



Protective Coatings Sector Advisory Group Terms of Reference

Purpose

1. The Protective Coatings Sector Advisory Group is a forum for member and customer organisations of EXITO and is the prime driving force behind meeting the needs of that sector. The SAG is responsible for all aspects of its sector coverage and as such must be fully representative of the sector and its needs.

2. The forum provides an important consultative and advisory mechanism through which member and customer enterprises input is provided to the ITO. In addition, it coordinates industry wide initiatives in conjunction with the ITO, including:

- Competence Standard-Setting [including unit standard review];
- Qualification [structure and programme] review;
- Learning and development needs identification;
- Training and assessment provision;
- Dissemination of [proposed] changes to the regulatory environment relating to competence and training;
- Industry response to regulatory issues, and
- Other related activities. The ITO facilitates Sector Advisory Group meetings. The ITO also keeps the Sector Advisory Group informed of current and relevant policy issues.

In order to meet these needs, the SAG will from time to time create ad hoc Advisory Groups or Expert Panels to assist with fulfilling the needs of the SAG. Generally, these ad hoc sub committees are created for a specific purpose and are then disbanded.

3. The Sector Advisory Group provides feedback to the ITO to ensure that ITO's products and services are maintained and continue to be relevant, it flags potential future industry needs, and it functions to gauge the extent to which the ITO [and its members'] resources are utilised effectively.

4. The Sector Advisory Group is an advisory group. It does not have any formal delegations of authority from the Board or Executive of the ITO. The Sector Advisory Group role is to advise on matters of industry training in its sector. (The EXITO Board however reserves the right to alter this and may give delegated authority, including limited financial authority, to the SAGs.)

Membership

5. Sector Advisory Group membership consists of representatives from the Galvanizing and Abrasive Blasting Sectors, members and customer enterprises of the ITO. 'Members' and 'Customers' are defined as being those associations and enterprises that have or are considering having and/or supporting training and assessment arrangements with the ITO. It is particularly important that the Associations of the sector are fully represented on the SAG.

6. The Sector Advisory Group may seek to have representatives from other organisations. These requests would be made in situations which required specific expertise or where work is being commissioned by independent contractors / consultants. Examples of these other organisations include private training enterprises and contractors.

7. Organisations are free to nominate any person to represent their interests. More than one person may represent an organisation.

8. Sector Advisory Group members require an understanding of the competence requirements of the Galvanizing and Abrasive Blasting Industries. Therefore the membership should include individuals with the technical skills to constructively critique competence standards, qualification programmes, assessment resources and other product and service offerings of the ITO, or access to peers who are able to undertake this function on their behalf.

In addition, the Sector Advisory Group may co-opt independent members for specific purposes.

Meetings

9. Sector Advisory Group meetings are held on an as required basis, but normally once every three months. Meetings may be requested by any Sector Advisory Group member organisation or by the ITO. Requests for meetings are directed to the Sector Advisory Group Chairperson, who will arrange for a meeting to be organised if there is sufficient support and interest from other group members and the required

10. Meetings may be held in a physical location, by teleconference or by some other electronic media, and require a quorum of 4 being a minimum of 2

representatives from each sector or more representatives in order for a meeting to proceed.

Activities

12. The activities of the Sector Advisory Group may include the:

- Identification of industry competence requirements;
- Prioritisation of allocation of resources;
- Review and development of unit standards and qualification programmes;
- Development of training and assessment resources;
- Registration of workplace assessors;
- Moderation; and
- Communication and dissemination of information within the Sector.

13. In addition the Sector Advisory Group provides:

A forum for industry consultation with Government agencies through the ITO, and a forum for dealing with compliance issues.

Sector Advisory Group Chair and Facilitator

14. The Sector Advisory Group shall appoint a Chairperson. This may be a representative of one of the member enterprises or an ITO representative. The Sector Advisory Group Chairperson is responsible for all Sector Advisory Group meetings and their efficient and effective operation, including the setting of agendas.

15. The role of Chairperson is to be rotated annually to ensure shared responsibility by the group. Any rotation of the role of Chairperson will take into account continuity of initiatives underway within the group. The rotation will be agreed by the member organisations represented.

16. An ITO representative will act as the Sector Advisory Group Facilitator. The Sector Advisory Group Facilitator is responsible for the administration of the Sector Advisory Group.

Minutes

17. The Sector Advisory Group Facilitator – being Wendy Devine - is responsible for organising meetings, taking minutes and for correspondence on Sector Advisory Group issues.