

## Terms of Reference

### Reporting responsibility:

The Board has an informal reporting relationship with the Minister for Education and Training through its Chair.

- Lead the response to meeting projected Defence industry skills requirements, guided firstly by the findings of the WA Defence Industry Skills Audit 2007 – 2009 and then through subsequent revisions of these data as per item
- In conjunction with the Department of Education and Training and the Department of Industry and Resources (DoIR), maintain a current and forward view of the Defence industry’s skilling requirements based on anticipated and potential Defence contracts, policy shifts and structural changes within the industry.
- Develop and maintain close links with the Defence industry to ensure industry workforce needs are known
- Identify or develop education and training programs that meet the skilling needs of the Defence industry, including customizing and re-badging training programs to ensure their relevance to defence industry.
- Build on school to Defence industry pathways and encourage training placements within the Defence industry.
- Determine strategies to encourage uptake by Defence industries of apprentices, trainees and graduates.
- Determine and support strategies for skills retention, mid-career retraining and upskilling for the Defence industries.
- Stay abreast of emerging technologies and determine and support strategies to meet the skilling requirements arising from them.
- Identify opportunities for joint funding applications for Defence industry training through the Skilling Australia’s Defence Industry Initiative (SADI) managed by the Defence Materiel Office.
- Cooperate with governments and industry to enhance the Western Australian Defence industry’s ability to win Defence projects (for example, DoIR’s Logical Choice Campaign).
- Actively promote an enhanced image of the Defence industry as an employer of choice.
- Liaise with other states and territories, as appropriate, to share workforce development initiatives.
- Provide advice to governments on Defence industry skilling needs and proposed initiatives.
- Monitor the Skilled Occupation List and the Migration Occupations in Demand List to ensure that skilled migrants relevant to the Defence Industries are treated in an equitable way to those in other sectors of the Australian economy.
- Guide and prioritise the work of the Defence Industry Skills Unit.