

Date of Meeting	Wednesday, 14 August 2024		
Location	Holmesglen, Chadstone + Online via Webex	Time	9.00am

## Attendance

Face to face attendance: [REDACTED]  
[REDACTED]  
[REDACTED]

Online attendance: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Copies Sent to: All

Minutes Taken By: [REDACTED] Date Distributed: 03/06/2024

## Apologies

[REDACTED]  
[REDACTED]  
[REDACTED]

## Special Guest

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Next meeting:

Address	Date	Time
Holmesglen, 41 Drummond Street, Chadstone & online	Wednesday, 13/11/2024	9.00am

### Minutes:

#### 1. Welcome and Introductions

#### 2. Pending Actions from Last Meeting

- Semester 1 Invoicing: [REDACTED] is still waiting on purchase order numbers from several companies. (ALL)
- TAE Course Details: Distribute TAE course information provided by [REDACTED]
- E2L Training Package Review: Send an email to committee members inviting them to join a working group to review the existing E2L training package [REDACTED]
- EOI for E2L Participation: Gather expressions of interest for participant numbers in the E2L program. [REDACTED]

#### 3. Holmesglen updates

- Any outstanding invoices will be issued at the end of June. [REDACTED] is still waiting on purchase order numbers from a few employers.
- The issue with CPR SOA dates has been resolved.

- The next progress reports will follow the old format, without asking employers to confirm on-the-job competencies. Separate documents will be sent out mid-year and at the end of the year for employers to sign off on unit competencies. Apprentices without employer competency confirmation will receive an “employer pending” status instead of a “pass.”

**ACTION:** N/A

**4. Asset Inspector Traineeship**

- We have received letters of support from VESI and Holmesglen for our application to include the Cert II in Asset Inspection and Testing in the traineeship funding scheme.
- We are also seeking support from ITAB and the union. However, the union has concerns that the traineeship may divert funds away from ESI apprenticeship training.

**ACTION:** N/A

**5. ESV Lineworker license clarification**

- [REDACTED] [REDACTED] has sought clarification from ESV regarding the licensing application requirements listed on their website. Details have been shared via email.
- [REDACTED]

**ACTION:** [REDACTED] to raise the concern with VESI and ESV. ([REDACTED])

**6. Apprentice Success (guest – [REDACTED])**

- Holmesglen has been awarded the contract as an Apprentice Connect Provider, specifically for the Clean Energy Apprenticeship.
- The criteria for becoming a Clean Energy Apprentice have changed; apprentices now need to have meaningful exposure to clean energy projects or work tasks.
- A question was raised about what constitutes "meaningful exposure."

**ACTION:** Share Clean Energy Apprenticeship program details [REDACTED]  
Share workforce mapping document [REDACTED]

**7. VESI Update**

- Updated to VESI Skills and Training Guidelines – see attached VESI email.
- Rigging Exemption Communication – see attached Memorandum #4.
- Employers should book Year 1 to Year 4 apprentices for the 2-day rigging exemption training.

**ACTION:** To provide ongoing update [REDACTED]

**8. Ready Skills presentation (guest – [REDACTED])**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**ACTION:** [REDACTED] to collaborate with Holmesglen to gain institutional approval. ([REDACTED])

**9. Other Business**

**Urgent Resourcing issue for 2025 Apprentice Program intake**

- Trainer [REDACTED] is on unpaid leave with no anticipated return date, leaving Holmesglen short of two overhead trainers.
- The two existing Powercor seconded trainers will be engaged with rigging exemption training next year and will not be available for apprentice training.

- Holmesglen has received over 60 apprentice intake requests for 2025. [REDACTED]
- Both Powercor and Zinfra are recruiting for the 2025 apprentice intake and need a prompt decision from Holmesglen regarding their capacity for the intake.
- There is a need for collaboration between the government, industry, and Holmesglen to address this urgent issue.

**ACTION:** [REDACTED] is working with [REDACTED] to set up a meeting with senior government representatives.

[REDACTED]

One of the SEC's strategic plan focus is to coordinate the energy sectors workforce to build, maintain and operate the energy assets for Victoria's renewable energy transition. DJSIR to work with industry and the training sector to identify new training needs for energy sector, from generation, transmission to distribution. Any feedback and comments can send through to [REDACTED] to pass on.

**Meeting closed 11:03am**