

Industry Skills Councils Terms of Reference

The South Australian Skills Commission (Commission), pursuant to s19(3) of the *South Australian Skills Act 2008* (Act), may establish industry engagement or advisory bodies as it sees fit.

The following Industry Skills Councils (ISCs) are established by the Commission as industry advisory bodies:

1. Agribusiness, Food and Wine/Beverages
2. Construction and Mining
3. Creative Industries, Arts, Finance, Technology and Business
4. Defence and Space Technologies
5. Early Educators, Health, Human Services, Sport and Recreation
6. Electrotechnology, Energy, Gas, Renewables and Hydrogen
7. Manufacturing and Automotive
8. Retail, Tourism, Hospitality and Personal Services
9. Public Safety and Government
10. Transport and Logistics.

The function of the ISCs is to provide strategic, technical, evidence-informed advice to the Commission on its functions, including the following provisions of the Act:

- s6 – declaration of trades and declared vocations, including pre-apprenticeships or pre-traineeships, specified skills sets, higher qualifications
- s19(1)(a) – where aligned to the functions of the national Jobs and Skills Councils (JSCs)
- s19(c) – the preparation of the South Australian Skills Standards
- Part 4A – the recognition of other trade and declared vocation qualifications and experience (not being qualifications obtained under a Training Contract).

The role of ISCs includes:

- engaging with regulators, businesses, JSCs, government agencies, unions, and rural and regional stakeholders in matters relating to vocational education and training, higher education, and workforce development
- providing an efficient and effective resource for the Commission to gather current and future industry workforce training intelligence that supports the government's strategic policies
- contributing to and assisting in the testing and validation of the Commission's work, government policy, and program initiatives
- contributing to the Commission's focus on the future workforce and training needs of South Australia and being involved in projects that support the Commission's work.

ISC members may also be nominated to participate as a member of a panel established to:

- develop occupational standards to support the assessment of applications for recognition in a particular trade or declared vocation.
- assess applications for recognition in a particular trade or declared vocation.

ISC governance

Membership

- ISC members are volunteers appointed by the Commissioner and the relevant ISC Chair for a term of up to two years, which can be extended as required by the Commission.
- The Commissioner and the relevant ISC Chair reserve the right to appoint additional members and co-opt other individuals who have the necessary skills and technical knowledge for specific purposes to an ISC.

Conduct

- The Commissioner and the relevant ISC Chair reserve the right to remove any ISC member for, but not limited to, breaches of the South Australian Skills Commission Code of Conduct.

Responsibilities

- ISC members are required to attend four meetings per year.
- ISC members are required to consider and provide advice outside of formal meetings.
- In-person attendance at ISC meetings is preferred, however online attendance is available through MS Teams, for members based in regions.
- ISC members are not permitted a proxy due to the sensitive and confidential nature of information shared and discussed.
- Should the ISC Chair be unavailable, the Commissioner or ISC Chair will nominate an appropriate person to chair the meeting.
- ISC members are required to sign and adhere to the Code of Conduct, including the terms of professional conduct and privacy.
- At least one meeting of all ISCs will be held annually.