



## Industry Reference Committee Review – Organisation Nomination Form

### Section 1: Organisation and representative details

Organisation name: \_\_\_\_\_

Name of the IRC applicable to nomination: \_\_\_\_\_

Name, business address and contact details of person submitting nomination:

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name, business address and contact details of organisation's nominated representative (please attach resume and the names of two referees):

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Referee #1: \_\_\_\_\_

Referee #1: \_\_\_\_\_

### Section 2: Supporting statement

All nominations must include a statement from the CEO (or other senior management) supporting both the organisation's participation on the IRC and the nominated representative.

Name: \_\_\_\_\_

Role in organisation: \_\_\_\_\_

Contact details: \_\_\_\_\_

Supporting statement:

### Section 3: Representation details

Please indicate which of the following apply to the organisation.

- It would bring a national perspective for the industry sector. ☐ Yes ☐ No
- It would bring a state/territory/regional perspective for the industry sector. ☐ Yes ☐ No
- If yes, which state/territory/region? ☐ QLD ☐ NSW ☐ VIC ☐ SA ☐ WA ☐ NT ☐ TAS
- Is the organisation applying for a specific position against the IRC structure? ☐ Yes ☐ No
- If yes, which category and industry sector/expertise position? \_\_\_\_\_

### Section 4: Statement of claims against the selection criteria

In determining the membership of the IRC, the AISC is looking for individuals with extensive experience in and knowledge of their industry sector, with the capacity to proactively apply these attributes to the work of an IRC.

In particular, the AISC is interested in:

1. the level of **influence** the organisation has across the sector and how they are perceived in relation to industry-wide issues

*Your response (approx. 250 words):*

2. the **capacity** of the organisation to consider current and future directions/influences for their industry and to relate those factors to workforce development and skills needs

*Your response (approx. 250 words):*

3. the **capability** of the organisation to provide input directly, to seek input from others, and to represent a variety of circumstances across the industry.

*Your response (approx. 250 words):*

Note 1 – In determining the structure for the IRC, the AISC will consider both the individual characteristics of the nominating organisation and representative (as set out in the nomination) as well as the composition of the committee as a whole to ensure it is appropriate to the industry.

Note 2 – In nominating for a position on the IRC, please be aware that if you are successful, your name, employer/organisation, state and position will be made publicly available on the AISC website.

# Privacy Consent Form - Publication of Industry Reference Committee Member Name

Industry Reference Committee Name: \_\_\_\_\_

Name of Industry Reference Committee Member: \_\_\_\_\_

☐ Individual/expertise position

OR

☐ Organisational position

Organisation representing: \_\_\_\_\_

Industry Reference Committees have a key role in the new training package development arrangements and represent the views of a range of industry stakeholders. As such, it is important for stakeholders to know who is representing their industry on their IRC. The Australian Industry and Skills Committee is therefore seeking to make IRC's membership information publicly available. Noting that, although your name would be available – the contact details made available by us on the website would be your Skills Service Organisations (SSOs).

☐ I consent to the publication of my name, employer/organisation, state and my position (if applicable) on the Industry Reference Committee specified above, on the Australian Industry and Skills Council ('AISC') website and the Department of Education and Training's website.

From time to time the Department of Education and Training is contacted by government and training package development program stakeholders seeking industry insights or advice. (A recent example was the National Centre for Vocational Education Research (NCVER) and the Department of Education and Training wanting to invite relevant IRC members to an Apprenticeship Stakeholder Forum they are co-hosting on 25 October in Canberra). Given the potential impact of such policy discussions to the responsibilities of IRCs – and your industries intersection with the VET system more generally – the Department requests your permission to convey your direct contact details to key stakeholders for such purposes. In doing so, we are conscious of the impost such activities would have on your time, and will undertake to provide your details to such stakeholders in limited circumstances (for example, where there is a direct relevance between the request and the responsibilities of your IRC and where the policy issue is relevant to the VET sector).

☐ I consent to the distribution of my name, email address and my position (if applicable) on the Industry Reference Committee to government and training package development program stakeholders for the purpose of correspondence about industry event invitations and consultation exercises in relation to VET sector policy development.

## **Privacy Notice**

The Department of Education and Training is bound by the *Privacy Act 1988 (Cth)* ('the **Act**') and the Australian Privacy Principles specified in Schedule 1 of the Act. The department will only use or disclose your personal information as specified in this form, or where a use or disclosure is authorised or required by law.

You are not required to provide your consent to the collection, use and disclosure of your personal information as described in this form. However, this will mean that the department will not be able to publish the name of the member of the Industry Reference Committee.

Please note, if the department publishes your name and/or image on the AISC website and/or department's website as described in this form, it will be available to the public (including on the world-wide web) and may be viewed by members of the public located in Australia and/or members of the public located overseas ('**Overseas Recipients**'). The department will have no control over who may view or use your name and/or image, after it is published on the internet.

By providing your consent, you agree and understand:

- that Australian Privacy Principle 8.1 will not apply if your personal information is viewed or used by an Overseas Recipient; and
- an Overseas Recipient will not be accountable under the Act and as a result, you will not be able to seek redress under the Act for any privacy breaches committed by the Overseas Recipient.

For information about the department's privacy policy, including information on how the department handles personal information, how you can access or correct personal information, or how to make a complaint, go to [www.education.gov.au/privacy](http://www.education.gov.au/privacy) or request a copy of the privacy policy from [privacy@education.gov.au](mailto:privacy@education.gov.au).

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Date: \_\_\_\_\_