



FOREST, WOOD, PAPER & TIMBER PRODUCTS INDUSTRY

Improving industry's capacity to develop and maintain a skilled workforce

ANNUAL REPORT 2007-08



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ForestWorks' skills vision:

For the industry

An industry that experiences continuing growth, viability, productivity and international competitiveness – all actively contributing to its sustainability.

For the stakeholders

The industry is committed to continuous improvement. This will be achieved by adopting best practice approaches to meet the needs of all who participate in and benefit from the industry.

For the people

An industry that draws upon and develops motivated and dedicated people with broad and high level nationally recognised skills.

For careers and learning

It will be an industry that offers attractive careers to existing and potential employees. The industry will continue to attract keen and enthusiastic workers through entry level training programs, clearly identified learning plans and a positive workplace culture.

For the future it will be an industry:

- with a continuous improvement culture
- supported by well resourced, cohesive, industry led, advisory arrangements
- that encourages training and skill development providers to work with industry to achieve its objectives.



ForestWorks' focus:

ForestWorks' goal is to assist industry with their skills development objectives through national industry skills standards and qualifications.

ForestWorks is a membership-based organisation with members from all parts of the forest, wood, paper and timber products industry. Membership is targeted at all industry associations, state Industry Training Advisory Boards (ITABs) and large enterprises. Membership is open to anyone who is engaged in and supports the forest, wood, paper and timber products industry.

ForestWorks is governed by a Board of Directors, elected by ForestWorks members.

- John Downes – Chair
- Michael O'Connor – Deputy Chair
- Jane Calvert – Director
- Julie George – Director
- Allan Hansard – Director
- Alex Millar – Director

ForestWorks achieves outcomes for the forest, wood, paper and timber products industry by working with and being inclusive of all:

- enterprises
- government departments
- employee and employer industry associations
- Industry Training Advisory Boards (ITABs)
- Registered Training Organisations (RTOs).

ForestWorks achieves skills development outcomes by:

- assisting industry in developing and recognising existing and new skill requirements
- developing a 'National Industry Strategic Plan for Skills Development'
- providing leadership, direction and information on skills development
- working with industry to support other organisations in developing skill development networks and infrastructure for the benefit of industry.



John Downes



Michael O'Connor



Jane Calvert



Julie George



Allan Hansard



Alex Millar

A message from the Chair, Deputy Chair and CEO

A year of growth

A milestone was reached for our organisation when we achieved Industry Skills Council (ISC) status. ForestWorks now performs the key role as one of 11 ISCs across Australia. ForestWorks facilitates partnerships between industry and government in order to develop a highly skilled workforce for Australia.

The ISC status will see us build on our existing work of providing a communication and information channel between industry, federal and state governments, licensing and regulatory authorities and the Vocational Education and Training (VET) system.

The contract signed with the Department of Education, Employment and Workplace Relations (DEEWR), outlines key deliverables to progress the government's skill reforms.

Gearing up for the ISC role

With ForestWorks new role as an ISC, a key business strategy in the first half of 2008 was to focus on the recruitment, employment and development of a team of people to work on the deliverables as outlined by DEEWR.

Some key initiatives for us include - improvements and expansion of the industry databases, data capture technology, development of new networks, forums and communication channels.

With most of the new roles filled, we are now in a position to be able to start working strategically on the future direction of our organisation. Establishing ForestWorks as a successful and effective ISC will be an important outcome in 2008-09.

Working with industry and government

ForestWorks is the only organisation in our industry that embraces and works on behalf of all sectors, states and organisations.



John Downes (Chair), Michael Hartman (CEO), Michael O'Connor (Deputy Chair)

ForestWorks often calls on the expertise and commitment of all our stakeholders – but we also respect that members are not always positioned with a great deal of available time.

Partnership and consultation are crucial to what we do and we continue to foster effective and mutually beneficial relationships not only with industry but with a range of government departments and agencies while also increasing our involvement with various external organisations.

One particular area where we have invested substantial time and energy this year has been in developing and maintaining a working relationship with the Federal Government.

Evaluating the consequences of the government's numerous skill and education initiatives and voicing the industry's collective view, is crucial to ensuring that the benefits of our industry are fully understood by government and various other legislative agencies.

The Commonwealth Government has declared that Australia's future prosperity is closely tied to the skills and productive capacity of its workforce. This vision will ultimately see an enhanced role for ISCs and will ensure that ForestWorks will continue to work towards building the skill base and capacity of the current and future forest industry workforce.

During periods of government transition, the representative role fulfilled by our organisation on behalf of our industry is immensely important.

The government intends to close Australia's skills gap by expanding places in a more responsive Vocational Education and Training (VET) sector. As the industry ISC, ForestWorks will aim to continue to improve the VET sector structure and systems. We will also endeavour to address the industry's pressing skill shortages via the implementation of the ForestWorks Skills and Employment Council's (SEC) Industry Strategic Plan for Skills Development.

A message from the Chair, Deputy Chair and CEO

Industry skill issues

We extensively consult with industry and government nationwide. As a result, we have developed a comprehensive understanding of the issues that face our industry.

The challenges presented by climate change, sustainable land use and use of limited energy and other resources are now top-of-mind around the globe. Forest, wood, paper and timber products account for over three per cent of Australia's gross domestic product and all Australians depend on the sustainable use of our natural resources.

ForestWorks' role is to develop strategies that will enable our industry to meet current and future skill development and training requirements.

Most industries in Australia are experiencing significant skill and workforce shortages. Given the nature of our industry, low volume specialist skill shortages are particularly felt in regional and/or rural Australia, where coupled with an increase in school retention, organisations are now forced to compete with urban regions for their share of a smaller workforce.

The skill shortage issues go well beyond training and skill needs. They encompass a range of community and infrastructures issues that will need a whole of community and government approach to solve.

The Industry Strategic Plan for Skills Development developed by SEC is positioned to address current and future skills and training issues within the industry. The strategy has set an action plan for ForestWorks and the industry and we are already beginning to see significant progress towards achieving these goals.

ForestWorks operates in what is, in many ways, a complex industry. Industry training needs are varied and the numbers of specialist occupations are vast.

The amount of people engaged in any one given occupation is often relatively small – but all require specific training and support.

Although the actual number of training recipients in our industry is low, the

training supply can be costly. We often have to compete for funding with other industries that can provide a higher number of trainees and for whom training can be delivered at a much lower cost.

Our research informs us that there is a need in our industry to establish a critical mass of trainees to ensure training solutions are viable. We can address this by setting up structures and processes that will enable enterprises and/or RTOs to co-ordinate cost effective training across sites.

Since the identification of this issue, we have been successful in visiting a number of enterprises who have shown interest in being host training sites.

We would like to thank

The achievements secured by ForestWorks during the year will benefit the entire industry and could not have occurred without our dedicated staff.

On behalf of the ForestWorks team, we would also like to thank our Directors for their unstinting contributions made throughout the year.

Finally, it is also appropriate to acknowledge the ongoing support and assistance that we receive from a wide range of industry personnel and particularly our members.

Your input contributes greatly to our success as an organisation.

John Downes Michael O'Connor Michael Hartman
Chair Deputy Chair CEO



Highlights

ForestWorks AUSTimber careers conference and expo

In March 2008, AUSTimber 2008 presented Australia's forest based industries with a unique opportunity to build the knowledge of careers advisors about the wide range of professions and careers our industry offers.

Among the many issues which are key to the future of forestry in Australia, none is more fundamental to its future success than attracting talented people into our industry.

This forum differed from traditional careers forums, targeting careers advisors in schools across Australia rather than young people. Over 100 careers advisors and 30 industry ambassadors attended the two-day ForestWorks forum, learning from a range of industry people about careers in the forest, wood, paper and timber products industries. Participants also participated in industry visits and tours.

The expo provided us with an opportunity to raise the profile of our industry and ensure job choices are guided by careers advisors with a thorough understanding of the wide range of options available for their students.

New Industry Skill Council role for ForestWorks

ForestWorks is one of 11 Industry Skills Councils (ISCs). ISCs build partnerships between industry and government in order to assist Australia to develop a highly skilled workforce.

The ISC status enables us to consolidate on our existing task of providing a communication and information channel between industry, the Department of Education, Employment and Workplace Relations (DEEWR), licensing and regulatory authorities and the VET system.

ForestWorks is now resourced to carry out a number of new roles including:

- providing industry intelligence and advice on workforce development and skills needs to Skills Australia, government and enterprises
- actively supporting the development, implementation and continuous improvement of high quality training and workforce development products and services
- working with enterprises, employment service providers, training providers and government to allocate training places.
- the responsibility for the following training packages:
 - FPP01 Pulp and Paper Manufacturing Training Package
 - FPI05 Forest and Forest Products Training Package



Schools to work transition programs

ForestWorks conducted a number of 'Schools to Work' transition projects over the year. One such example was a pilot project undertaken in Tumut called 'Apprenticeships and Traineeships in Schools – Getting Younger People into the Industry'.

The pilot identified a number of successful strategies for implementing school based, part-time apprenticeships and traineeships in the industry. ForestWorks closely liaised with Tumut High School, Tumut TAFE and local employers to apply the model.

The 'Try a Trade' event (based on the Düsseldorf Skills Forum and WorldSkills model) was successfully trialled at Canterbury Boys High School and at Ashfield Boys High School in New South Wales. The event offers Year 9, 10, 11 and 12 students the opportunity to perform workplace tasks which provide them with an insight and perspective across a variety of trades and professions.

The event's aim is to motivate students to seek information about career choices, encouraging them to gain the best possible school education to enable them to plan for their future.

Over the past two years, through the SET project, ForestWorks has been involved in regional 'Try a Trade' events in Tasmania. This year the project had an emphasis on GIS-GPS practical activities.

Highlights

Careers portal website

ForestWorks completed the development of the 'Grow your Career' website, funded by the New South Wales Department of Education and Training program. This site is a valuable source of information for prospective students and people wishing to change careers.

We have made a commitment to update and maintain this website as part of our national role and new status of ISC, in order to ensure that there is relevant and current industry information available to all stakeholders.



Job advertising online

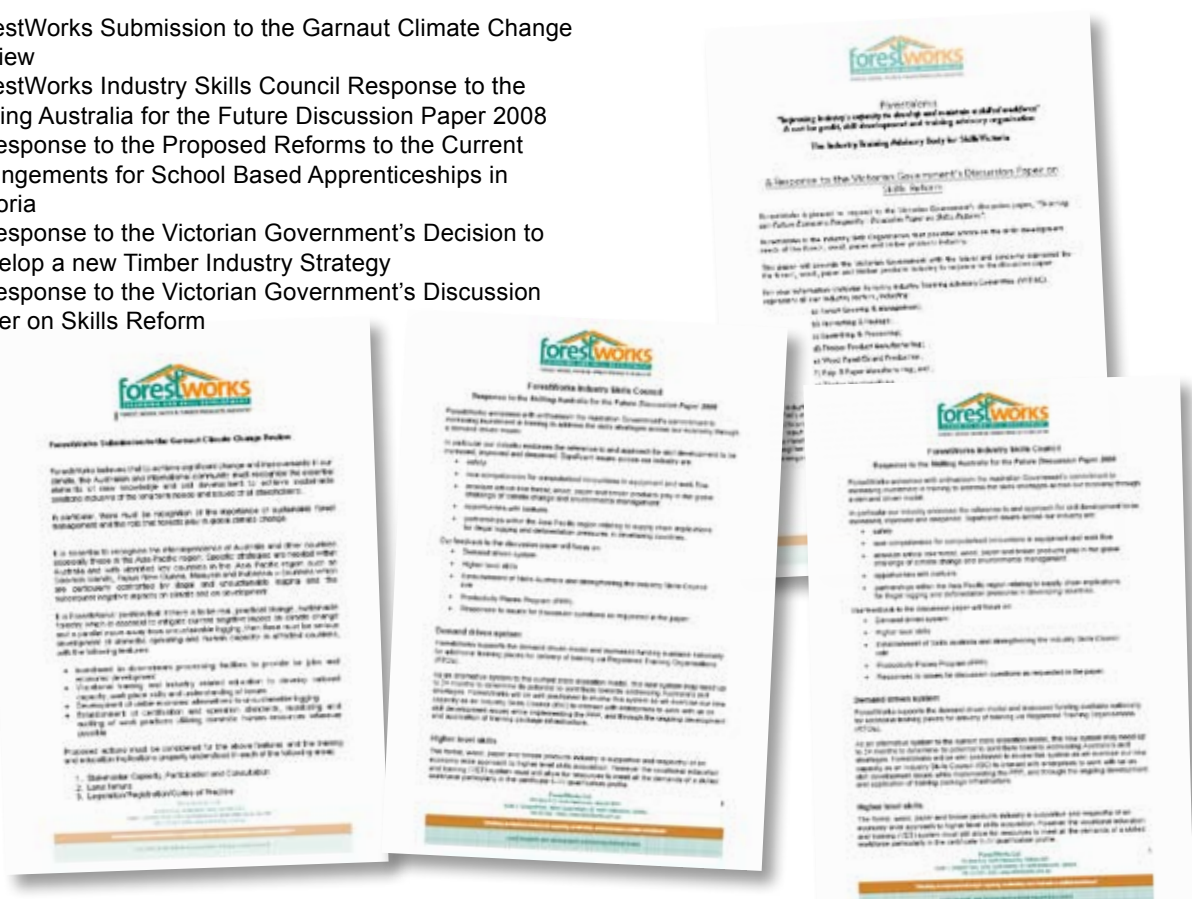
An important feature of the careers and ForestWorks website, is that it provides anyone seeking work in our industry, the ability to view all vacant positions online in a readily accessible place. The site has been successful since its inception, however this feature requires an ongoing commitment from industry employers to use this facility in order to highlight real job opportunities in the industry.



Submissions

ForestWorks has drawn on the skills base of its staff to make submissions to the government in order to represent the needs of the industry. The following submissions were made during this year:

- ForestWorks Submission to the Garnaut Climate Change Review
- ForestWorks Industry Skills Council Response to the Skilling Australia for the Future Discussion Paper 2008
- A Response to the Proposed Reforms to the Current Arrangements for School Based Apprenticeships in Victoria
- A Response to the Victorian Government's Decision to Develop a new Timber Industry Strategy
- A Response to the Victorian Government's Discussion Paper on Skills Reform



The year in review

ForestWorks activities and operations can be categorised within five areas:

Industry Strategic Plan for Skills Development

Working with Government

Working with industry

Working with VET

Our representative structure

Industry Strategic Plan for Skills Development

ForestWorks' activities and research in skills issues and shortages over the past few years, has demonstrated that a comprehensive plan which includes all stakeholders, is the required format for success.

This year, ForestWorks, in conjunction with the SEC, developed a strategic plan to address skills development issues in our industry.

As a result of this plan, ForestWorks has been able to carry out a number of specific actions over the past year to address industry skills issues.

These activities include:

- implementing an enterprise visit program to provide information and advice to both industry and RTOs
- raising awareness amongst industry sectors to promote and improve understanding of education and training systems through broad representation and forums
- ensuring the ForestWorks website is available to assist industry with obtaining relevant information as well as links to the VET system
- assisting industry in the provision of detailed assessment tools and guidelines for all units of competency.
- developing and co-ordinating a training provider network with a national focus to concentrate on consistency in standards and quality
- facilitating and managing national, state and regional meetings to focus on the improvement of the quality of training delivery with the participation of enterprise and RTOs
- ensuring that the VET system provides recognised funded pathways in all states to encourage new entrants into industry
- formulating industry information to provide employers with the tools to create a good career path, with a focus on both job and work quality
- developing attractive job titles which are common, consistent and meaningful to enterprises that can be used across industry
- creating and trialling a range of best practice pathway programs to attract new entrants into the industry

- developing an industry-wide national career website to encourage new entrants to the industry
- creating a job search function facility on the national website to enable all industry vacancies to be listed
- participating in career expos to promote the industry
- assisting in the development and execution of the AUSTimber Career Conference for career advisors
- developing materials (including assisting in the development of the 'Reach for the Skies' DVD) which are used to promote careers in the industry
- supporting the state ITAB network through the support of industry and RTOs
- managing the state implementation of two training packages within industry and RTOs
- promoting the usage of national industry competency standards as the basis for all of our industry training.

Strategic Plan for Skills Development Outline



The year in review



Working with Government

ForestWorks continues to be a leading provider of information, advice and knowledge to government and its departments and agencies.

1. Skills Enhancement and Training (SET)

ForestWorks manages the SET project, which is funded by DEEWR and focuses on skills initiatives for the industry. This project looks at the:

- facilitation of skills development options and education (focused in Tasmania)
- enhancement of training delivery methods (focused in Tasmania)
- development of careers information and pathways (including school to work pathways)
- production of learning and educational materials and assistance to implement industry priority areas (national focus).

The SET project works closely with industry and training providers to ensure improvement in the availability of skills enhancement for existing workers and for appropriate skill development opportunities for new entrants to the industry. The SET Project has identified the following eight priority work areas:

1. Improvements in harvesting

ForestWorks has worked with work experts to redevelop the Tasmanian Forest Industries Training Board (TFITB) licensing assessment system. The redevelopment will ensure that the licensing assessment system meets VET outcomes and requirements and is consistent with mutual recognition principles required across state boundaries.

Chainsaw assessment tools were also redeveloped and well received by RTOs at the 2008 FIAPS national conference. RTOs agreed to use the ForestWorks template on other tools. The quality of the new assessment products are reflective of the input from industry and RTO trainers, assessors and operators who have made extensive contributions in working parties over the year.

The Forest Practices Officer training system has been reviewed and brought into line with AQTF and Training Package principles. Work is currently underway to identify skill gaps in basic forest practices training for operators in the harvesting and haulage and forest growing and management sectors. This will be addressed as part of the review of the forest practices legislation by the Forest Practices Authority in early 2009.

Training materials and assessment tools for both log grading and warranted log classification officers are being reviewed by ForestWorks, with formalisation of the training qualifications for trainers and assessors agreed to in May 2008.

The year in review

2. Rotary peeling mills

ForestWorks has continued to provide training related advice to Skills Tasmania at the Southern Tasmanian rotary peeling mill. A process of consultation was developed between ForestWorks, Ta Ann regional management, a nationally recognised RTO and the Group Employment Organisation that provides labour for the Northern Tasmanian mill. This consultation has recommended appropriate pre-employment and operational training for the workforce in the mill.

3. New pulp mill

Due to ongoing delays in the development of the Gunns Pulp Mill, there was no significant activity regarding this priority in the 2007-08 year.

4. Increased availability of training

The harvesting sector trainer and assessor network received considerable activity from ForestWorks in the past year. One large area of work was the introduction of a process of formal field observations of assessors by the ForestWorks Licensing Standards Officer, in addition to the annual two day moderation and validation workshop.

During the year, ForestWorks assisted Artec Pty Ltd in registering to become an enterprise based RTO (to be known as Forest Industries Skills and Training). This enables training of up to ten new entrants into the harvesting sector each year. The majority of these trainees will be retained by the enterprise and others employed by other harvesting contractors.

Training availability in the harvesting sector has been improved by ForestWorks by providing assistance to the Tasmanian Forest Contractors Association (TFCA) and the TFITB to attract funding for a mechanical harvesting simulator to be used in training and careers promotion in 2009.

5. School to work pathways and promotion

Extensive forest industry careers promotion has been undertaken. This included participation by ForestWorks and industry experts at three regional 'Try a Trade' events and the Tasmanian Careers Expo. In addition, ForestWorks participated in careers promotion as part of a cooperative forest industries display at Agfest in May 2008.

Northern High School based Pathway Planning Officers were hosted on a joint forest industries and agriculture three day bus tour in June 2008. As a result, eight schools have requested follow-up visits and tours for students. During the year, ForestWorks worked with six individual schools, either through participation at their careers events and/or bus tours of industry with introductions to potential employers. The most successful of these was Scottsdale High School, where eight of the eleven participants on the tour now work in the industry after leaving school.

Coordination of industry activity in careers promotion continues to be a strong area of activity, including the facilitation of an intensive industry induction programme for five Southern Tasmanian High Schools scheduled for late 2008.

6. Sawmill training and cross sector training promotion

Growth in traineeship numbers in sawmilling and processing and timber manufactured products continued to grow as a result of ForestWorks coordination. ForestWorks has worked to ensure the expansion of services via a specialist RTO who has now committed to deliver directly within enterprises in the state. ForestWorks negotiated with the State Training Authority (STA) to ensure funding for additional costs for some trainees to travel to Victoria for intensive training at a specialist facility.

With approximately 60 trainees, the capacity of the specialist RTO to accept further numbers will be determined by the availability of additional trainers and also demand. A part-time trainer within Tasmania has been sourced but additional training skills sets are still required and will be actively sought within enterprises by the ForestWorks Skills Development Officer.

ForestWorks assistance has been provided to TFCA in its skill plan, resulting in a memorandum of understanding with TAFE Tasmania. This will see a greater emphasis within the TFCA membership for career enhancement through skills recognition and upgrading. This will see up to 20 additional traineeships in this sector in 2009, building on the already strong numbers in this sector.

7. Quantification of training delivery

While ForestWorks is reporting government funded training data on a regular basis to the SET Steering Committee, there have not been any significant outcomes in determining the amount of industry funded and delivered training. This data can only be reported if enterprises are prepared to record this data and pass it on to ForestWorks. This is unlikely to occur without significant incentives as this information is not currently collected by most enterprises. It is proposed to seek the assistance of industry associations to progress this in 2009.

8. Indigenous skills and employment initiatives

Based on activity in the previous year, the SET Steering Committee has determined that there will be a greater focus of effort over the next year on individual regional projects or initiatives. A research project has been carried out that will guide our approach in this area, focussing on locating Indigenous Australians seeking employment and industry job and training opportunities.

The SET project promotes formal skills recognition and skills development (using qualifications and skill sets from the FPI05 Forest and Forest Products Training Package), to support the product care initiatives and technology upgrades as required by industry.

This strategy will lead to greater yields and higher quality outcomes in the utilisation of our forest resources both now and in the future.

To date, the SET project has been very successful in engaging school student's interest in the industry, particularly in rural communities.

The year in review

The engagement of school students has led to direct entry through employment-based and school-based traineeships. School-based traineeships are where students work part-time in industry while completing their education in Years 10 through to 12.

Key achievements over the 2007-08 period include:

- after participating in the pilot project 'Schools to Work Transition Project', eight former Scottsdale High School students now work in the industry
- merging the licensing process so that the delivery, recognition of competency and granting of licenses is combined into one process
- securing an RTO to provide ongoing service to the industry in Tasmania for specialist downstream processing
- gaining strong commitment from downstream processing sectors for skills recognition
- forming strong links between different agencies all seeking to promote careers within the industry
- providing leadership for all ForestWorks and SEC career and promotional events in Tasmania
- an increase in traineeships across the industry by 23 per cent
- securing further commitment from high schools to promote forest industry careers in the future
- developing programmes based on the 'Grow Your Career' resources including the development of the 'Grow Your Career' website
- conducting professional development with Department of Education for Pathway Planning Officers based on an intensive forest and rural industries experience during the June and September school holidays 2008
- working with the Department of Agriculture, Fisheries and Forestry (DAFF) to deliver skill and employment outcomes for Indigenous communities.
- in conjunction with the National Association of Forest Industries (NAFI) and A3P, ForestWorks assisted with the development of the 'Reach for the Skies' careers DVD
- developing and distributing nationally the 'A Cut Above' magazine with the Forest Industries Training Network based in the green triangle region
- promoting careers at Agfest with other industry organisations
- participating in school and industry leaders forums in Smithton and Launceston by promoting forest industry pathways.

2. State ITABs

ForestWorks co-ordinates forest, wood, paper and timber product Industry Training Advisory Boards (ITABs) in each state largely through supporting, chairing and administering the network. In Vic, Tas and NSW, ForestWorks has contract responsibilities for the state ITAB.



The year in review

ForestWorks NSW ITAB

The ForestWorks NSW Forestry ITAB is funded by the NSW Government Department of Education and Training (DET NSW) to provide a range of information and advice to the government and advice to the forest, wood, paper and timber products industry and the light manufacturing industry with regard to training and skill development.

In the past year, the ForestWorks NSW ITAB:

- managed the ForestWorks NSW ITAB Steering Committee
- provided feedback to DET NSW on the implementation of recommendations endorsed by New South Wales Board of Vocational Education and Training for the strategic analysis of user choice in New South Wales
- provided reports to DET NSW on industry skills development and training priorities in New South Wales
- provided advice to NSW DET on industry sector demand for Diploma traineeship and policy development and resource implications relating to Diploma traineeship qualifications
- compiled a submission of a variation to Vocational Training Orders (VTO) to DET NSW
- consulted with ForestsNSW and the National Occupational Health and Safety Commission regarding lowering age restrictions in the Forests NSW forest operators licence policy
- participated in career expos/forums/days and career advisors meetings
- participated in the industry focus group meetings on options to strengthen vocational education curriculum pathways
- participated in discussion with the Department of Agriculture, Fisheries and Forestry (DAFF) regarding the implementation of National Indigenous Forestry Strategy (NIFS) in New South Wales
- established successful industry partnerships, one employer taking on two school based trainees with others looking for suitable candidates
- endorsed a short course at TAFE NSW to meet the demand within the Sawdoctoring for Metals - Service Centre sector
- organised a Strategic Skills Forum in conjunction with other industry ITABs in New South Wales
- scheduled a workshop in Tumut to review the currently available resources and identify gaps in conjunction with TAFE NSW
- participated in the DET NSW organised forum to facilitate the relationship between the ITABs and the NSW State Training Services (STS) centres.

ForestWorks VIC ITAB/VIC FURNITAC ITAB

The ForestWorks VIC ITAB and Victorian Furnishing Industry Training Advisory Committee (FURNITAC) ITAB are funded by the Victorian Skills Commission and provide a range of industry information and advice to the government. They also provide expert advice regarding training and skill development to the forest, wood, paper and timber products industry.

In the past year, the ForestWorks Vic Forestry ITAB:

- engaged regularly with industry representatives of the Forest Industry Training Advisory Committee (FITAC) and training providers from the Victorian Provider Network
- contributed to the development of a new WorkSafe Industry Standard, "Safety in Forestry Operations: Harvesting and Haulage"
- submitted response papers to the Victorian Government's proposed 'Skills Reform', and the 'Victorian Timber Industry Strategy' review
- explored specific training issues within the truss and frame sector
- participated actively in the Victorian ITAB Association
- secured a three year funding agreement from the Victoria Skills Commission.

In the past year, the ForestWorks Vic Furnishing ITAB:

- increased the membership of FURNITAC and enlarged its industry sector coverage
- conducted a research project, resulting in a discussion paper, 'Furnishing Industry Skills Issues'
- participated in the development of a new Victorian training program, 'Cert IV in Applied Design (Kitchen and Bathroom)'
- contributed to the review of the LMF02 Furnishing Industry Training Package and the development of additional units in design and technology
- submitted an industry position paper regarding Australian School-based Apprentices
- submitted a response paper to the Victorian Timber Industry Strategy
- sponsored the annual Cabinet Makers Association Awards and the annual Victorian Furnishing Industry Training Awards
- participated actively in the Victorian ITAB Association
- secured a funding agreement from the Victoria Skills Commission until 2011.

ForestWorks Tasmania

ForestWorks Tasmania, in addition to a wide range of SET project activities, oversees the operation of the Tasmanian forest industry operator licence system, administers an industry database, supports registered assessors and manages forest industry standards and accreditation committees.

Some activities and achievements for the past year were:

- issuing 3,375 operator licences (re-registrations and new licences)
- maintaining an industry database of 13,500 operators and 1,000 enterprises
- completed a major review of the Forest Safety Code 2007 (Tasmania)
- developing new chainsaw assessment tools which included major consultation with assessor network and significant progress with further assessment tools

The year in review

- developing new fire assessment tools in broad consultation with industry experts and consultation with Forest Industry Fire Management Committee
- administering the annual Tasmanian two day trainer and assessor conference and field day
- undertaking assessor visits and observations
- engaging in liaison with industry employers
- liaising with Workplace Standards Tasmania regarding safety issues, breaches of Forest Safety Code 2007 (Tasmania) and suspension of operator licences for dangerous operation or breaches to the Code
- managing the Tasmanian Forest Industries Safety Standards Committee who are the specialist reference group administering the Forest Safety Code 2007 (Tasmania)
- managing the Tasmanian Forest Industry Accreditation Committee and sub committees
- managing the Tasmanian Skills Development Special Reference Group
- providing substantial contribution to Forest Industry Assessment Plan System (FIAPS) through the annual workshop.

Queensland, Northern Territory, Western Australia and South Australia

Throughout the year ForestWorks administered and supported three network meetings of all state ITABs responsible for industry advice to their respective state governments. These network meetings assist the industry in providing consistent advice to each state and territory government and gives ForestWorks and the industry a clear national picture of skills and training issues.

All of the state ITABs are also members of ForestWorks and contribute to the ForestWorks industry Skills and Employment Council. This network supports a process which clarifies the various state approaches from both industry and state training authorities. These relationships provide a strong and consistent industry voice to government at state and national levels.

Each state has a different approach to how they fund and manage state ITABs which has resulted in different capabilities in each state. ForestWorks assists the state ITABs by contributing to a proportion of their costs in travel and attending various national functions. State ITABs assist the overall national effort by working with industry in their state and providing information to ForestWorks regarding industry viewpoints.

Working with industry

ForestWorks' ongoing effectiveness in identifying and addressing issues of industry concern is built upon the strong trust and respect we have fostered within the forest, wood, paper and timber products industry and with other external organisations. The key process by which ForestWorks formally engages with industry is the ForestWorks Skills and Employment Council.

This group meets three times each year. In addition to the SEC meetings a number of information sessions, workshops and consultations have been held in partnership with state and territory ITABs. These consultations were attended by industry representatives from forestry sectors, RTOs, industry associations, enterprises and unions.

This process of engaging with industry and the training sector allows us to provide reliable and accurate advice and information to state and federal governments. This information is used by government for decision making in relation to training and funding.

ForestWorks also provided direct advice to enterprises in the past year and our capacity to deliver this service is steadily growing. We look forward to working with more enterprises and companies in the year ahead by directly assisting them with their skill issues.

Working with Vocational Education and Training (VET)

One of the cornerstones of the VET system is that it is industry led by ForestWorks (ForestWorks manages national skill and assessment standards and qualifications). ForestWorks engages with industry through a wide range of channels in order to address those needs.

Forest Industry Assessment Plan System (FIAPS)

The Forest Industry Assessment Plan System (FIAPS) is a service initiated and maintained by ForestWorks as part of our commitment to improve industry's capacity to develop and maintain a skilled workforce.

Over the past year, ForestWorks:

- undertook a membership drive and added seven new organisations to FIAPS, bringing the total membership number to 36. This membership now represents approximately 67 per cent of large RTOs
- facilitated several professional development and networking activities for RTOs, including a national conference in Melbourne and regional workshops in Creswick, Tumut, Perth and Launceston
- developed a new template for the FIAPS assessment plans which was ratified at the national FIAPS conference. All plans are being progressively updated into the new template with over half already completed and the remainder due for release in December 2008
- made ongoing improvements to FIAPS assessment plans as a result of feedback from users. Over the past year, 146 plans have been upgraded to version two, 79 plans to version three and 13 plans to version four.

Training packages

During 2008, a Training Package Issues Register was also established on the ForestWorks website for industry to record issues relating to both the FPP01 Pulp and Paper Manufacturing Training Package and the FPI05 Forest and Forest Products Training Package.

The year in review

The Training Package Issues Register operates as a constant and formal mechanism for stakeholders to provide feedback on the suitability and industry relevance of a Training Package's qualifications, skill sets or units of competency.

This feedback is collected, analysed and validated. It forms a key input to the consultation and development process. These issues will be taken into account and dealt with as part of the DEEWR Training Package Development and Endorsement Process 2008.

FPP01 Pulp and Paper Industry Training Package

The Pulp and Paper Industry Training Package review is being undertaken by ForestWorks. The industry's Training Package was last reviewed in 2001. This is a significant industry led project which requires feedback from the pulp and paper industry. It is anticipated that the review will take approximately 18 months to complete.

FPI05 Forest and Forest Products Industry Training Package

This Training Package comes under the new model 2008 process for the development and endorsement of Training Packages which commenced in January 2008. Work has started on the continuous improvement process.

Learner guides

ForestWorks consulted with industry to update and develop new learner guides. The guides have been put into improved templates and now align with the current FPI05 Forest and Forest Products Industry Training Package.

Our representative structure

Our representative structure has meant a significant change to the operation of the company and the company Board.

ForestWorks membership

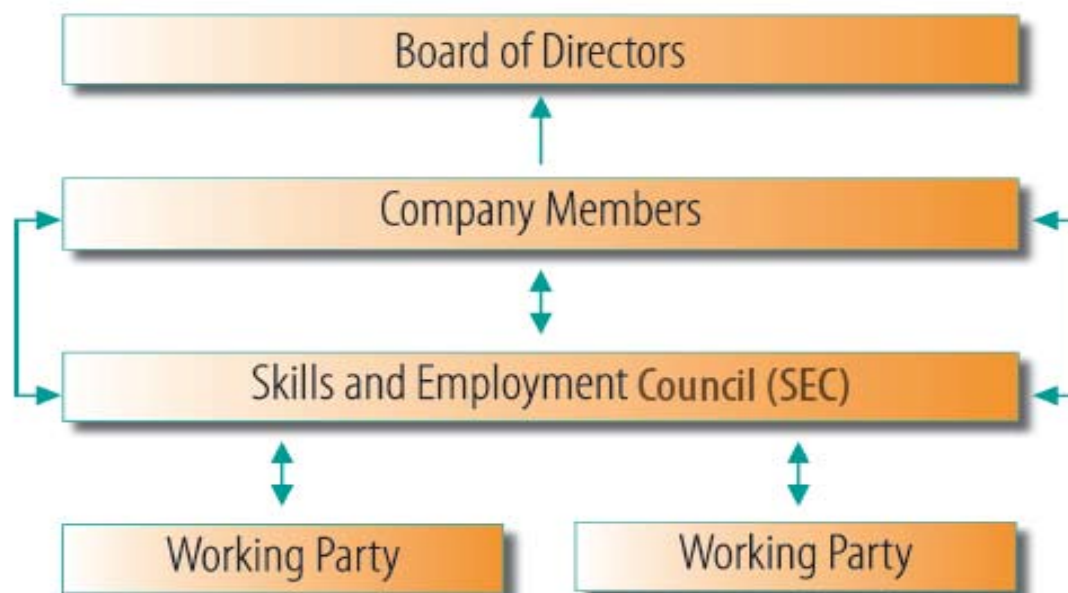
Membership of ForestWorks is open to representative industry organisations, companies and individuals. ForestWorks members review the annual report of the company, determine Company Director appointments and nominate industry experts to sit on the Skills and Employment Council (SEC).

The Skills and Employment Council (SEC)

The decision was made to change the name of the Skills and Employment Board to the Skills and Employment Council in keeping with ForestWorks status as an ISC and to make the nomenclature consistent with the Council's role. SEC membership is determined through nomination by company members. This group meets three times a year to determine industry policy on training, assessment and skills development matters. The SEC will establish working parties and oversee skill and training initiatives as agreed to in the Strategic Plan.

The SEC undertook a number of projects this year. The first was the development of an industry 'Strategic Plan for Skills Development'. The development process for the Strategic Plan brought ForestWorks together with colleagues across government, partners in the private forestry sector, the forestry industry and non-governmental organisations.

Each of these organisations represented a diverse range of interests. Those relationships will strengthen and grow as we work together to implement the Strategic Plan. Research was also undertaken around retitling job functions to make them more meaningful and attractive to prospective employees. These new titles also reflect transferability and career pathways as outcomes. The SEC and ForestWorks will actively work with industry and government to adopt these titles nationally.



The year in review

Board of Directors

The ForestWorks Board consists of six people elected by ForestWorks members to focus on corporate governance, company policies, finance and general management including the SEC. The ForestWorks Board meets four times a year. Our Directors provide strategic direction and governance for ForestWorks and it is vital to our future skills development in the industry that this level of time, rigour and support is maintained.

ForestWorks directors are:

John Downes - ForestWorks Chair

Recently retired Regional Manager of Occupational Health & Safety in South Asia for the Kimberly Clark Corporation, current Chair of ForestWorks the Industry Skills Council, Director of GTE (Group Training Company), retired Member of the Pulp and Paper National Industry Skills Development Unit, retired Member of the Pulp and Paper National Industry OHS&E steering committee.

Mr Downes has almost 25 years experience in the pulp and paper industry and has worked extensively in industrial relations, human resources and occupational health and safety.

Michael O'Connor - ForestWorks Deputy Chair

Michael O'Connor is the National Secretary of the Construction Forestry Mining and Energy Union (CFMEU), Forestry and Furnishing Products Division (FFPD). Mr O'Connor has been a full time Union official for almost 25 years.

He has been an outspoken supporter of timber workers, their families and communities and has coordinated a large number of community campaigns in support of employment and resource security for Union members.

Since being appointed to the position of National Secretary by the Forestry and Furnishing Products Division in October 2005 he has devoted himself to the task of building a stronger Union. He represents Union members and their interests on a range of government bodies including the Forest and Wood Products Council.

Mr O'Connor is currently Co-Chair of the Board of FIRST Super, a \$1.6 billion superannuation fund covering workers from the timber, furnishing and pulp and paper industries.

Julie George - ForestWorks Director

Julie George is the General Manager– Management Services Division for Hyne & Son Pty Limited. She is the former chair of the Queensland Forest Industry Training Advisory Board and former Chair of the Training Package Steering Committee. She is also a former member of the Government Roundtable Advisory Committee, Queensland Timber Board Industrial Relations and Training Committee, Maryborough and Wide Bay TAFE Councils.

Ms George has expertise in human resource and operational risk management, management services, strategic planning, industrial relations and safety

legislation. She holds a Masters of Management (HR) (USQ) and her professional memberships include the Australian Human Resource Institute (AHRI), Australian Institute of Management (AIM) and Lawyers engaged in Alternative Dispute Resolution (LEADR).

Jane Calvert - ForestWorks Director

Jane Calvert is the State Secretary of the Construction Forestry Mining and Energy Union, Forest and Furnishing Products Division, Victorian Forestry Branch, and National President CFMEU FFPD.

Ms Calvert chairs the Victorian Forest Industry Training Advisory Committee, is a Director of Timber Training Creswick Ltd, Committee Member of the Frederick Scholarship Trust, Chair of the Tree Felling Safety Group, Member of the WorkSafe Victoria Forest Industry OHS Stakeholders Forum and Trustee Director of FIRST Superannuation.

Allan Hansard - ForestWorks Director

Allan Hansard is CEO of the National Association of Forest Industries (NAFI), the peak body representing Australia's forest industries. NAFI presents the forest industries' views to the people of Australia, governments and public authorities on matters relating to the national development and use of forests and forest products, as well as promoting community awareness of the forest industry.

Mr Hansard has qualifications in forestry, resource economics and policy development and has over fifteen years experience working on forest policy and economic analysis both in the private sector and Federal Government departments including the Australian Bureau of Agricultural and Resource Economics (ABARE) and the Department of Agriculture, Fisheries and Forestry (DAFF). Prior to his appointment as CEO of NAFI, Mr Hansard spent two years as deputy CEO of the organisation as well as CEO of Tree Plantations Australia.

Alex Millar- ForestWorks Director

Alex Millar is the Secretary/Assistant National Secretary of CFMEU - Pulp and Paper Workers Branch. He has spent many years representing workers in the Pulp and Paper sector and in doing so, has achieved a high level of expertise in the needs of the sector and the needed skills and training infrastructure.

Michael Hartman – Company Secretary (CEO)

Michael Hartman's 26 year career of providing clear direction, expert advice and leadership within adult education, learning, vocational education and training systems, is highlighted by a personal dedication to improving skills of employees while maximising organisational efficiency.

Under Mr Hartman's leadership, ForestWorks has significantly increased its national role and capacity, enhanced and expanded its programs and continues to increase industry's access to skills development and training. Michael holds a Diploma of Management (Community Services), Certificate IV in Workplace Training and Assessment and trade qualifications.

ForestWorks

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Improving industry's capacity to develop and maintain a skilled workforce