FNS Training Product (TP) Update: Cert IV / Diploma in Finance and Mortgage Broking Technical Committee

Terms of Reference

Background

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 and territory government, the other nine JSCs and Jobs and Skills Australia (JSA).

Project Overview

This project will deliver an updated Certificate IV in Finance and Mortgage Broking and Diploma of Finance and Mortgage Broking Management to increase the pool of job-ready candidates who possess the new skills and capabilities that brokers and their client's demand.

This project will update two qualifications, along with related skill sets and units of competency within the FNS Training Package, ensuring they are current, relevant, and aligned with industry expectations.

Committee Purpose

The Mortgage Broking Technical Committee (Technical Committee) Terms of Reference outlines the purpose, roles and responsibilities, structure and governance of the committee.

Roles and Responsibilities

The Technical Committee has the following roles and responsibilities:

- Provide expert intelligence and advice on the required skills and knowledge for contemporary workplaces, as well as emerging industry practices and future training requirements.
- Attend meetings/workshops to share input and contribute expertise on the development of draft training products.
- Ensure the training package products align with the purpose of the qualification and the application of the Qualification Development Quality Principles as detailed in the 2025 TPOF:
    - **User-Centricity:** Products must be designed to meet the needs of learners, employers, and industry stakeholders.
    - **Good Design:** Products must support quality training and assessment through clear structure, logical sequencing, and practical relevance.
    - **Support Quality Delivery & Assessment:** through implementation planning so that content is teachable and flexible, and trainers and assessors can innovate and deliver effectively, supporting excellence in trainer and assessor practice.
    - **Policy Alignment:** Products must comply with the Australian Qualifications Framework (AQF), Standards for RTOs 2025, and other relevant national policies.

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- Provide formal feedback for training product improvement including training design, development and assessment.
- Ensure training products meet industry needs, align with national design standards and delivery and assessment.

- Provide technical input into the development and revision of training products including:
    - AQF levels
    - mapping and equivalence decisions
    - mandatory workplace assessments
    - transition arrangements
    - impacts of the training on learners and
    - possible implementation issues.

- Interpret and respond to stakeholder feedback and help interpret and resolve stakeholder divergent views.

- Validate training products against the 2025 TPOF product and process requirements including the purpose of the qualification(s).

- Review of Companion Volume Implementation Guide.

- Support continuous improvement and innovation in vocational education and training (VET).

- Identify additional stakeholders that should be included in the consultation strategy.

- Share project materials with other experts within their networks for their input and feedback, once training products are released for Public and Government Consultation.

- Communicate through their networks so that other interested parties can be involved and made aware of the work taking place that may impact them.

Structure and Governance

The Technical Committee will be governed by the following structure:

- An appointed FSO Project Lead will provide project management to the Technical Committee.

- The Technical Committee will convene monthly or as determined by the requirements of the activity.

- The Technical Committee size and composition will be selected to be appropriate for the specific development activity.

- Following an Expression of Interest period and review process, participants will be appointed using the following considerations:
  - Their organisation's operation and influence in their relevant industry.
  - Knowledge and expertise in the Sustainable Finance sector, workforce insights, and capabilities – current and future environment.
  - Diversity of experience.
  - Representation from a cross-section of organisations including subject matter experts in the relevant industry, educational experts, State and Territory representatives with relevant expertise, RTOs.
  - Where training products relate to an occupation that is subject to licencing, regulation, legislation or is governed by industrial relations instrument regulators, unions and WHS representatives.

- The Technical Committee membership will include:
  - Subject matter experts in the relevant industry
  - Educational experts
  - State and territory representatives with relevant expertise
  - RTOs.
  - When the training products relate to an occupation that is subject to licencing, regulation, legislation or is governed by industrial relations instrument the following members will be included:
    - Regulators
    - Unions
    - WHS representatives.

- The relevant FSO Director for the project will invite participants to join the Technical Committee.

- Due to the consultative nature of the Technical Committee, a quorum is not required for meetings to proceed, however, if you are unable to attend and would like to nominate a proxy, please contact the project lead at: FNSMortgageBroking@futureskillsorganisation.com.au.

- The Department of Employment and Workplace Relations (DEWR) may attend a Technical Committee meeting at any time.

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- In a case of differing views among Technical Committee members, the committee will review the range of opinions and rationales. A majority vote will determine the outcome. If the vote is tied, the opinions and rationales will be presented to the relevant FSO Director/s, along with stakeholder feedback, for a final decision.

- The Technical Committee's administrative functions, session facilitation, and coordination will be overseen by the FSO.

Fees & Costs

Technical Committee 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. Committee members should allocate time to review materials outside of meetings.

Conflict of Interest

To ensure transparency, accountability, and the highest ethical standards, this term 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.

Technical Committee 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 Technical Committee 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, Technical Committee 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 Technical Committee will not be able to make any IP claim on any project or decision they take part in.

Privacy & Confidentiality

- The name, organisation, job title and stakeholder category of Technical Committee members will be published on the FSO website and in training package product submission documentation.

- Stakeholder contributions from the broader consultation and summary of the Technical Committee meetings will be captured in a Consultation Log which will be published on the FSO website.

- Virtual meetings will be recorded for record-keeping purposes. Personal AI tools will not be allowed to join or be utilised in meetings.

- All Technical Committee member information will be used and protected according to the FSO Privacy Policy.

- If a member wishes to remain anonymous, they can inform FSO, and only their organisation name will be published.

- Members must treat all discussions, recommendations, and advice of the Technical Committee as private and confidential unless permitted by FSO. Members should note that:
  - Training products can only be discussed outside of the Technical Committee once released for Public and Government Consultation.
  - There may be commercial processes or decisions being undertaken related to the organisations also represented on the Technical Committee.
- Any breach of these requirements will result in the Technical Committee member being removed from the committee.