



My Profiling Evaluation Working Group Terms of Reference

1. The role of My Profiling Evaluation Working Group

1.1. The My Profiling Evaluation Working Group was established as a mechanism for consultation, collaboration and communication with Registered Training Organisations (RTOs) involved in the My Profiling trial. These Terms of Reference establish the My Profiling Evaluation Working Group and define its role and objectives throughout the evaluation process.

1.2. The objective of the My Profiling Evaluation Working Group is to:

- Provide input on whether My Profiling provides value for;
 - streamlining the collection and monitoring of evidence for workplace training and learning,
 - meeting ACT compliance obligations for recording workplace training and learning,
 - improving communication between employers, Australian Apprentices and RTOs,
 - implementing an electronic mechanism for negotiating training requirements for employers and Australian Apprentices,
 - streamlining the RTO's regulatory obligation to seek employer support regarding whether the Apprentice/Trainee is performing workplace tasks to industry & company standards, and
 - the Regulator to monitor and respond to high risk concerns impacting on Australian Apprentice or community safety.
- Contribute to identifying the benefits to employers, Australian Apprentices, RTO's and Regulatory bodies for using My Profiling.
- Contribute to preliminary recommendations to Skills Canberra, through the My Profiling Evaluation Report, regarding use of My Profiling in the ACT.
- Recommendations will be subject to endorsement of the internal My Profiling Evaluation Working Group.

2. Membership of the My Profiling Evaluation Working Group

2.1. The membership of the My Profiling Evaluation Working Group will include;

- Sean Colson, Skills Canberra Senior Manager, Projects (Chair)
- Melissa Pinney, Skills Canberra Advisor (Project Sponsor)
- at least one representative from each RTO involved in the trial as listed below;
 - Australian Training Company (ATC)
 - Canberra Institute of Technology (CIT)



- College of Transformation Education and Training (CTET)
 - Global Energy Training Solutions (G.E.T.S.)
 - Master Builders Group Training (MBA)
 - Motor Traders Association of NSW (MTA)
 - Recognition First
- additional representatives from Skills Canberra as appropriate
 - eLearning Australia will be involved in the My Profiling Evaluation Working Group only to support the identification of system enhancements and contribute to evaluation tools (survey questions) to ensure the most appropriate questions are asked of users. eLearning Australia will not participate in votes, decisions and or the Evaluation Report.

2.2. All members must agree to;

- advise the secretariat in a timely manner regarding meeting attendance
- share their experiences and knowledge
- disclose any conflicts of interest
- abide by the Terms of Reference

2.3. Members will be appointed for the duration of the evaluation period. This membership may be extended to any further evaluations undertaken in 2018 regarding this or any extended trials.

2.4. If My Profiling Evaluation Working Group members are unable to attend a meeting in person they may send a previously nominated proxy on their behalf. The proxy must have the appropriate authority to contribute to any decisions the group are required to make.

2.5. If a quorum is not present, the meeting should be postponed.

2.6. Apologies should be provided to the Chair and Secretariat prior to the meeting.

3. Meetings

3.1. Meetings will be on an ad hoc basis. It is expected that one meeting per month will occur over the three months of the evaluation. There may be out of session correspondence where applicable.

3.2. Meetings will be chaired by the Skills Canberra Senior Manager, Projects.

3.3. Secretariat support will be provided by Lisa Jokinen who is contactable via phone: 02 6205 7035 or email: lisa.jokinen@act.gov.au

3.4. A quorum for the meeting of the My Profiling Evaluation Working Group shall be five members, one of whom is the Skills Canberra Senior Manager, Projects and at least four participating RTO representatives.



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3.5. The secretariat will distribute an agenda and relevant papers at least 3 working days prior to each meeting.

4. Reporting

4.1. The minutes will capture actions and relevant discussions that contribute to decisions made by the My Profiling Evaluation Working Group, rather than capturing a full record of discussions.

4.2. Draft minutes including any actions will be distributed to members within 5 working days following each meeting.

4.3. Minutes for the preceding My Profiling Evaluation Working Group meeting will be tabled for approval at each meeting.

4.4. The My Profiling Evaluation Working Group members may be obligated to communicate outcomes of the groups meetings to their respective Executives as required.

5. My Profiling - Evaluation Report

5.1. The My Profiling Working Group will be allocated 5 working days between 11 September 2017 and 22 September 2017 to provide feedback into the My Profiling - Evaluation Report prior to its submission to the Director, Skills Canberra.

5.2. The My Profiling Evaluation Report is scheduled to be submitted to the Director, Skills Canberra in the week commencing 25 September 2017.

5.3. It is anticipated that an announcement by the Director, Skills Canberra will be made at the October RTO Forum regarding the outcomes of the My Profiling trial.