**Regional Skills Shortage Minutes 24th February 2011**

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| Date: 24th February 2011 | Start Time: 3:10pm |
| Venue: QYIL Caboolture  Suite 20, 42 – 44 King Street, Caboolture 4510 | |
| Attendees:  Joe Proctor, Steve Hogan, Tony Whittaker, Andrew Quain, Kevin O’Sullivan, Wayne Boesmans | |
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**Agenda:**

Discuss and pinpoint Target market for Skill Shortage Report 2011

Discuss headings and content for Skill Shortage Report 2011

**Minutes were read and needed to be clarified:**

MSQ:

* Skills Tech is aimed at a restricted market. It is the only RTO in Queensland that caters for Recreational vehicles. They are in conjunction with Mountain Creek TAFE. They are designing a new training package that is more diverse.
* The training that was stated 2nd February and 14th February for training of teachers was incorrect. It was 2nd February and 14th March. The 14th March training has been postponed. This training is for invited organizations to get data from DET.
* It is difficult to get a handle on what skill shortages are out there. We need to quantify what the breakdowns are out there. Manufacturing is number 3 on skill shortage list in the Moreton Bay Region.

Agenda was discussed at length.

**Target Market:**

* Schools, Community and Youth Organizations, Industry Bodies, RTO’s, VET programs that are run in Community.
* Needs to have local data in the document. Specific to Moreton Bay Region.
* Target market needs to know so that they can train the local community in skill shortages, ultimate outcome for people to live and work in Region.
* Upskilling of current employees to be able to stay up to date with changing work trends.

**Headings and Content: - see action plan**

* Skill shortages in Moreton Bay Region. To include MBRC survey.
* 5 sectors. Construction, Retail, Education and Training, Manufacturing, Health. Summary including projected areas of skill shortages in the Moreton Bay Region with corresponding data.
* Data informed summaries at back of document.
* Vet in Schools – appendix at back of document.
* Main document needs to be 10 – 12 pages. Appendix can contain bulk of information.

**Other discussions:**

* Annette has spoken to AIG, no information gathered as yet.
* Annette has spoken to a Queensland Project Manager from Health and Community Development. Has left a message for Local Project Officer.
* Annette has spoken with RTA, ARA re Retail and Hospitality. No one has returned the call.
* Shifts in manufacturing industries. Mining manufacturing will increase whilst some other manufacturing will decrease. Mass volume manufacturing will decrease as more goes to the overseas manufacturing markets.
* Projection. Primary metals manufacturing will increase, so will chemical manufacturing whilst textile manufacturing will decrease.
* 9,500 people employed in manufacturing. Need breakdown of industries.
* Face page of Report needs to stand out.
* In main document, needs to be user friendly. Have appendix for all references so the reader can go there if needs to.
* VET in schools in Appendix. VET courses available also to be in appendix. For example this is the VET courses that are being run in xxxx schools. TTC’s to be with VET in Appendix.
* Send information to Annette and she will compile report.
* Kevin is to speak at MRYA forum on 11th March 2011.

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| Meeting Closed: 4.20pm | Date Next Meeting: ????? |
| Venue: QYIL Caboolture | Chair: Annette Homann |

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