

**Sub-contracted RSA Functions underpinning Nationwide Farmers Australia Ltd Funding Agreement with the Commonwealth of Australia as represented by the Department of Education, Employment and Workplace Relations. 2011/12 Financial Year**

- Maintain and expand links within NFF and affiliated bodies through regular contact with established contacts and developing new contacts as required.
- Provide advice and information to affiliated bodies and individual members on Government VET initiatives, activities and programs including Australian Apprenticeships and Training Packages.
- Participate in government initiated consultative processes and forums to keep abreast of the new policy directions and developments, including mandatory attendance at the DEEWR convened annual ETA Forum. Provide other services, as agreed with the Department.
- Liaise with Agrifood Skills Australia (ASA) on training package and related matters; and provide advice and information to members on the relevant roles and activities of the ASA.
- Review, produce and distribute updated State/Territory specific Employer Information Kits to include new information on VET initiatives, incentives etc.
- Maintain and monitor a national 1800 help line facility, with follow up individual support provided by relevant ETAs.
- Maintain regular contact with relevant NFF and State/Territory Farming Association Workplace Relations Personnel to raise the level of understanding and awareness of Australian Government education and training programs and initiatives and liaise with the NFF Industrial Relations Committee on National and State vet issues.
- Promote the full range of rural and related Australian Apprenticeship options including Group Training options to build members' and industry understanding of working arrangements.
- Increase industries understanding of the benefits of engaging with the national training system and the flexibilities available through the use of Training Packages to up-skill their workforce by attending industry forums and giving presentations to members, producers at district/zone meetings in rural areas.
- Man displays at member body events, field days, Agricultural Shows, and related events to increase members' understanding of the benefits of engaging with the national training system and the flexibilities available through apprenticeships and Training Packages to up-skill their workforce.
- Document use of training options, particularly Training Packages and Australian Apprenticeships by collecting and monitoring statistics of industry use of AAs, noting underperforming sectors, and new opportunities.

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- Provide articles, editorial comment/input to industry publications, journals raising issues of interest to industry and reports of success to increase industry understanding of the benefits of engaging with the national training system and the flexibilities available through the use of Training Packages to up-skill their workforce.
- Maintain and monitor the RSA Website to keep industry informed in respect to their understanding of the benefits of engaging with the national training system.
- Develop relevant training information and advice on related ETA and RSA activities including involvement in DEEWR Industry Pathfinder projects and special projects; and distribute advice and information to NFF member bodies and associated industry groups, where appropriate.
- Maintain established processes to obtain key stakeholder, including NFF member feedback on the nature, adequacy and quality of services and assistance provided by the ETA network. Monitor responses provided through developed feedback sheets, web based pop-up surveys, client satisfaction surveys, and supporting data entry systems.
- Build the capacity of the NFF member bodies to address skills needs by identifying new linkage opportunities and forums; and expand industry involvement with relevant education and training initiatives within rural and related industry sectors, including skilled migration and the NFF Pacific Islander program.
- Expand ETA involvement with Australian Apprenticeships Centres and other training system stakeholders to provide for improved outcomes for members by building the capacity of AACs and training system stakeholders to respond to specific rural industry requirements and to improve the training system's capacity to meet industry's current, emerging and future skill needs.
- Expand rural industry's capacity to address future skills needs through involvement with new qualifications linked to the amalgamated Training Package and the expanded range of Australian Apprenticeship, including Australian School Based Apprenticeships, and promote career opportunities and the benefits of these pathways through involvement with employment expos, industry forums and member body events.
- Provide accurate and relevant information on rural and related Australian Apprenticeships to Local Employment Coordinators operating in priority areas under new Government initiatives designed to Support Australian Skills and Jobs.
- Provide information and industry led solutions to the better address current and future skill needs of rural and related industries by maintaining links with appropriate State and Australian Government Departments, AACs, RTOs and other agencies involved in and policy in respect of rural and related industry training.

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- Look to increase the numbers of rural and related Australian Apprenticeships and Training Package solutions to meet skills needs and assist with the resolution of skill shortages by developing and fostering fruitful partnerships with AACs, RTOs and GTOs to encourage greater engagement with industry and sign ups at the local, state and national levels.
- Encourage increased participation by disadvantaged groups in rural and related Australian Apprenticeships by promulgating to NFF member bodies relevant information and advice on Indigenous specific programs and assistance measures.
- Work with industry associations, individual enterprises, corporations and individual producers to identify and provide expanded opportunities to facilitate access to Australian Apprenticeships and other accredited training for persons from disadvantaged groups, particularly in rural and remote areas.