

## ACTION PLAN

### Actions to address key themes from IRC Chairs

The AISC agreed to develop an Action Plan to strengthen engagement and enhance support to the IRC network. The Action Plan includes a series of projects and activities to address feedback from IRC Chairs. The Action Plan is based on four key themes highlighted in the table below.

#### Theme 1. Greater strategic leadership and guidance from the AISC to the IRC network

Action No.	Recommended Action	Milestone Date	Status
1.1	Invite <b>guest speakers</b> to AISC and IRC Chair meetings as necessary, such as National Skills Commission (NSC), ASQA etc	From June 2020	<b>Ongoing</b>  Adam Boyton, National Skills Commissioner, NSC, attended 5/11/20 ERSC meeting.  Tiffany Blight, Executive Director, NCI, attended 13/09/20 AISC Meeting.
1.2	<p>AISC to provide <b>strategic engagement and support to IRCs through VET reforms</b> and during the transition to the new VET system.</p> <p>Secretariat to work with the AISC Chair to identify opportunities to engage with IRCs and promote opportunities for IRCs to contribute expertise throughout the transition.</p> <p>Provide <b>regular updates</b> on industry engagement reform, transition and implementation arrangements and consultation opportunities.</p> <p>AISC Chair to disseminate VET reform updates in the AISC newsletter.</p> <p>Regular emails sent to IRCs with updates on VET reform, including key transition outcomes from AISC meeting communiques.</p> <p>Articles from the AISC Chair with thoughts/reflections on IRC achievements and highlight importance of IRCs remaining engaged in the system.</p>	May 2021 onwards	<b>In progress</b>  Ongoing emails to IRCs and updates in the AISC newsletter.  Last newsletter sent 16 March 2021.

## Theme 2. Improved communication and engagement between AISC and IRCs

Action No.	Recommended Action	Milestone Date	Status
2.1	Issue <b>bulletins/circulars</b> to IRCs to provide guidance on common issues related to training package development, and expectations for stakeholder consultations.	Oct 2020	<b>Ongoing</b>  Last newsletter sent 16 March 2021.
2.2	Convene <b>meetings of the AISC</b> to be held in capital cities to enable engagement with relevant stakeholders, including IRC Chairs.	Feb 2021	38th AISC meeting on 22 June 2021 held face-to-face in Canberra.
2.3	Publish an abridged <b>AISC agenda</b> on AISC website at least one week prior to the AISC meeting.	From Sep 2020	<b>Ongoing</b>  Agenda for 37 <sup>th</sup> AISC meeting on 20 April 2021 published 14 April 2021.
2.4	Invite <b>IRC Chairs and their SSO to participate in AISC meetings</b> for particularly complex issues, for example where a case for endorsement is contentious.  Invitations will be made in consultation with the AISC Chair and having regard to complexity/significance of the case, or matters arising due to concerns regarding lack of industry or STA support.  Consider consultation with AISC representative/s in protracted disputes prior to submission to a full AISC meeting.	From Jul 2020	<b>Ongoing</b>  20 April 2021 AISC Meeting:  Jodie Davis (Chair, Direct Client Care IRC)  Marcus Riley (Chair, Aged Services IRC)  Benjamin Keast (Chair, Disability Support IRC)  Andrew Shea (Chair, Education IRC)

## Theme 2. Improved communication and engagement between AISC and IRCs cont.

Action No.	Recommended Action	Milestone Date	Status
2.5	<p>Establish <b>regular feedback</b> to IRC Chairs/Deputy Chairs on AISC decisions through:</p> <p>summation of issues and feedback to IRCs to be agreed at each AISC meeting and provided through regular newsletter.</p> <p>Secretariat to convey feedback to IRC Chairs on specific submissions immediately following AISC meetings.</p>	Oct 2020	<p><b>Ongoing</b></p> <p>Last newsletter sent 16 March 2021.</p> <p>Education IRC provided with feedback post April 2021 meeting.</p>
2.6	<p>Identify opportunities for AISC members to participate in selected <b>IRC meetings</b>.</p> <p>Distribute IRC meeting schedule to AISC members</p>	Feb 2021	<p><b>Ongoing</b></p> <p>Don Zoellner and Adrienne Nieuwenhuis attended the Children's Education and Care IRC meeting on 29 March 2021.</p>

### Theme 3. Building capability for IRCs

Action No.	Recommended Action	Milestone Date	Status
3.1	<p>Provide support to IRCs to assess the <b>workforce development</b> and skills needs of their industries.</p> <p>AISC to commission the development of <b>workforce planning resources</b> to assist IRCs in the development of Industry Skills Forecast and proposals for training package development (completed).</p> <p>Consult with NSC on workforce planning resources and link to NSC tools.</p> <p>Suite of tools to be made available on the AISC website.</p> <p>AISC Chair to promote value and purpose of the tools, and providing guidance around the AISCs expectations for their use.</p>	Sep 2020	<b>Completed and resources published.</b>
3.2	<p>Develop an <b>induction pack</b> for new IRC members to provide an overview of the system, and clarity of roles and responsibilities.</p> <p>Secretariat to develop induction pack with an overview of the requirements for IRC members.</p> <p>Secretariat to distribute links to e-learning modules for guidance for their use.</p>	Nov 2020	<p>Updated Induction Kit published in February 2021.</p> <p>Membership SMART form in-progress.</p>
3.3	<p>Promote <b>online training</b> opportunities to IRC members through regular newsletter.</p> <p>Canvas views of IRC Chairs and Deputy Chairs to confirm further <b>governance and risk management</b>, or other support/training is required for members, and particularly Chairs.</p>	Oct 2020	<p><b>Ongoing and promoted through AISC Newsletter as required.</b></p> <p>Two online training opportunities shared in 16 March 2021 newsletter.</p>

### Theme 3. Building capability for IRCs cont.

Action No.	Recommended Action	Milestone Date	Status
3.4	<p>Identify opportunities for IRCs to <b>share achievements and learnings</b> (e.g. effective processes to engage with industry, governance models).</p> <p>Include case studies or best practice scenarios for future IRC Chairs Days, newsletters or suitable media.</p>	Dec 2020	On hold due to Skills Minister's decisions on reforms to industry engagement.
3.5	<p>Review <b>documentation requirements</b> for AISC meetings.</p> <p>Streamline documents and develop standard templates to build IRC and SSO capability in presenting their packages.</p> <p>Refresh the case for endorsement/case for change checklist to support IRCs/SSOs to complete these, with supporting analysis &amp; strategic advice to be provided by the Secretariat.</p>	Dec 2020	<b>Completed</b>
3.6	<p>Increase transparency, awareness and rigour of <b>IRC recruitment processes</b>.</p> <p>Publish clear information on the AISC website about the role and responsibilities of members, attributes required and how industries can participate or nominate a representative for an IRC.</p> <p>Undertake a stocktake of IRC membership to ensure the AISC website is accurate and up to date, and that all vacancies are correctly identified.</p> <p><b>Consider the IRC self-review process</b> (agreed by the AISC October 2019) to ensure the composition of IRCs truly reflects their industry sectors, and members have the appropriate expertise and influence required.</p> <p>The AISC will support the IRCs in the self-review process to address any capability or membership gaps.</p>	Nov 2020	Stocktake of IRC membership complete.

### Theme 3. Building capability for IRCs cont.

Action No.	Recommended Action	Milestone Date	Status
3.7	Improve access to real time <b>data</b> and improve ability to identify skills needs.	Feb 2021	<b>Completed.</b>
	Update the AISC website to link to <b>NSC labour market data</b>		AISC website links to NSC website with labour market data.
	Support IRCs to leverage <b>NSC data/analytics</b> to better inform work and emerging priorities in their sectors.		

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## Theme 4. Streamline and improve training product processes

Action No.	Recommended Action	Milestone Date	Status
4.1	<p>Consider whether current <b>Quality Assurance Panel</b> arrangements are fit for purpose.</p> <p>Canvas SSOs and IRC Chairs for any issues associated with the performance of <b>Quality Assurance Panel members</b> or the panel arrangement.</p> <p>Determine whether a refresh/review of current Panel arrangements is required.</p>	Dec 2020	<b>Completed</b>
4.2	<p>Undertake review of training package development during COVID19 to determine <b>lessons learned</b> and identify opportunities for permanent improvement/simplification.</p> <p>Schedule meeting of ERSC to discuss.</p>	Sep 2020	<b>Completed</b>  AISC considered lessons learned at their Strategic meeting and reported to SSON in September 2020.
4.3	<p>Examine barriers and opportunities to make <b>cross sectoral work</b> simpler.</p> <p>Support IRCs to identify appropriate cross sectoral units</p> <p>Provide guidance to use contextualisation guides.</p> <p>Develop and publish case studies of successful cross-sectoral work (e.g. 2019 work on supply chains led by the Transport and Logistics IRC and 2020 cross-sectoral infection control unit)</p>	Feb 2021	<b>In progress</b>  An article on cross-sector supply chain project published to AISC website November 2020.