

**VICTORIAN AUTOMOTIVE FORUM Inc.**

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**ANNUAL REPORT 2013**

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The Victorian Automotive Forum is a not-for-profit, industry-based organisation whose primary aims cover issues related to education and training within the Automotive and related industries. The Executive Group for the VAF is known as the Senate. The Senate is made up of the Committee of Management, VAF Management Supporting roles and the Technical Advisory Group.

An eight-member committee, which operates within the framework of the VAF Articles of Association.

Four elected officers of the Committee of Management, three elected ordinary members, and a nominated Webmaster / Media liaison.

Three distinct support roles, requested by the committee to support in decision making, preparation and feedback from the Automotive Industry. They are Automotive Skills Australia, the Curriculum Maintenance Manager and a nominated representative from Industry.

All Committee of Management members are elected for one-year terms with the exception of the Automotive Skills Australia, and the Curriculum Maintenance Manager (CMM) for Automotive – Victoria, and the Industry representative who are appointed as incumbents in their respective roles

The Committee of Management may elect to appoint a Public Officer of the VAF to support with Compliance requirements.

The Committee of Management is responsible for the operation of the VAF with the day to day operations delegated to the President.

The Committee of Management monitors the finances of the organisation, its meetings and forums. Also any programs or conferences it chooses to run.

#### Attachment 1 - VICTORIAN AUTOMOTIVE FORUM SENATE STRUCTURE – 2013

The 2013 annual year comprised of 2 main events, 1 cancelled event and 4 committee meetings -

- March 19, 2013 – VAF AGM at Automotive Skills Australia
- July 18 / 19, 2013 – VAF conference at Ringwood Trade Training facility
- November 13 / 15, 2013 – NTAN at Docklands (CANCELLED)

- February 21, 2013 – Committee of management meeting - Docklands
- April 18, 2013 – Committee of management meeting - Docklands
- October 17, 2013 – Committee of management meeting - Docklands
- January 29, 2014 – Committee of management meeting – Docklands

The committee of management was involved in a variety of discussions over the past twelve months the major discussions are as follows –

### **1. Articles of association**

Peter Lawrence presented the Articles of Association at the Ringwood Forum in July. The document identified was the Consumer affairs of Victoria – Model Rules for an incorporated Association. Associations Incorporation Reform Regulations 2012.

The key messages were that the naming of the Victorian Automotive forum is now an Incorporated body and under section 23 of the act, the name of the association and registration must appear on all its business documents.

Secondly, the Purposes of the VAF association have now been formally defined and are as follows,

- to promote and enhance the teaching of Automotive Trade Skills in Victoria
- to provide a forum where knowledge and skills may be exchanged between Automotive Trade Skills teachers
- To enhance Automotive Industry Engagement with the teaching of Automotive Trade Skills
- To provide a unified voice for Automotive Trade Skills teachers to respond to issues of importance

Also, the financial year of the association has been defined as each period of 12 months ending on 31st December.

Model Rules can be found on the Victorian Automotive Forum website

### **2. Professionalism of the VAF including annual membership**

Craig Brittle presented a report on the Professionalism of the VAF and its attendees at the Ringwood Forum in July, the proposal identified the following -

- To add increased level of professionalism - proposal that VAF establish a membership model based on and including dual membership with a long standing professionally recognised organisation. E.g. (IAME)

- Annual Membership Model In addition to Cost Recovery
- Gold – Full Membership – Cost example ???
- Silver – Reduced Membership – Cost Example??
- Bronze – Restricted Membership – Cost Example??
- Corporate Membership (5 x staff)
- Skype – Skype future meetings to allow individuals and organisations to drop in and out of the VAF to suit?
- Web – Record the VAF meetings and place them on the Web page for future reference?

Group discussion were also held in regards to the following –

- Does attendance at VAF equate to Professional Development within your organisation and do we need to professionalise its activities?
- Is the Current Cost Recovery Model justified, Viable and Sustainable?
- Is the proposed Membership Model and Dual operation Model Viable and Workable?
- Can VAF engage via other sources into the future?

All of the above questions were tabled and feedback was recommended via the website

### **3. IAME alignment and membership**

Discussions were held with the IAME in regards to professional body alignment by Adrian Lea and Rod Williams, a proposal / MOU was drafted and presented to the committee seeking endorsement and approval.

The purpose of the Memorandum of Understanding (MOU) is entered into by the parties so that they can facilitate the development of their membership relationships specifically through increasing the understanding of training and workforce development opportunities. This will assist both organisations to build the capacity and capabilities of their membership base.

As well as to improve and enhance their industry engagement partnerships and educational, sustainability, and environmental capability.

Schedules included

- i. ) Once the parties agree to proceed with a particular initiative or program they will enter into a separate Client Agreement setting out the agreed scope, pricing, terms and conditions for each activity or schedule.

ii. ) To assist in the sharing of information to develop targeted and effective programs, for all parties and participants, the IAME will agree to enter into a Support Role position as an Industry Representative should the VAF wish to do so.

iii. ) Based on opportunities arising the parties will engage in regular meetings and may undertake targeted activities in partnership including educational development programs, agreed promotional activities and customised workforce development.

#### Initial Program Scope

- The price set for a VAF member to acquire IAME membership will be equal to that of a Student Member ( Currently \$60.00 per annum )
- VAF and IAME will collaborate with members to encourage the sharing of educational and training information that aligns to qualifications aligned to Nationally Recognised Training Packages AUR12 and AUM12.
- The IAME will conduct at least one (1) professional development session for VAF members who are current financial IAME members per annum. This PD session will be up to four (4) hours in duration and will be on a subject mutually negotiated between the VAF and the IAME.
- VAF and IAME will encourage all members to publicise the benefits of both organisations to the Automotive Training Sector.
- VAF will encourage all members to allow students and staff from the VET training sector to become members of the IAME.
- IAME will actively publicise through its communications mediums (such as the IAME Journal and Training Website ) events that are mutually beneficial to both organisations.

This MOU was supported by the committee and has now been signed, the term of the agreement will continue for twelve months from signing (Oct 2013)

#### **4. Website development**

Extensive work has been put into the Victorian Automotive website over the past twelve months primarily by the Webmaster Alan Platt. He has worked closely with the Forum committee and members to build and create a purposeful website that contains a variety of supporting documents and professional development strategies for the use by association members, Victorian TAFE institutes and the wider Automotive community. This can be viewed at <http://victorianautomotiveforum.org/>

The website is a user friendly portal, set out with the following pages Education, Sponsors, Meetings, Forums, Calendars and Links.

The site is easily accessible and contains links to all presentations displayed at our conferences, including professional development training from Bosch, the IAME and the VET development centre.

A further addition to the site is links to all Victorian Automotive training institutions and now as a part of the education page we have developed Validation and Moderation documents supported by the CMM. This page has been designed for members to upload assessment documents and receive professional support for moderation and compliance via an online sharing method.

We encourage all members to register with the Website and support the automotive community with online posts and comments.

Closing remarks.

As Current president of the Victorian Automotive Forum, I appreciate the support from all members, associates, guests, Victorian TAFE institutes and RTO's, sponsors and industry bodies,

Without the efforts from these groups and key Automotive staff from across the sector this Forum would not be possible. I encourage all of you here today and those who are not to continue the key messages of the Forum and to work closely with each other as a supportive community and to grow these networks and remain sustainable for many years to come. The work that everyone has put into this forum over the past years has supported each and every one of us with our careers and professional development and I wish for you all to remain close and work even closer as a community.

I look forward to working alongside all of you in the future and supporting the Victorian Automotive Forum for many years to come.

Details of the annual report provided to the Forum members and associates will be published on the Victorian Automotive Forum Website within the next two weeks.

<http://victorianautomotiveforum.org/>