

Nomination and Selection Process Guidelines

Advisory Bodies and Industry Reference
Groups

BUILDSKILLS AUSTRALIA

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1 Introduction

The purpose of creating BuildSkills Australia's ('BuildSkills') Advisory Bodies and Industry Reference Groups is to establish multiple representative committees to provide industry-based insights, technical advice, and strategic guidance and recommendations on current and emerging issues and priorities of the sectors under BuildSkills' remit. BuildSkills will leverage the varying perspectives and diverse range of expertise that Advisory Body and Industry Reference Group members offer to inform their decision-making processes, identify opportunities to participate in sector events or forums, and access a broader network of stakeholders to consult as part of BuildSkills' core program of work.

Advisory Bodies and Industry Reference Groups will not have any decision-making authority or be a voting body. Terms of Reference have been developed for each individual Advisory Body and Industry Reference Group.

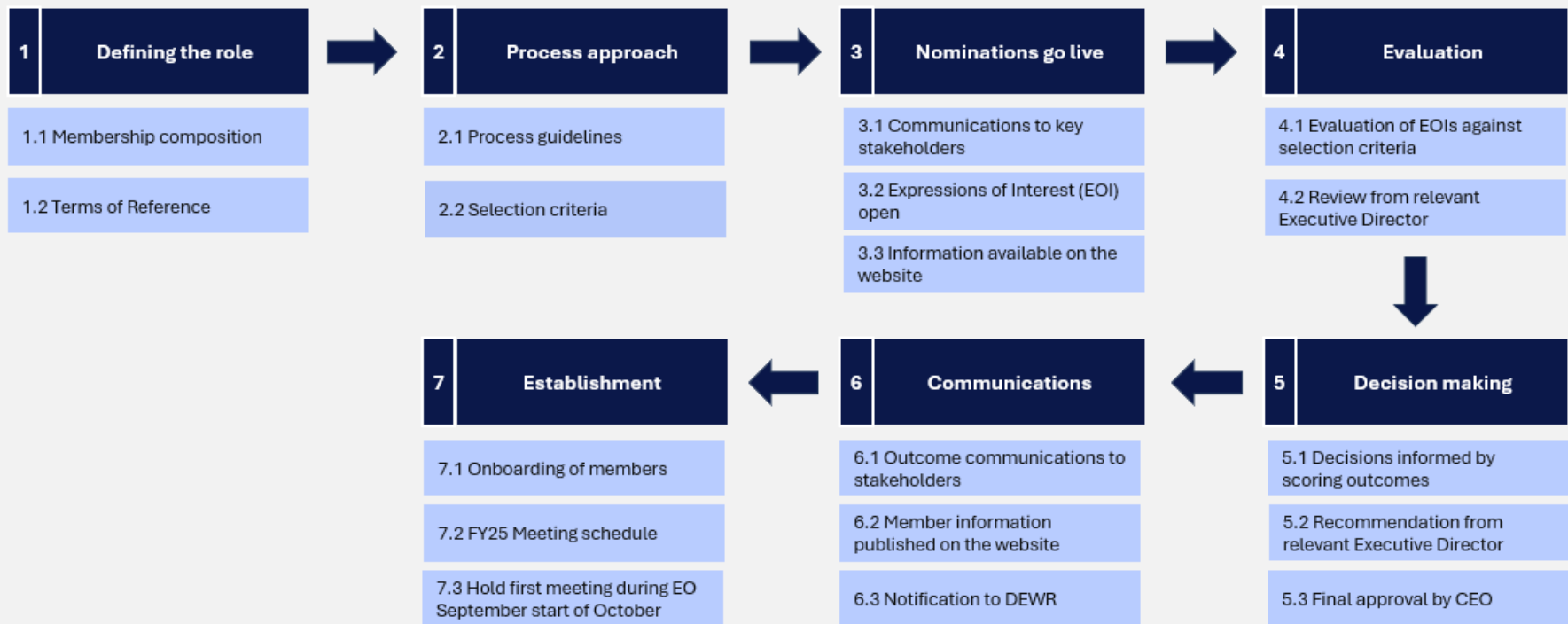
This document will help guide BuildSkills in the nomination and selection process for Advisory Body and Industry Reference Group members, and ensure that nomination and selection of members operate in line with **Clause 7.3** of the JSC Code of Conduct:

"7.3 Jobs and Skills Councils must appoint board directors and advisory committee members through an open and transparent process..."

BuildSkills will achieve openness by ensuring nominations are available to all organisations who have interest in participating. The nomination and selection process will be publicly available on the BuildSkills website. Transparency will be achieved by making information available on how the nomination and selection process to appoint Advisory Body and Industry Reference Groups members will be managed. The Nomination and Selection Process Guidelines (this document) will serve this purpose and includes detailed information on how the process to appoint members will be facilitated. Please refer to the sections below for more information on the process.

2 Nomination and Selection process overview

Nomination and Selection Process – Advisory Bodies and Industry Reference Groups



2.1 Objective

The objective of developing BuildSkills' nomination and selection process guidelines is to ensure a structured and transparent process for nominating and selecting qualified organisations who will represent their sector and provide insightful contributions to BuildSkills' strategic goals. The guidelines are grounded by the process principles (refer to **section 2.2**) to ensure an objective, effective and efficient selection process. The guidelines deliver a defined and structured approach to the nominations and selections, providing clarity on the criteria, procedures, evaluation, and decision-making processes involved to foster trust and accountability.

2.2 Process principles

A well designed and established process is key for selecting the right candidates for BuildSkills' Advisory Bodies and Industry Reference Groups and ensuring the process is run in an objective, effective and efficient way.

- **Transparent** - BuildSkills has sought to embrace transparency throughout all phases of the nomination and selection process. Setting up the process guidelines with detailed information of how each phase will be approached and making it public for everyone to access contributes to having a transparent process.
- **Objective** - a well-established and articulated selection criteria and evaluation phase will ensure the nomination and selection process is objective and fair.
- **Clear communication** - clear, consistent and public communication grounds the process to ensure accountability and integrity throughout the process. BuildSkills will ensure this by informing stakeholders of the process, timeline and what is happening during each phase.

2.3 Selection criteria

#	Criteria	Scoring
1	Industry currency <i>Demonstrated up to date knowledge in the industry and relevant sector/sub sector. This considers staying up to date and informed on aspects such as the latest trends, technologies, and regulations.</i>	
2	Depth of experience <i>Demonstrated experience and understanding of the industry and/or relevant focus area over an extended period of time.</i>	
3	Sector leadership <i>Strong network and influence in the industry. The organisation has a reputation for its active involvement in industry matters and its role in providing meaningful contribution to the betterment of the industry.</i>	
4	Familiarity with the skills ecosystem <i>Demonstrated familiarity and experience in the skill ecosystem including with the VET national system and not accredited training.</i>	

2.4 Evaluation

Executive Directors from the relevant functional area will be responsible for reviewing the EOI forms. Each nominated organisation will be scored against the defined selection criteria outlined in **section 2.3** on a scale from 1 to 5 as detailed below.

Score	Description
1	The applicant provides no evidence satisfying the criteria.
2	The applicant provides minimal evidence, and it is insufficient to fully meet the criteria.
3	The applicant provides adequate evidence satisfying the criteria but there may be some gaps and inconsistencies.
4	The applicant provides strong evidence satisfying the criteria.
5	The applicant provides exceptionally significant evidence satisfying the criteria.

After having scored all the EOIs against the selection criteria, the Executive Director will ensure there is alignment with the membership composition based on the Terms of Reference. Individual diversity and inclusion aspects and fair representation of jurisdictions will also be considered during this stage.

Once the Executive Director has made a decision regarding the membership composition, the evaluation scores will be compiled into a consolidated report. This report will include any additional comments or feedback from the Executive Director, as well as the final recommendation for the membership composition.

2.5 Decision making

The consolidated report with the evaluation outcomes and the recommendation for the membership composition will be presented by the Executive Directors to the BuildSkills' CEO for approval. If required, a meeting will be held to discuss any relevant matters further until an agreement has been reached on the membership composition.

2.6 Communication

Following the decision making process, formal communications will be sent to all nominees notifying the outcome of their EOI submission.

Successful candidates will be sent formal appointment letters to confirm their membership in the respective Advisory Body or Industry Reference Group.

The Department of Employment and Workforce Relations (DEWR) will be notified of the final membership compositions of the Advisory Bodies and Industry Reference Groups. Membership information will also be published on the BuildSkills website.

2.7 Establishment

Communications to the successful nominees will include an onboarding deck with relevant information and the confirmed date and time of the first meeting with the individual group. The initial meeting will be held within a month following the selection of the group and will be held virtually.

For the onboarding process, members will be introduced to all relevant information related to their responsibilities as a member of a BuildSkills Advisory Body or Industry Reference Group. The Office of the CEO will be responsible for the onboarding of members.

Each Advisory Body and Industry Reference Group will meet four times a year as a minimum and additionally as needed to undertake its role effectively. Meetings will be held virtually for approximately 2 hours. Members will also be invited to attend the annual BuildSkills All Advisory Bodies and Industry Reference Groups roundtable during March. This meeting will be held in person and all members will be invited to attend.

Membership appointments will be current for 12 months unless changes are made in accordance with the Terms of Reference.