



SKILLSIQ

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Outdoor Recreation

Technical Advisory Committee

Terms of Reference

Introduction

This document summarises the responsibilities of the Outdoor Recreation Technical Advisory Committee (O Rec TAC). It represents an agreed approach for the O Rec TAC and summarises its key purpose and role.

The O Rec TAC operates under the direction of the Sport and Recreation Industry Reference Committee (IRC). IRC members have ultimate and final decision making authority regarding training package development.

1. Purpose

The O Rec TAC is to act primarily as a forum for discussion and provide advice on behalf of the outdoor recreation sector to inform the preparation of a business case, a document detailing the proposed approach for the review of nationally recognised outdoor recreation qualifications.

Key objectives of the TAC will be to:

- Define training package work required and industry imperatives for review
- Confirm industry job roles, functions and skills to be reflected in revised training package components
- Understand the potential impact of the proposed changes on industry
- Explain how the proposed changes meet government priorities
- Incorporate recommendations from ASQA equine review, as appropriate
- Identify how units of competency from other training packages are used within O Rec training package
- Identify any national standards that exist within the sector and consider how/if these should be addressed in the training package

2. Membership

The Chair of the O Rec TAC will work with SkillsIQ to ensure all jurisdictions and broad sector representation. Membership of the O Rec TAC is voluntary and includes:

- 2 representatives from the Sport and Recreation IRC



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- 2 state peak bodies
- 2 national peak bodies (could be a related national sporting organisation)
- 2 large employers, 2 small employers, 1 volunteer organisation.

In recognition of the broad nature of the outdoor recreation industry, on occasion other relevant stakeholders or suitably qualified subject matter experts may be invited to provide input.

O Rec TAC members must be able to, meet face to face for the initial meeting of TAC members and engage in at least two additional TAC discussion forums during the project cycle.

Members may cease participation in the O Rec TAC at any time by notifying SkillsIQ in writing of their intention to do so.

3. Roles and Responsibilities

Members of the O Rec TAC will:

- have an understanding and/or experience working within more than one outdoor discipline
- the capacity to think big picture
- have a sound understanding of workforce job roles and functions
- provide general intelligence relating to their industry sub sector/s
- support and facilitate communication and consultation with industry, including other members of their organisation, association members and other industry networks;
- share relevant communications and information to the industry sector/s they represent;
- validate feedback on proposed changes and recommendations in preparation of the business case
- have their nomination endorsed by an industry peak body

4. Operation

The O Rec TAC will operate from late September 2016 to February 2017 with discussion forums (face to face and teleconferences) convened as agreed between the Chair, TAC members and SkillsIQ.

The TAC Chair will be an industry representative appointed by the IRC.

SkillsIQ will provide secretariat support including preparation of agendas and relevant meeting papers in consultation with the Chair for circulation prior to forums and will provide staff to take minutes of each meeting. SkillsIQ will also provide a dedicated Skills Engagement Specialist to undertake required consultations.



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Unless otherwise agreed, meetings will be hosted at SkillsIQ premises and travel to and from and attendance at such meetings is at the expense of the member.

5. Proposed Timeframes

Activity	Timeframe
IRC approval of Business Case project proposal	August 2016
TAC formed	September 2016
TAC Meeting/s & Industry consultation	September - November 2016
Draft Business Case (inclusive of TAC review)	December 2016
IRC input and approval	January 2017
Business Case submitted to AISC	February 2017

6. Agreement

I, the undersigned, confirm that I have read and understand these Terms of Reference and agree to participate as a member of the O Rec TAC according to the responsibilities contained therein.

Member Name:	
Organisation Name:	
Signature:	
Date:	