Powering Skills Organisation Ltd

Terms of Reference UEE Full training product review project technical committee

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Terms of Reference for Technical Committee: UEE Full training product review project

1.0 Background

Powering Skills Organisation Ltd is a Jobs and Skills Council for the Energy, Renewables and Gas sectors. Jobs and Skills Councils (JSCs) have been established to provide industry with a stronger voice to ensure Australia's vocational education and training (VET) sector delivers better outcomes for learners and employers. PSO brings together employers, unions and governments in a tripartite arrangement to find solutions to skills and workforce challenges.

Following a review of broad and diverse stakeholder consultation, this *Technical Training Committee* was established to promote collaboration and results-driven decision making for the following training products:

- **All UEE training products, including Qualifications, Skill Sets and Units of Competency within the UEE training package.**

2.0 Introduction

PSO has structured its stakeholder committees and advisory groups to ensure we provide strategic, operational and technical advice to deliver effective workforce planning, provide industry stewardship and develop world class and fit-for-purpose training products. There are four levels of committees and advisory groups that PSO gathers advice and guidance from. They include:

- PSO Technical Steering Committee (internally resourced by PSO)
- Strategic Industry Advisory Body (SIAB) (see SIAB Terms of reference)
- Technical Advisory Groups (TAGs)
- Technical Committees related to specific training product projects (TCs)

3.0 Purpose

The Technical Training Committees provides a mechanism for consultation for specific training package of the PSO Training Product Development function and on the intersection of training packages with industry engagement.

The Technical Committee collaboratively progresses items of importance within its remit to achieve agreed objectives, outcomes and priorities.

4.0 Technical Training Committee Purpose

Before training product development begins, Jobs and Skills Councils (PSO) must identify the skills and workforce needs of their industries (based on workforce planning, skills forecasting, industry intelligence, data from consultations with governments and Jobs and Skills Australia). The Technical Training Committees are PSOs committee process that identifies key stakeholders and consultation mechanism for the drafting of the training products in accordance with Training Package Organising Framework (TPOF), particularly Step1. 2 of the Training Package Products Development and Endorsement Process Policy (TPPDEPP).

5.0 Scope

The technical committee will draw on their expertise to advise Jobs and Skills Councils on training design, delivery and assessment, AQF levels, impacts on learners, possible implementation issues, and identify any additional stakeholders that should be included in the consultation strategy[1]. The Jobs and Skills Council must genuinely consider the advice given by the technical committee.

Members of the technical committee will provide expert intelligence and advice to PSO on the required skills and knowledge in modern workplaces, as well as emerging industry practices and emerging technology required in current and future training requirements that will ensure the energy workforce is positively impacted by the changes made to the training products. Technical committee member input may include:

- Attending meetings (either online or in person) to share input and contribute expertise on the development of draft products.
- Recommending key stakeholders and consultation methods specific to the activity needs.
- Ensuring training product terminology and tasks conform to industry requirements, and that assessment requirements and conditions identified are reasonable and practicable.
- Reviewing training package products and confirming that they address current and future industry needs.
- Reviewing training package products and confirming that AQF levels, impacts on learners and implementation issues are addressed and overcame.
- Confirming that industry and licensing/regulatory requirements are met in the materials developed where applicable and advising on relevant organisations that will need to provide support for these licensing/regulatory requirements.
- Identifying key job roles and required skills.
- Providing feedback via feedback processes, email, or at face-to-face/online meetings.
- Providing confirmation of the draft products prior to submission for endorsement.

[1] Department of Workplace and Employment Relations (2022), *Training Package Products Development and Endorsement Process Policy*, Step 1.2, p.12

6.0 Membership

Members are expected to work collaboratively and model respectful behaviours, in accordance with the *Code of Conduct*. Members are not expected to provide advice on matters outside their area of expertise or knowledge.

The PSO Technical Steering Committee will act as the Secretariat for external technical committees and may invite representatives from other organisations or other guests to participate in specific meetings or discussions, as appropriate.

Guests and experts should only attend meetings for relevant agenda items. Membership of the technical committee will be by PSO invitation according to membership in section 6.1 of this ToR.

6.1 Membership will comprise of:

- employers and their representatives/peak bodies.
- employees and their representatives/unions.
- the Commonwealth, state and territory governments (including licensing and regulatory bodies.
- Registered Training Organisations and their representatives/peak bodies.
- learners and educational experts as appropriate (including those with disability-specific knowledge)
- other Jobs and Skills Councils, as appropriate.

Membership of all PSO Stakeholder Committees is to support the core functions of PSO:

- Membership will seek to achieve diversity, through a focus on inclusion, belonging and acknowledgement of First Nations Peoples.
- Committee members are not paid sitting fees and therefore being a committee member is considered a voluntary role.
- Membership of these committees is considered to be 'in kind' support of workforce and technical training product development.
- Committee members are expected to act in the best interests of PSO and the overall industry and is not for personal or the organisation in which the member represents gain or benefit. Therefore, all members which ensure they include any declaration of conflicts of interest that impact the individual to act in an impartial manner and in accordance with the JSC Code of Conduct.
- A conflict of interest is defined under three categories[2]. They include:
    - Real conflict of interest occurs where there is a conflict between public duty and personal interest of an employee that improperly influence the employee in the performance of their duties.

[2] Australian Public Service Commission (2025), *Section 5: Conflict of Interest*, Commonwealth of Australia, accessed 4 June 2026

- Apparent conflict of interest occurs where it appears that an employee's personal interest could improperly influence the performance of their duties, but this is not in fact the case.
- The appearance (potential) of a conflict can be just as damaging to public confidence in public administration as a conflict which gives rise to a concern based on objective fact.

- Special guests can be invited to participate on topic specific items that have strategic and/or regulatory impacts on the work intended to be carried out by all PSO Committees.

PSO will seek further consultation from members as outlined by the Training Package Operating Framework (TPOF) process. If feedback is not received according to 6.1, feedback can be sought by PSO after meetings if the consultation evidence does not fulfil the requirements of TPOF processes.

Responsibilities of Committee Members include:

- Attend all meetings; if unable to attend, provide a PSO-approved proxy.
- Declare any conflict of interest.
- Be respectful with other committee members in meetings.
- Read relevant documentation in preparation for meetings.
- Provide relevant subject matter advice.
- Meet agreed timelines for feedback.
- Maintain confidentiality of sensitive information discussed.

Termination of Membership can occur under the following circumstances:

- Membership may be terminated if a member consistently fails to attend meetings or meet responsibilities.
- Members may also be removed for breaches of confidentiality or conflicts of interest.

7.0 Governance

The Technical Training Committee is an advisory body to provide non-binding advice in support of the *Training Package Products Development and Endorsement Process*.

The Technical Committee will be established for a period of time, or for the duration of the project with scope for extension if required.

The Technical Committee will meet as needed. Meetings will be held online unless otherwise notified by PSO. Participation in the Technical Committee and/or Advisory Groups is voluntary, and members will not be renumerated. Members and the organisations they represent will be required to meet their own costs.

Members who are unable to attend meetings may nominate a suitable proxy attendee. Proxys for Technical Committees (excluding TAGs) must be approved by PSO one week prior to the meeting.

All members must declare any potential, apparent or actual conflicts of interest as they arise. Members will be required to complete Conflict of Interest and Deed of Confidentiality Forms.

8.0 Secretariat

Powering Skills Organisation will Chair the Technical Committee and provide Secretariat support including, but not limited to:

- managing appropriate meeting arrangements and logistics.
- distributing the agenda and meeting papers prior to the meeting or at discretion of the Chair.
- taking minutes, recording decisions and actions, circulating information to members and keeping appropriate records; and
- monitoring action items arising from Committee meetings and assisting in their implementation.

The Chair's responsibilities are to:

- have a thorough understanding of the scope of work and maintain a focus on achieving outcomes.
- finalise meeting agendas with the assistant of PSO secretariat and ensure all agenda items are discussed within the allocated time.
- encourage full participation of all members including agenda setting.
- promote a cooperative and collaborative relationship where all jurisdictions are equal partners in decision making, ensuring contentious issues are debated in a professional manner and mediate when conflict arises; and
- facilitate action items by consensus where possible or gain points of view from the participants.

9.0 Meetings

The Technical Committee will meet when required and may hold additional meetings or as necessary. Meetings may be conducted virtually and may depend on circumstances.

Technical committee meetings will be held either online or face-to-face when required at key decision-making points of the activity. All meetings will need a quorum of 51% or greater to be held. Attendance may be online or face-to-face. Meeting agendas and supporting papers will be circulated by PSO at least five working days prior to the meeting. Draft minutes will be circulated for comment within ten working days of completion of the meeting.

The agenda for the meeting will be set by PSO in consultation with the Chair. Agenda papers will be circulated in advance of meetings.

The meetings will be chaired by the PSO Chair. If the PSO Chair is not able to attend the meeting, the meeting will be chaired by another PSO committee member.

Decisions are not made based upon a quorum of the quantity of attendees but rather the representation of stakeholders as required by the TPOF process (outlined in section 6.1 of this ToR).

A record of the meetings in accordance with PSO Procedure and the requirement of the TPOF (to include minutes and attendance), will be published a minimum of ten days after engagement and consultation is undertaken.

10.0 Reporting

PSO will seek feedback as part of the consultation process through minutes and other appropriate feedback mechanisms. The minutes will be distributed through email to collect information and is a collection of evidence for PSO to discuss at the PSO Technical Steering Committee.

- The committee shall regularly evaluate its performance and the effectiveness of its contributions to the project.
- Reports on progress, challenges, and outcomes shall be prepared and submitted to the PSO management at agreed intervals.
- The committee shall document lessons learned and best practices to inform future activities.

PSO will seek feedback where information from stakeholders is incomplete as per the TPOF process. Resolutions and findings will be published following a period of consultation on the PSO website.

11.0 Decision Making

The PSO Technical Steering Committee makes decisions as to whether matters raised at the Technical Committee is to proceed to action and will follow the TPOF process. All decisions as to whether the matter will proceed to a major or minor change will be published to the PSO website. Where parties do not agree on progression, PSO will consider points raised and seek to understand why agreement cannot be reached.

Section 3.4 of the TPOF process outlines, “Jobs and Skills Councils are responsible for **resolving disagreements and disputes** between stakeholders relating to the content of its training products prior to them being submitted to the Assurance Body.”[3]

Section 5.1 of the TPOF process outlines responsibility of the Jobs and Skills Council in submission of training products to the assurance body must demonstrate, “Consultation logs outlining stakeholder feedback, changes incorporated and any relevant evidence with clear justification for feedback not incorporated and outstanding issues not resolved with SSON (Skills Senior Officials Network)/States and Territories.

Training product decisions will be made by consensus, meaning that all committee members are satisfied with decisions even though it may not have been their first choice. If review or development work has been validated nationally with the industry, no single member may veto progression if other members agree the required TPOF processes have been followed.

Technical Committees are formed to ensure that training products are informed by extensive stakeholder engagement. PSO is expected to consult in a way that is pertinent to the content and impact of the training product. PSO is also expected to make the best efforts to incorporate feedback from stakeholders and to ensure the final product reflects broad consensus.

[3] Skills Ministers. (2022). Training Package Products Development and Endorsement Process Policy; Skills Ministers Meeting. p.12

12.0 Dispute Resolution

In the event of any disputes arising under or in connection with this Terms of Reference, the committee shall endeavour to resolve the matter through good faith negotiations. If a resolution cannot be achieved through direct discussions, the matter shall be escalated to PSO Steering Committee.

It is, however, recognised that there may be circumstances where:

- Stakeholder groups have polarised views on certain issues.
- Broad consensus on the training product is not readily able to be achieved.
- PSO itself is unable to reach an agreement on key elements of a training product.
- State or territory governments have concerns about a training product such that one or more Ministers may not be able to endorse the training product.

PSO is expected to make the best efforts to resolve these issues. Likewise, stakeholders are expected to understand that not all elements of all training products will be preferred by all stakeholders. By increasing transparency and publishing consultation logs, all stakeholders will be able to see how their feedback has been addressed and the reasons why PSO has adopted the approach it has.

In managing disputes between stakeholder groups in relation to the content of training products PSO is expected to:

- Resolve disputes as early as possible.
- Use resources efficiently.
- Limit the issues in dispute.
- Act fairly.
- Handle information relating to disputes sensitively.
- Be transparent such that the dispute resolution process is clear to all.
- Resolve disputes in a manner that enhances stakeholder understanding of, and confidence in, the training product development process.

The CEO of PSO will work with the PSO Board Chair to finalise the resolution process, given all evidence collected by PSO. Throughout the dispute resolution process, the parties shall continue to perform their obligations under this Terms of Reference, except for those obligations that are the subject of the dispute.