



TRAINING STANDARDS  
AUSTRALIA

**PROTOCOLS  
FOR  
NATIONAL TRAINING ADVISORY GROUPS  
(NTAGs)**

**September 2009**

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# NATIONAL TRAINING ADVISORY GROUP (NTAG) PROTOCOLS

## 1. PURPOSE

EE-Oz Training Standards has established four (4) National Training Advisory Groups (NTAGs) to oversee and coordinate the various sector Technical Advisory Committees. These groups will provide information to stakeholder forum for continuous improvement of training packages, competency standards, qualifications and their implementation.

The National Training Advisory Groups has been established for this role in response to interest from Registered Training Organisations (RTOs) and industry end-users.

## 2. OBJECTIVE

The Chair coordinates nationwide consultations and activities with respect to technical advice related to the EE-Oz National Training Packages and/or training and assessment issues. The outcomes are to be presented to the respective to the NETAG/NTAG Groups. In addition to NTAG activities outlined in the Part 7, the group will also assist in the on-going development and implementation of proposed strategies to address the concerns of RTOs and industry end-users.

## 3. MEMBERSHIP OF NTAGs

Membership of the National Training Advisory Groups shall comprise of the following:

- A Chair to coordinate activities on behalf of the Group
- A Secretary to record and report Group activities.
- Sector TAC Chairs
- Nominated RTO Representatives from each State/Territory.
- Representative of end-user organisations.

### Chairperson

- (a) The Chairperson shall be appointed by EE-Oz Training Standards.
- (b) Group members may appoint a Deputy-Chairperson.
- (c) The Chairperson and Deputy Chairperson shall hold the position for one year and maybe re-appointed by EE-Oz Training Standards.

- (d) The Chairperson is responsible for presenting the outcomes to the Cross Sector Committee/Sector Council and EE-Oz Training Standards.
- (e) In the event of the absence from a Group meeting of the Chairperson:
  - (i) the Deputy-Chairperson shall preside at the meeting; or
  - (ii) both the Chairperson and the Deputy-Chairperson, may nominate a Group member to preside at the meeting as an interim Chair

## Secretary

EE-Oz Training Standards shall appoint a Secretary. The Secretary shall be responsible to the Group and shall:

- (a) coordinate the notice of meetings and correspondence of the Group in consultation with the Chairperson
- (b) keep full and correct minutes and papers of the proceedings of the meeting(s)
- (c) submit the draft minutes and/or papers to the members via EE-Oz Training Standards and the Chairperson for circulation and filing in the minute book.
- (d) perform other such duties that assist the objectives of the Group
- (e) hold and maintain the Register of NTAG members

The Chair may also hold the position of Secretary.

## 4. NATIONAL TRAINING ADVISORY GROUP MEETINGS

- (a) The Chairperson or, Secretary as directed by the Chairperson -
  - (i) convene a National Training Advisory Group (NTAG) meeting/s, to be held formally – costs are a factor in determining the most efficient meeting process to utilise;
  - (ii) The advice shall be in writing formally or electronically and shall specify the meeting agenda, including:
    - when and where the meeting/s concerned is to be held;
    - particulars of the business to be transacted at the meeting/s concerned; and
    - the order in which that business is to be transacted.
- (b) The Chair shall convene at least two (2) meetings of the National Training Advisory Group (NTAG) per year, the year commencing from the EE-Oz Training Standards Annual Conference in October. This meeting will require to sign off all NQC proposed changes and to plan the following year activities.

- (c) The second meeting of the National Training Advisory Group (NTAG) would be planned in April.

## **5. MINUTES**

- (a) The Secretary shall keep proper minutes of all proceedings of all National Training Advisory Group (NTAG) meetings to be taken.
- (b) The Chair shall ensure that the minutes taken of a meeting are checked and shall ensure that those minutes taken are ratified by members at the next succeeding meeting.

## **6. MEMBERSHIP RESPONSIBILITIES**

The responsibilities of a member of a group are to:

- To attend meetings when ever possible.
- Advise EE-Oz Training Standards if unable to attend a meeting and where possible nominate a deputy.
- Participate in all group activities
- Maintain their current knowledge of relevant vocation education and training through a network practicing organisation, technical developments current training and assessment trends.

## **7. NATIONAL TRAINING ADVISORY GROUP ACTIVITIES**

### **Scope:**

### **Provide input to continuous improvement of a relevant Training Package by:**

Identifying a need for;

- developing new qualifications and/or competency standard units,
- revision of existing qualifications and/or existing competency standard units,
- changes to assessment guidelines,

Provide justifications of proposal changes for continuous improvement.

**Provide input to continuous improvement of Training Package implementation support material by:**

- Raising implementation issues.
- Assisting in development and review of knowledge and skills and work performance specifications (as per the Competency Development Plan)
- Assisting in development and review of assessment strategies.
- Assistance in the establishment and maintenance of assessment item banks
- Review assessment instruments (and items) generated from an item bank for the purpose of moderation.

Provide justifications of proposal changes for continuous improvement.

## **8. PROCEDURES**

**Quorum:**

- Quorum for any Group meeting to proceed will be that least 50% of the states and territories representatives will be in attendance.

**Voting:**

- Resolutions will be determined by the majority of members in attendance at Group meetings. Each State/Territory will have one vote each.

**Committee Recommendations:**

- Recommendations will be submitted to the relevant Cross Sector Committee/Sector Council/EE-Oz Board for approval.
- The recommendations after approval will be submitted and included in the continuous improvement process of the relevant EE-Oz Training Package.