

INDUSTRY ADVISORY PANELS

TERMS OF REFERENCE

1. FUNCTIONS

- 1.1 To provide advice to AFTRS on course content for Industry Certificate programs;
- 1.2 To provide advice to AFTRS on industry skills gaps, partnership and internship possibilities;
- 1.3 To recommend and validate new curricula of the Industry Certificate programs;
- 1.4 To recommend major changes to existing Industry Certificate programs; and
- 1.5 To provide advice on modifications to AFTRS programs in general to address emerging industry trends.

2. GOVERNANCE

- 2.1. An Industry Certificate Advisory Panel is an advisory Panel to AFTRS Executive. It is not a sub-panel of Council or the Academic Board;
- 2.2. While the views of an Industry Advisory Panel will be taken into consideration, decisions on course content, resourcing and approval for the development of new programs will be made by AFTRS Executive;
- 2.3. Industry Certificate Advisory Panels will be established based on broad industry areas. Initial areas include Screen Business Innovation, Production, Craft and Radio.
- 2.4. An internal Industry Consultation Team, consisting of the Chief Executive Officer, Director Partnerships and Development and the Director of Curriculum and Student Registrar, will determine and approve:
 - 2.4.1 the Terms of Reference of the Industry Certificate Advisory Panels, which may be amended when appropriate;
 - 2.4.2 membership of each Industry Certificate Advisory Panel, managed through an ongoing expression of interest process via the AFTRS website; and
 - 2.4.3 which programs are referred to which Industry Certificate Advisory Panel and any future configuration of Panels.
- 2.5 Ad hoc sub-panels may be established by AFTRS Executive where appropriate to provide AFTRS with information regarding emerging trends, skills gaps and potential partnership and internship possibilities;

3. MEMBERSHIP

- 3.1 An Advisory Panel shall consist of up to ten and not less than five independent members who are media industry employers or individuals who are experts in their discipline;
- 3.2 Membership can comprise of Australian and global representation on each Panel

3.3 Membership of an Industry Advisory Panel will be reviewed by the Industry Consultation group every year. Changes can be made at the beginning of each calendar year by the Industry Consultation Team.

3.4 The following AFTRS staff are standing invitees and do not hold panel membership status; Director Partnerships and Development, Head of Indigenous, Engagement Manager and Student Industry Engagement Manager. Head of Discipline will be an invitee for programs within their discipline.

4. MEETINGS

4.1 An Advisory Panel shall meet at least twice a year, with the option of additional meetings as required;

4.2 Not less than seven days' notice of a meeting will be issued to the Advisory Panel members, with agenda and papers;

4.3 The role of Chair is assigned to an AFTRS staff member, nominally the Industry Program Manager or as appointed by the Industry Consultant Team

4.4 Meeting minutes will be distributed to all panel members in a timely fashion. Amendments to minutes will be processed at the following meeting.

4.5 Members are required to disclose any actual, perceived or potential conflict of interest to the Chair that may impair the integrity or independence of the Advisory Panel;

4.6 The quorum for Advisory Panel meetings is three; including two independent members and one AFTRS staff member in the capacity of Chair.

4.7 Communication between AFTRS and the Advisory Panel is anticipated in between meetings from time to time to facilitate timely communication, this is expected to be primarily via email.

5. PANELS

5.1. Initially four Industry Certificate Advisory Panels will be formed: Business Innovation, Production, Craft and Radio.

5.2. An internal Industry Consultation Team will determine and approve the formation of new Panels to meet needs of industry (as outlined in section 2.4).