

What does it mean to be a Subject Matter Expert volunteer?



The best people to describe the skills and knowledge requirements of specific jobs and work functions are those who are knowledgeable about the role, supervise it, may have done it in the past or are still doing it.

Skills Impact works with experienced industry personnel to define the skills standards for their industry, revising and drafting national qualifications, skill sets and units of competency. This work is completed as part of national [training package projects](#).

A Subject Matter Expert (SME) Working Group is established for each project, to assist in the development of the qualifications, skills sets and units. Members of this group are referred to as SMEs. They help to identify the job role or functions and what skills and knowledge is required to undertake that job function.

Industry Reference Committees (IRCs) oversee the projects, as part of their responsibility to support engagement with the sector, and to ensure the project meets industry stakeholder needs.

Selection

SMEs can be identified a number of ways, including:

- IRC member recommendation
- industry associations recommendation
- participation in previous projects.

Function/Role

The role of SME Working Group members is to provide information and advice to Skills Impact on the required skills and knowledge, emerging industry practices and future training needs in today's workplaces.

SMEs assist Skills Impact to draft training package materials (qualifications, skill sets and units) by providing expert advice and guidance through the following activities:

- workforce functional analysis workshops;
- identifying gaps in existing training package materials compared to current industry needs;
- providing input into the development of, and feedback on, the draft training package materials;
- identification of barriers to the use of proposed training package materials and solutions to address these barriers.

In addition, the SME Working Group assists Skills Impact by:

- facilitating access to other industry experts to develop training package materials;
- promoting stakeholder engagement and support for the development of proposed training package materials.

Expectations

SME Working Group members will:

- support project objectives and timelines;
- participate constructively with other SME Working Group members in meetings, which may be face to face, teleconference or webinar;
- read agenda papers and draft materials in preparation for meetings;

- provide expert and timely advice during and in between meetings;
- respond to requests for advice on draft materials according to agreed timelines;
- identify further expertise if needed, in particular in areas not covered by existing members.

Participation

- SME Working Group members are part of the advisory process due to their industry expertise.
- It is expected that the SME Working Group members will work co-operatively in the best interest of the industry as a whole.
- The SME Working Group is expected to discuss issues using a cooperative and collaborative approach, which is aligned to the values described below and provide advice to Skills Impact on possible solutions.
- Skills Impact will aim to keep the number of meetings and volume of required reading to a minimum. However, creating national skills standards with competency, knowledge and assessment components is detailed and often results in high-volume documentation.
- Skills Impact staff will facilitate and take minutes of meetings.

Commitment

An SME will usually attend at least two face to face workshops, the location and dates of which will be determined by the project management team during the project planning phase, based on advice from industry and the IRC. SMEs will also be required to read through draft material and provide some feedback. In total, approximately 25 hours of your time will be required, over a period of about 12 months. The role is a volunteer one and seen by government and the VET sector as industry commitment to support the future workforce.

Skills Impact will make arrangements for travel and meetings including covering reasonable and agreed out of pocket expenses for SME Working Group members.

About Skills Impact

Skills Impact is a not-for-profit organisation that works across Australia to benchmark learning and skills standards for industry.

Through our work, learners and workplaces have access to nationally consistent skills standards and qualifications, supporting greater employment opportunities and industry competitiveness.

Our Values

We will work with you in a way that is:

- ✓ Open
- ✓ Transparent
- ✓ Trustworthy
- ✓ Collaborative
- ✓ Respectful

We will always consider ways to be:

- ✓ Adaptable
- ✓ Flexible
- ✓ Inquisitive
- ✓ Dedicated
- ✓ Conscientious
- ✓ Accountable

Any further questions? Call us on 03 321 3526 or email us on inquiry@skillsimpact.com.au.

www.skillsimpact.com.au