



Australian Government
Department of Employment
and Workplace Relations

Jobs and Skills Councils Performance Framework

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Context

1. The Jobs and Skills Councils (JSC) Performance Framework is a key element of the JSC Integrity Framework agreed by the Commonwealth and state and territory Skills Ministers, and supports the Jobs and Skills Council Program Guidelines.
2. The Performance Framework assists JSCs and the department in working together to identify and understand issues impacting performance and to discuss potential strategies to resolve those issues.
3. Under JSC Grant Agreements, each JSC provides a range of deliverables and activities and participates in meetings with the department that, together, forms the basis for considerations and insights into the performance of the JSC Program.
4. JSC deliverables include:
 - Strategic Plans
 - Progress Reports
 - Workforce Plans
 - Annual Activity Schedule
 - Annual Training Product Development Plan
 - Annual Corporate Governance Statement
5. The Performance Framework has and will continue to be updated to reflect the increasing maturity of JSCs and the JSC Program. The Board of each JSC also sets and oversees their organisation's performance, including strategic objectives and key performance indicators that reflect the priorities of their industry sectors and program goals.
6. Through a process of co-design, the department will continue to work closely with JSCs to refine longer-term performance arrangements for the JSC Program. These arrangements will:
 - support ongoing measurement, evaluation and learning across the JSC Program
 - balance Government requirements and expectations with the needs and insights of industry
 - evolve over time.
7. As the JSC Performance Framework forms a key part of the JSC Integrity Framework that sets out all Skills Ministers' expectations, advice from state and territory governments will inform JSC performance arrangements and insights into potential areas of focus.

Performance Assessment

8. The JSC performance monitoring approach is an annual cycle. The department will work collaboratively with JSCs in a culture of 'no surprises', to identify and understand issues impacting performance and to discuss and inform potential strategies to resolve issues.
9. **Figure 1** below provides a high-level overview of performance expectations, including for the initial and subsequent years of JSC operations. Overall, focus areas for JSC performance include:
 - compliance (ensuring that all grant agreement requirements are met)
 - deliverables (in terms of appropriateness and timeliness).

Figure 1: Performance overview

	Year 1	2024 and beyond (indicative)
Workforce Planning	<ul style="list-style-type: none"> • Appropriate internal structures established to support workforce planning • Workforce planning consultation, research and analysis undertaken is high quality 	<ul style="list-style-type: none"> • Ongoing workforce planning identifies effective strategies with strong commitment and buy in from stakeholders • Effective engagement with Jobs and Skills Australia • Appropriate consultation undertaken to develop workforce strategies and actions • High quality workforce planning strategies identified and progressed
Training Product Development	<ul style="list-style-type: none"> • Appropriate internal structures established to ensure high quality training product development and TPOF compliance • Clear approaches documented to progress training products from initial development through to endorsement 	<ul style="list-style-type: none"> • High quality Training Product Development Plan developed, that includes appropriate justification for the training products to be developed • Appropriate progress with developing training products • Appropriate consultation undertaken to develop training products • Training products meet stakeholder needs and are available at the right time
Implementation, Promotion and Monitoring	<ul style="list-style-type: none"> • Appropriate internal structures established to engage with the national training system • Effective partnerships established to connect national training products with delivery of training • Effective engagement with the National Careers Institute 	<ul style="list-style-type: none"> • High quality resources developed and support provided to improve the quality of training and assessment • Work placements and transition points across the education lifecycle supported • Mechanisms established to monitor stakeholder needs • Efficient and effective flow of information provided on careers, pathways and other relevant information to students, employees, employers and training providers
Industry Stewardship	<ul style="list-style-type: none"> • Appropriate internal structures established to reliably represent the views and need of stakeholders and to develop and maintain industry connections • Opportunities to advocate for industries identified • Effective relationships with other JSCs 	<ul style="list-style-type: none"> • Broad, deep and ongoing industry connections built and maintained • Advice provided on the policies and standards that guide the VET sector • Effective collaboration with other JSCs and relevant national and jurisdictional agencies and bodies • Effective industry stewardship provided
Governance, Compliance and Reporting	<ul style="list-style-type: none"> • Appropriate Strategic Plan developed, implemented, monitored and revised as required • Timely provision of documentation including plans, strategies, Progress Reports, financial reports <ul style="list-style-type: none"> • Sufficient progress with activities identified in plans and strategies • Compliance with Grant Agreement and relevant Acts and Regulations 	

Annual Performance Management Cycle

10. The JSC performance monitoring approach is an annual cycle. The department will work collaboratively with JSCs to identify and understand issues impacting performance and to discuss and inform potential strategies to resolve issues.

Meetings with the department

11. Meetings will occur between JSCs and the department to support the management of the Program. This includes Progress Meetings which will be held following submission of JSC Progress Reports to share information that provides insights into performance.
12. The types of issues to be discussed include:
 - plans to meet objectives and address issues, including any developments since the last meeting
 - progress against plans, agreed activities and performance indicators, looking at both quantitative and qualitative evidence
 - factors impacting progress
 - agreed actions to be undertaken by the JSCs or department prior to next meeting
 - issues and/or initiatives requiring joint problem-solving
 - breadth and depth of stakeholder engagement.
13. The expected outcomes of these meetings include:
 - a shared and agreed understanding of JSC activities
 - agreed actions for the JSCs and, if required, for the department to assist JSCs to meet their objectives.
14. Each year, JSCs provide a Performance Self Reflection report as part of progress reporting, which reflects on the JSC performance over the full calendar year, identifies lessons learnt and informs priorities for the upcoming year. This is one of the various sources of information the department will consider when assessing JSC's overall performance.

Annual Year in Review Meeting

15. The Annual Year in Review Meeting is an opportunity for the department and JSCs to discuss the past year's performance and any environmental or external factors that have impacted progress against the grant agreement.
16. These meetings will cover JSC effectiveness towards program outcomes, including:
 - any environmental factors that have impacted progress against performance
 - any proposed changes to the operational and delivery approaches
 - any significant issues that remain unresolved
 - evaluation of timing and quality of deliverables and progress
 - findings of internal governance reviews and opportunities to evolve governance structures
 - These meetings will also include a forward-looking focus for the year ahead, including shared priorities and expectations.
17. These meetings will also cover JSC views on opportunities to improve program administration and impact.
18. Given the nature of the Program for strengthened industry leadership and to drive system reform, the Performance Framework supports collaborative practice and joint problem solving between the department and JSCs.