peak/Union etc. |
|-------------------------------|----------------------|---|
| Chair and standing IRG member | | |
| Standing IRG member | | |
| Standing IRG member | | |
| Standing IRG member | | |



| Role | Member Name / Agency | Representative Category Employer/Peak/Union etc. |
|---------------------|----------------------|--|
| Standing IRG member | | |
| Observer | DTET | Industry Manager |

Governance

Chair

The IRG Chair is appointed by the ISJA. The Chair will:

- determine the agenda for the IRG's consideration;
- invite specialists to attend meetings when required by the IRG;
- chair each meeting; and
- may appoint another Standing Member as Deputy Chair.

Reporting requirements

The IRG will provide minuted endorsement of ISJA related activity and progress within:

- the Annual Action Plan and forward 12-month work plan;
- ISJA Quarterly and Annual reporting; and
- ISJA Price List Review reporting.

Secretariat

The IRG Secretariat function will be provided by the ISJA. The Secretariat will:

- organise meetings and notify members of meeting times;
- prepare agenda papers and issue notices for meetings, ensuring all necessary documents requiring discussion or comment are provided to members prior to a meeting wherever possible;
- ensure that all relevant agenda items have the necessary supporting documentation requiring discussion or comment during the meeting;
- progress action items with responsible member/s and provide support where required; and
- take notes of proceedings and prepare meeting minutes of each meeting.



Frequency of meetings

IRG meetings will be held on a XXXX basis, or more often as determined by members.

Confidentiality

The activities of the group, including data shared and discussions held within meetings, are confidential, unless otherwise agreed or directed by the Chair or DTET.

The composition of IRG membership names will only be used for internal departmental purposes and will not be distributed externally.

Remuneration

Members will not be remunerated for their participation on the IRG.

Conflict of interest

Members must keep the Chair advised of any interests that may potentially conflict with those of the Queensland Government or DTET. If a potential material conflict of interest arises, the member concerned shall advise the Chair prior to any roundtable meeting at which the issue is to be discussed. Members should recuse themselves from discussion of matters which constitute a real or potential conflict of interest, or which may provide an unfair market advantage.

Any potential conflict of interest and recusals from discussion must be recorded in the minutes of the IRG.

Terms of Reference review

These Terms of Reference can be reviewed to ensure they meet the current needs of the IRG. Any amendments must be approved by DTET.

Endorsed by Chair

Name:

Title:

Date