

FSO Skills Accelerator-AI – Technical Advisory Group (TAG)

Terms of Reference

Future Skills Organisation (FSO) is an independent, industry-led organisation established by the Australian Government to provide industry with a stronger, more strategic voice in ensuring Australia's vocational education and training (VET) sector delivers better outcomes for learners and employees across the finance, technology and business (FTB) sectors.

As a Jobs and Skills Council (JSC), we perform the following key functions within the national training system:

- **Workforce Planning:** Workforce planning is the FSO's strategic centrepiece, setting the context for everything else we do. The key objective of workforce planning is to address current and future workforce challenges, including skills gaps and shortages, in the finance, technology and business sectors.
- **Training Product Development:** Our approach to training product development is rooted in thorough workforce analysis, providing us with valuable insights. With a focus on ensuring high educational standards, our aim is to develop products that can be readily delivered by Registered Training Organisations (RTOs).
- **Implementation, Promotion and Monitoring:** We work with industry, government and training providers to align training packages for learners, their delivery and outcomes, to industry needs. We map and promote career pathways in industry and ensure the right training is available to get people into in-demand jobs.
- **Industry Stewardship:** At the core of our approach lies active listening, comprehensive consultation, and prompt action. We continuously strive for improvement to facilitate faster entry into the job market for learners, equipping them with the right skills at the right time.

Industry engagement sits at the heart of the success of the FSO, including the ability to collaborate effectively with employers, unions, training providers, federal, state & territory government, the other nine JSCs and Jobs and Skills Australia (JSA).

Project Overview

The FSO Skills Accelerator-AI (Skills Accelerator-AI) acts as a national collaboration hub and a front door for industry and RTO engagement to achieve rapid system-level AI upskilling. The initiative aims to:

- Facilitate rapid AI upskilling across the economy
- Bring together employers, industry partners, RTOs, and experts to share effective practices, co-design new solutions, and scale AI skilling.

The Skills Accelerator-AI does this through the following actions:

- Knowledge share: partner tools, resources, case studies of existing initiatives to promote AI upskilling
- What Works and Why: pilots of new initiatives, or existing initiatives trialed in new settings (e.g. for a VET workforce cohort)
- Action Learning Sprints: partner collaborations to develop new solutions to AI skilling issues.

Purpose

The Terms of Reference (TORs) outlines the purpose, objectives, governance, and reporting requirements of the FSO Skills Accelerator-AI Technical Advisory Group (TAG).

The purpose of the TAG is to provide expert and technical advice to support the building of a strong evidence base of good practice and quality tools and resources, based on the work of the Skills Accelerator-AI.

The Skills Accelerator seeks to strengthen national workforce capability and advance safe, responsible and inclusive adoption of Artificial Intelligence (AI) across the education and training ecosystem. The role of the TAG will be to provide advice on where and how Skills Accelerator activities are advancing this goal.

Objectives

The TAG has the following objective:

- **Provide expert advice** on any and/or all of the following areas, in support of AI upskilling and the work of the Skills Accelerator-AI:
 - Skills Accelerator-AI program outputs, against good practice evidence
 - Good practice in educational delivery of AI upskilling
 - AI skills and proficiencies
 - AI Technology trends and implementation requirements
 - Organisational good practice and guidance in support of AI implementation and change management
 - AI adoption, maturity, and capability frameworks
 - AI safety and ethical use
 - Promotion of cross-sector collaboration across industry, VET, higher education, schools, government, EdTech, and community partners
 - Any other areas of consideration relevant to the efficient and safe uptake of AI skilling.

Structure and Governance

The TAG will be governed by the following structure:

- The FSO Skills Accelerator-AI project team will Chair and provide direction to the Advisory Group.
- The TAG will convene virtually at a minimum of every two (2) months to discuss progress and initiatives. Meetings will usually be 60 minutes and no more than 90 minutes.
- Participants will be invited by the FSO Executive Team to join the Advisory Group based on their knowledge & expertise in any/all of the following:
 - Education and training sectors – including education and training delivery, organisational leadership, business processes and change management
 - AI implementation, practice, safety and ethics
 - Workforce upskilling and development
 - Diverse learner cohorts.
- Due to the advisory nature of the group a quorum is not required for meetings to proceed.
- Proxies are not allowed unless arranged by prior agreement. Where a member is not able to attend meetings on a regular basis, a replacement member may be sought.

The TAG's administrative functions, session facilitation, and coordination will be overseen by FSO.

Fees and Costs

TAG members do not receive fees or reimbursements. Meetings will be held online to avoid additional costs. Any face-to-face meetings will be funded by FSO.

Conflict of Interest

To ensure transparency, accountability, and the highest ethical standards, these Terms of Reference aims to establish clear guidelines and procedures to identify, disclose, and appropriately manage conflicts of interest that may arise during any engagement, project, or undertaking within our organisation. By addressing conflicts of interest proactively, we strive to maintain the trust of all stakeholders and uphold the organisation's commitment to ethical conduct and sound governance.

TAG members will be required to complete FSO's [Conflict of Interest Declaration](#) (in accordance with the JSC Code of Conduct) for recording on the FSO Conflicts of Interests Register

Values

FSO core values are curious, ambitious, accountable and better together. Combined with base level professional principles of respect, inclusion and collaboration, the TAG will reflect these values in how it conducts its business and works together as a team.

Code of Conduct

As per the JSC Grant Agreement, TAG members are required to adhere to the JSC Code of Conduct.

Intellectual Property

Title in and ownership of all Foreground IP (i.e. IP that is created as part of FSO's work) will belong to the Commonwealth. Members of the TAG will not be able to make any IP claim on any project or decision they take part in as a member of the TAG.

Privacy & Confidentiality

- The name, organisation and job title of members will be published on the FSO website.
- If a member wishes to remain anonymous, they can inform FSO, and only their organisation name will be published.
- Virtual meetings will be recorded for record-keeping purposes. Personal AI tools will not be allowed to join or be utilised in meetings.
- All TAG member information will be used and protected according to the [FSO Privacy Policy](#).
- Members must treat all discussions, recommendations, and advice of the Technical Advisory Group as private and confidential unless permitted by FSO.

Declaration

To be completed once appointment is confirmed.

By signing this you agree to adhere to the:

Information outlined in this Terms of Reference document

- [JSC Code of Conduct](#)
- [FSO Conflict of Interest Policy](#) (and complete the [Conflict of Interest Declaration](#) if required) [Jobs and Skills Council Integrity Framework](#)

Acceptance of Terms of Reference

Signature

Print Name

Date