

FutureNow.

Industry Advisory Network (IAN) Terms of Reference

Purpose

The purpose of the Industry Advisory Networks (IANs) is to provide a mechanism for FutureNow—Creative and Leisure Industries Training Council Inc. (FutureNow) and Industry and Training Stakeholders to:

- identify and discuss information relevant to workforce development and training in their industry sector; and
- provide guidance and advice to improve West Australian workforce development outcomes.

Industry Advisory Networks (IANs) assist FutureNow to operate successfully, and gather and communicate current and credible information.

Membership

The IANs may consist of members from the following stakeholder groups including, but not limited to:

- members of the Board of Management;
- industry representatives;
- representatives from relevant industry associations;
- representatives from relevant employee associations; and
- representatives from Registered Training Organisations.

A member may be represented on more than one IAN.

Terms of Reference

1. Provide industry representation and advice to identify current and future vocational education and training priorities, including the establishment of new qualifications and training infrastructure and resource requirements.
2. Identify information about priority skills and workforce needs at industry and enterprise level.
3. Provide advice about issues that will impact on workforce development and training in Western Australia, including emerging industry and business practices and new technologies.
4. Advise on the development and review of National Training Packages and local accredited courses in terms of their suitability to current West Australian workforce development requirements.
5. Contribute to the development of industry workforce development plans and environmental scans.
6. Oversee sector specific workforce development projects as identified by industry.
7. As required, make recommendations to the Board of Management through the CEO of FutureNow.

Meetings

- Industry Advisory Network meetings will be held two to three times a year, but additional meetings may be convened as required.
- Industry Advisory Network meetings will be arranged by the relevant FutureNow Project Manager, but industry stakeholders may wish to chair the meetings in turn.
- Not less than seven days' notice of a meeting will be given to each member.
- FutureNow will provide members with meeting papers one week before the planned meeting.
- Minutes of the meeting will be recorded and held by FutureNow.

- Off-site modes such as Skype and teleconference will be offered to regional members not able to travel to meetings.
- Additional stakeholders, for example representatives from Skills Service Organisations (SSOs), the Department of Training and Workforce Development, and regulatory bodies may be invited as guests to meetings as required.

Code of conduct

IAN members are expected to observe high standards of personal integrity, and display honesty and professionalism in their interactions with all FutureNow stakeholders.

IAN members are expected to maintain the confidentiality of all meeting discussions, documents and information received in the course of being an IAN member.

Private and commercial in confidence information received from stakeholders must not be disclosed or used in any way without FutureNow's written consent.

Failure to act in accordance with these Terms of Reference and its code of conduct may result in a member being asked to leave the IAN.