TERMS OF REFERENCE

Transport and Logistics Training Package Development

Training Pathways for the Bus and Coach Sector

1. Context

The Australian Government has established 10 Jobs and Skills Councils to address the many workforce planning and development challenges facing the nation, and to ensure the national Vocational Education and Training (VET) system meets the evolving skill needs of industry, employers and the workforce.

Industry Skills Australia (ISA) has been appointed as the Jobs and Skills Council for the nation's Transport and Logistics, Rail, Aviation and Maritime industries and the emerging sectors of Omnichannel Logistics and Distribution, and Air and Space Transport and Logistics.

Jobs and Skills Councils have **four (4) broad roles**:

1. **Industry Stewardship** which involves gathering industry intelligence to reliably represent the views and needs of industry back to the VET system and its decision-makers;
2. **Workforce Planning** which enables industry to identify its workforce development issues and design high-impact solutions, which are then captured in the Committee's national Workforce Plan for the industry;
3. **Training Product Development** which focusses on improving the quality, speed to market and responsiveness of training products to employer and workforce needs;
4. **Implementation, promotion and monitoring** which involves supporting training providers, promoting careers and monitoring how well the system is meeting the needs of industry and learners.

2. Purpose

This project will review and develop nationally recognised training products and pathways for the bus and coach sector to support workforce attraction, retention and future workforce capability.

The reviewed and developed training products are due to be submitted to the Assurance Body by **September 2027**.

Technical Committees (the Committee / TCs) are established by ISA to provide advice on the development and review of training products, as well as the consultation strategy by which the work is undertaken ('the Activity').

Technical Committees are stood-up and stood-down for the life of the Activity and their existence is limited to the time and tasks the Committee is given by ISA.

Technical Committees must operate within the Activity's stated scope of work and should not seek to unnecessarily extend the pre-determined scope of work.

All Technical Committee work must be undertaken in accordance with the requirements of the Training Package Organising Framework (TPOF) and the Terms of Reference.

As appropriate, Technical Committees will consider advice from other elements of ISA's Jobs and Skills Council model including:

- Training Product and Implementation Working Group
- Strategic Workforce Planning Committees

Additionally, Technical Committees may also need to consider advice from other organisations including:

- Jobs and Skills Councils
- Regulatory bodies
- State and Territory authorities.

3. Functions

The Committee is responsible for:

1. Providing advice on the review and development of training products
2. Providing advice on the consultation and validation strategy, based on the scope and complexity of the training products, the urgency of the work, the breadth and geographic spread of the industry sectors to which the training product applies, the level of risk and industry support, and industry's timeline and requirements for access to new skills
3. Consider advice from other advisory committees, councils or working groups within ISA
4. Providing advice on critical implementation issues or system quality issues as deemed appropriate to the scope of work
5. Providing Progress Updates to ISA as agreed at the time of establishment or as reasonably requested.

The committee will operate in accordance with requirements under the JSC Code of Conduct.

Project Approach

The methodology for this project has been developed using the Training Package Organising Framework and to reflect a routine project which requires the review and the development of new training products to meet complex licensing and regulatory requirements.

This project will require engagement of subject matter experts for the Technical Committee (TC) with relevant experience in bus and coach transport and schedulers/fleet allocators. An Expression of Interest process will be completed via ISA subscribers, regulator and key stakeholders identified in the consultation plan.

It is expected:

- there will be approximately 8 – 15 TC members representing various job roles across; operation of battery electric bus operations and transport schedulers/fleet allocators. Ideally, they should also have some experience/exposure to supporting passengers with a range of disabilities.
- there will be an introductory kick off meeting for the TC members to go through expectations and their role in the project for the purpose of onboarding;
- there will be five TC cycles, with the fifth cycle serving as the final review and signoff;

- each TC meeting will be conducted via electronic means and possibly one face to face;
- sub-TC meetings will take place between TC meetings to ensure better alignment between the qualification and BIC's and APTIA's model to ensure consistency in training outcomes;
- there will be two rounds public consultation (this will be on two separate occasions, initially for four weeks and then a second draft review for two weeks);
- travel may take place for two staff members for two nights each to including transfers during the course of the project; and
- a webinar will be conducted at the end of the project to inform RTOs and stakeholders of specific changes.

1. Initial Development – A consultation strategy for the Bus and Coach Skill Set project will be developed, training products will undergo an initial review to prepare for the first TC meeting, and the Expression of Interest process will be conducted. Initial drafts of the training products will be developed by TC members at the first TC meeting, and the consultation strategy will be reviewed.

The Companion Volume Implementation Guide (CVIG) and Mapping will be reviewed and updated to assist assessors, trainers, RTOs, and enterprises to deliver the product changes.

2. Public and Government Consultation - the draft training products, CVIG and consultation log will be available for public consultation on two separate occasions, initially for four weeks and then a second draft review for two weeks. Feedback from the public consultation periods will be reviewed by the TC. The consultation log, updated at key stages, will be made available via the ISA website for the duration of the project.

3. Incorporating Feedback - revision to the draft products will be based on feedback received and its complexity. Consultation logs will be reviewed by the TC. It is anticipated additional public consultation periods will not be required. Any disputes arising will be handled according to ISA's Dispute Resolution Process. Products will be internally edited and undergo an Anti-discrimination assessment by an independent staff member of ISA and Quality Assurance will be outsourced to a sub-contractor.

4. Senior Officials' Check – consultation (2 weeks) with Commonwealth and state/territory Senior Responsible Officers. A Teams meeting will be provided to answer any questions they may have, and to gain their support for submission.

5. Finalisation and Submission to Assurance Body – final draft products (from TPCMS), signed CEO declaration, consultation logs, mapping information and CVIG guidance materials will be submitted to Assurance Body via GOVTeams.

6. Assurance Body - will consider submission based on compliance with TPOF requirements and refer it for Skills Minister's Endorsement.

7. Skills Ministers' Endorsement – will endorse/not endorse draft training products with a majority vote required. Upon receipt of the Skills Ministers' Endorsement, the draft training products will be published to training.gov.au.

8. Internal project closure – once the training products are published and final administration tasks complete, the project team will undertake an internal project review.

Project Timeframe

Overview of major stages in this project. Please note timeframes and dates may change through the progress of the project.

Activity
Technical Committee (TC) review and development
5 TC cycles, with the last cycle serving as the final review and signoff.
Stakeholder Consultation
There will be two Public Consultations during the review and development phase. Estimated dates: • 1st consultation – May 2027 • 2nd consultation – June/July 2027
Submission
Submission of draft Training Products / Final draft for states and territories review: • August 2027
Project submitted to Assurance Body: • September 2027
An Implementation assistance webinar will be offered at the completion of the project.

4. Deliverables

The Committee will deliver:

- **Develop new skill sets** that provide the skills and knowledge requirements for bus and coach drivers and transport schedulers/fleet allocators. The number of skill sets will be determined by the Technical Committee.
- **Potential development of new Units of Competency** as identified by the Technical Committee.
- A **reviewed Unit of Competency** - TLIC3011 Transport passengers with disabilities to ensure it aligns with proposed changes as part of the Reform of the Disability Standards for Accessible Public Transport 2002.
- A **reviewed Unit of Competency** - TLIC0028 Operate a battery electric bus or coach to ensure it provides the required skills for the operation of battery electric buses or coaches.
- Update:
  - the TLI Companion Volume Implementation Guide
  - a mapping document of changes made.
- draft training products that meet the requirements of the Training Package Organising Framework (TPOF) and the Activity's stated scope of work
- Progress Update Reports as required.
- a final statement that the Technical Committee has reviewed the draft training products.

5. Governance and Membership

Committee Membership

The Committee will comprise of 8-15 Members. Based on the scope and complexity of the training products, its total Membership may include:

- Subject matter experts in the relevant field
- Employers and/or industry organisations
- Unions
- Commonwealth and state and territory representatives
- Educational experts
- Representation from Registered Training Organisations.

Relevant persons may be invited to attend meetings to provide presentations, expert technical information, or for other purposes, as agreed by the Committee (see Observer Status).

Committee Members are identified and appointed based on a skills matrix that ensures a balanced representation of expertise and experience, aligning with the purpose of the Committee and identified gaps in representation. Membership of the Committee will also seek to recognise and advance gender balance, diversity, equity, and inclusion.

The Technical Committee members are:

TC Members	Organisation	Location	Coverage	Industry Sector
Allan Tomic	Transdev	Western Australia	National	Subject Matter Expert
Brett Howe	Brisbane City Council	Queensland	State/Territory	Subject Matter Expert
Emma Pickering	Swan Hill Bus Lines Pty Ltd	Victoria	State/Territory, Regional	Subject Matter Expert
Francesco Oliveri	Southern Cross Transit (QLD) Pty Ltd	Queensland	State/Territory	Subject Matter Expert
James Edmiston	Keoilis ANZ	Victoria	National	RTO, Educational Expert
Leanne Griffiths	BusNSW	New South Wales	State/Territory	Subject Matter Expert

TC Members	Organisation	Location	Coverage	Industry Sector
Lee Culshaw	Panorama Coaches	Victoria	State/Territory, Remote/Regional	Subject Mater Expert
Luke Smith	CDC Regional Australia Division (ComfortDelGro Corporation Australia)	Queensland	National	RTO, Educational Expert
Murray Goosen	Australian Transit Group Pty Ltd	Western Australia	State/Territory, Remote/Regional	Subject Matter Expert
Murray Priebbenow	Wide Bay Transit	Queensland	State/Territory	Subject Matter Expert
Phil Jones	Saltera Training	Queensland	National	RTO, Educational Expert
Sam McIntosh	Transport Workers' Union of Australia	South Australia	National	Union, State and Territory representative
Sarah Heppes	Queensland Bus Industry Council	Queensland	State/Territory	Subject Matter Expert, State and Territory representative
Shane Thompson	Thompson Bus Services	Queensland	State/Territory	Subject Matter Expert
Mark Dunsby	Australian Rail, Tram and Bus Industry Union	Tasmania	State/Territory	Union, State and Territory representative, Subject Matter Expert

Term

Committee Members are appointed until such time as the Technical Committee stood down by ISA.

Facilitation of Committee

ISA will facilitate the activities of the Committee and contribute to discussion and debate.

This includes:

- Conducting effective meetings
- Facilitating open and honest discussions amongst Committee Members and ensuring all Committee Members are provided equal opportunity to contribute
- Ensuring that the provisions for managing conflict of interest are adhered to at all times
- Facilitating consensus among Committee Members where formal decisions are required
- Ensuring Committee Members conduct themselves in a respectful and collegiate manner.

Responsibilities of Industry Skills Australia

ISA will provide professional expertise and secretariat services to the Committee, which includes:

- Provision of project management, stakeholder engagement and technical expertise to deliver on the Committee's scope of work;
- Provision of contemporary policy advice;
- Targeted and timely notification of any key issues or critical information relevant to the work of the Committee
- Development of meeting agendas, meeting papers and meeting minutes in consultation with Committee Members;
- Make the products available for review via SharePoint
- Arrangement of all appropriate meeting venues and catering.

Absenteeism

If a Committee Member is absent from two (2) consecutive meetings, without providing a proxy or notification of absence, it will be considered that the Member is no longer able to commit adequate time to the role and ISA may seek to appoint a new Committee Member.

When a Committee Member is unable to attend, they may give their vote and/or position on an agenda item to ISA.

In exceptional circumstances, and subject to the express approval of ISA, a Committee Member may seek approval to send a suitable proxy. Such approval must be sought a minimum of 48 hours prior to the meeting.

Responsibilities of the Committee Members

Committee Members are required to:

- Attend all scheduled meetings
- Seek approval from ISA before forwarding the meeting invitation or sharing any links
- Declare and manage any conflict of interest in a timely and transparent manner

- Participate constructively and respectfully with other Committee Members in meetings
- Read all relevant agenda papers and draft materials in preparation for meetings
- Provide expert and timely advice during and in-between meetings
- Respond to requests for advice according to agreed timelines
- Be an advocate for the work of the Committee across industry
- As appropriate, introduce a network of industry connections to the work of the Jobs and Skills Council.

6. Meetings

Meetings may be held face-to-face or virtually. The Committee will meet as required to coincide with key decision-making points in the Activity. Meeting agendas and supporting papers will be circulated by the ISA a minimum of five (5) working days prior to the meeting.

Draft minutes will be circulated for comment within 10 working days.

ISA may record the Technical Committee meeting for the purpose of capturing accurate minutes. Meeting recordings will ***NOT*** be circulated.

No other recording or any AI application is ***permitted*** to be used by meeting participants

Quorum

A meeting quorum will be half of the Members of the Committee plus one.

Attendance by teleconference, Microsoft Teams or videoconference qualifies as attendance for the purposes of achieving a quorum.

Decision-making

Decisions will be made by consensus. This means that all Committee Members are satisfied with a decision even though it may not be their first choice.

No single Committee Member may veto training product review or development work if other Committee Members agree that the work meets industry requirements and has been validated nationally with the industry.

Dispute Resolution

If a consensus is not possible, and that it will prevent the Committee from effectively undertaking its functions and/or producing the required deliverables, ISA may choose to take a vote on the matter.

7. Observer Status

Observers may be invited to a Technical Committee meeting to foster collaboration or knowledge sharing on critical issues. Observers do not have voting rights nor decision-making authority and must adhere to the rules of conduct set out in the Terms of Reference.

Observer status is for the specific meeting specified in the invitation. ISA may extend or revoke observer status based on Members' feedback on the value of the observer participation.

The Department of Employment and Workplace Relations may attend a committee meeting at any time.

ISA Committees

A Member of a Training Product and Implementation Working Group or another ISA Technical Committee may be invited to participate in a meeting of the Committee in an observer capacity.

Key Stakeholders

Committees may also invite a key stakeholder to a meeting in an observer capacity, where the key stakeholder is critical to collaboration or knowledge sharing. If ISA agrees to inviting key stakeholders to a meeting, ISA will extend a formal invitation to the stakeholder stating the purpose, meeting protocols and details.

Unsolicited Requests

If a request is received from a key stakeholder seeking to attend a meeting of the Committee, the request will be formally processed through the ISA for consideration. A decision on whether to extend an invitation for the stakeholder to attend in an observer capacity will be made by ISA based on the value of the potential stakeholder's participation.

8. Conflict of Interest

All Committee Members must be aware of the potential for conflict of interest to exist or arise. All Members are required to:

1. Declare any potential, actual or perceived conflicts of interest that exist on commencing their Membership with the Technical Committee; and
2. Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during their Membership of the Technical Committee; and
3. Take all reasonable steps to avoid being placed in a situation where there is a potential, actual or perceived conflict of interest possible.

Committee Members must notify ISA as soon as practicable after a material personal interest arises. If a Committee Member is uncertain whether a conflict is a material personal interest, the Committee Member should notify the ISA project manager.

Whether the conflict is a material personal interest should be determined by a majority of non-conflicted Members and the reason for the decision will be recorded in the Committee meeting minutes.

Members should declare if they have received any form of gifts, benefits or hospitality that could, or could be seen to, compromise their decision-making as a Member of the Committee.

All conflicts of interest will also be recorded on a Conflict of Interest Register for the purpose of oversight and management declared conflicts of interest.

Upon appointment, a Committee Member must complete a material personal interest declaration at **Attachment A**.

9. Confidentiality

All Committee Members are required to maintain strict confidentiality regarding any time-sensitive, commercial-in-confidence or restricted information discussed or shared during Committee activities and meetings.

10. Privacy

All personal information collected by Industry Skills Australia (ISA) will be managed in accordance with the Privacy Act 1988 (Cth.). Information on the Privacy Act 1988 can be found on the Federal Privacy Commissioner's web site.

ISA may provide your personal information including name, organisation, address and/or email address to senior Commonwealth, state and territory officials from departments responsible for skills and training policy.

11. Travel

Committee Members are encouraged to consider travel and accommodation as an in-kind industry contribution to the work of the Committee. Cost effective, convenient locations for meetings will be selected to reduce the travel and time impact on Committee Members.

12. Glossary

A glossary of terms that may be relevant to the Activity of the Technical Committee is at **Attachment B**.

Attachment A

MATERIAL PERSONAL INTEREST DECLARATION

A 'material personal interest or association' is a strong personal connection to a particular matter that could influence, or reasonably be seen to influence, a person's judgment in relation to the work of the **Technical Committee**. In order for the interest to be considered material, it must be of some substance or significance.

Where there are one or more material personal interests or associations to declare, identify for each:

- Entity name and the ABN/ACN (if available)
- Nature of interest (that could give rise to an actual/potential/perceived conflict*).

A 'conflict of interest' is the actual situation that arises when the person's judgment or actions are compromised.

If you have nothing to declare, write 'nil to declare'.

I, [full name], member of the T**raining Pathways for the Bus and Coach Sector Technical Committee**, do hereby declare the following material personal interest:

[Detail of declaration]

Any information provided will be managed in accordance with the *Privacy Act 1988*.

Date	Name	Signature

Attachment B

GLOSSARY OF TERMS

Assurance Body

The Assurance Body is a body nominated by Skills Ministers to assess draft training products against the Training Package Organising Framework (TPOF) and make recommendations to Skills Ministers about the endorsement of proposed training products.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.

Companion Volume Implementation Guides (CVIG)

The Implementation Guides are designed to assist assessors, trainers, RTOs and enterprises to deliver nationally endorsed industry training packages.

Consultation Log

A consultation log includes a high-level summary of all feedback received during consultation, evidence of consultation, outcomes from any dispute resolution and conciliation process, changes incorporated and any relevant evidence with clear justification for feedback not incorporated and outstanding issues not resolved.

Cross-sector unit

Cross-sector units address common knowledge and skill needs across industries, support occupational mobility, and minimise the duplication of units within the training system. Cross-sector units are developed through a deliberate process to create industry-neutral units of competency. As such, they differ from industry-specific units of competency which can be imported into other training packages where they are relevant or useful.

Disagreement

A disagreement is when Jobs and Skills Councils and another party disagree on the training package product during the public and government consultation phase. During a disagreement, the two parties can share their positions and may settle the disagreement before it becomes a dispute. A disagreement is considered informal.

Dispute

A dispute is triggered by a Commonwealth or a state or territory party formally writing to a Jobs and Skills Council about their disagreement or by a Jobs and Skills Council in order to enable the finalisation of a training product. At this point it becomes a dispute instead of a disagreement. A dispute is formal and triggers the Jobs and Skills Councils to begin the processes in their dispute resolution policy.

Minor change

Minor changes are updates to training packages that are not subject to the full development and endorsement process.

National Register of VET

The National Register of VET for training in Australia contains the authoritative information about RTOs, Nationally Recognised Training (NRT), and the approved scope of each RTO to deliver NRT as required in national and jurisdictional legislation within Australia.

Registered Training Organisation (RTO)

Registered Training Organisation (RTO) as defined under the National Vocational Education and Training Regulator Act 2011 (Commonwealth) is a training organisation listed on the National Register as a registered training organisation. RTOs deliver nationally recognised courses and accredited Australian Qualifications Framework VET Qualifications.

State Training Authority (STA)

Each Australian state and territory government has a training authority that administers VET– allocating funds, registering training organisations and accrediting courses. The state and territory training authorities are accountable to their minister.

Training Package Organising Framework (TPOF)

The implementation and success of the industry engagement arrangements will be underpinned by training package products development rules, owned by Skills Ministers, that are reviewed regularly to ensure they remain fit for-purpose. These rules, referred to as the Training Package Organising Framework (TPOF), comprise the:

- **Standards for Training Packages** ('the Standards') – setting the overarching design and development requirements of training products for endorsement by Skills Ministers.
- **Training Package Products Policy** (TPPP) – outlining the design rules that must be adhered to when developing or modifying a training product.
- **Training Package Products Development and Endorsement Process Policy** (TPPDEPP) – outlining the process for developing and seeking the endorsement of training products.

Training Product Submission (the submission)

A Training Product Submission is prepared by Jobs and Skills Councils after training product development work has been completed.