Training Package Development and Endorsement Process Policy

The following publication was endorsed by the National Skills Standard Council (NSSC).
The NSSC was dissolved by the COAG Industry and Skills Council on 3 April 2014.

This publication remains current and applicable to the VET sector.

NATIONAL SKILLS STANDARDS COUNCIL

TRAINING PACKAGE DEVELOPMENT & ENDORSEMENT PROCESS POLICY

NSSC NATIONAL SKILLS STANDARDS COUNCIL

This document is one of three products that form the organising framework of standards that support the development of industry Training Packages.

The Training Package Development and Endorsement Process Policy was agreed to by the National Skills Standards Council on 5 September 2012.

The Standards for Training Packages and their underpinning policies can be found on the NSSC website: *www.nssc.natese.gov.au/training_packages*

The organising framework of standards includes:

- *NSSC - Standards for Training Packages*
- *NSSC - Training Package Products Policy*
- *NSSC - Training Packages Development and Endorsement Process Policy*

Version: 1.0

Training Package Development & Endorsement Process Policy

Contents

Key Principles for Training Package Development & Endorsement

Training Packages specify the skills and knowledge required to perform effectively in the workplace. They do not prescribe how an individual should be trained. Trainers and supervisors develop learning strategies - the "how" - depending on learners' needs, abilities and circumstances. The development and endorsement process (the process) for Training Packages ensures that the Training Package components are developed to an agreed quality standard and are highly responsive to industry's existing and future demand for new skills. The following key principles underpin the process:

- Open and inclusive industry-driven continuous improvement, validation and endorsement of Training Packages.
- Strong and clear key stakeholder roles with critical points of intervention and consultation.
- Highly responsive process capable of meeting industry's needs and priorities for new skills.
- Industry Skills Councils' responsibility and accountability for the quality and relevance of Training Packages.

For the purpose of this process, an Industry Skills Council (ISC) is a body contracted by the Commonwealth to develop and maintain specified Training Packages.

The principles above that guide the Training Package development and endorsement process are distinct from the *Training Package Quality Principles* that are set out later in this document. The *Training Package Quality Principles* provide a clear, high level statement of the purpose of Training Packages and their role in meeting the needs of industry, individuals and the economy. They play a pivotal role in the Training Package Quality Assurance process, providing the basis against which ISCs assess their products.

Stakeholder roles

The Training Package Development and Endorsement Process involves key stakeholders with roles and accountabilities reflective of their broader role within industry and the vocational education and training (VET) system. These stakeholders are:

Industry – Drives continuous improvement through setting the scope and timing of work. Provides Australia wide expert advice throughout the development, validation and final support stages.

Industry Skills Councils (ISCs) – Responsibility and accountability for quality of product including industry relevance, and technical and editorial quality to publication standard. Responsibility for uploading the draft Training Package to the National Register (TGA, see training.gov.au) prior to NSSC consideration.

National Skills Standards Council (NSSC) – Develops and maintains the national standards and policy for Training Packages and endorses Training Packages.

Office of the National Skills Standards Council (Office of the NSSC) – Manages the Training Package Quality Assurance arrangements on behalf of the NSSC, undertakes analysis of Training Package *Cases for Endorsement* against the *Case for Endorsement* requirements set out in this document, prepares advice for members in considering such submissions, and notifies the NSSC decision to ISCs, the Commonwealth, and the state and territory governments.

The Commonwealth Government (the Commonwealth) – Manages funding agreements for Industry Skills Councils and is involved in consultation from the outset.

State and territory governments – Structured input from the outset of activity. Involved in consultation to provide implementation advice and to facilitate access to industry and jurisdictional stakeholders.

The Process

| ENVIRONMENTAL SCAN | CONTINUOUS IMPROVEMENT PLAN | GOV./VET REG BRIEFED ON SCOPE & TIMETABLE | NATIONAL CONSULTATION & DEVELOPMENT | ISC VALIDATES PRODUCT WITH INDUSTRY | FINAL VERSION SUPPORTED BY STAKEHOLDERS | CASE FOR ENDORSEMENT | NSSC ENDORSEMENT |

TRAINING PACKAGE QUALITY ASSURANCE

This document forms the NSSC Training Package Development and Endorsement Process Policy for the purposes of Standard 3 of the Standards for Training Packages, and provides an explanation of the key steps involved in the NSSC's process for the development and endorsement of Training Packages. It provides stakeholders with an understanding of the purpose of each stage, their specific role and the required outcomes. Templates to facilitate the process have also been developed for use by ISCs.

Timeframes for the overall process, and its capacity to respond to industry's priorities for new skills, are dependent upon:

- key stakeholders undertaking their role in a timely manner and in accordance with the process.

- consultation, development and validation processes being 'fit for purpose' and commensurate with the scope and impact of the proposed Training Package components.

- proposed Training Package components being fully compliant with the Standards for Training Packages.

- the *Case for Endorsement* providing the NSSC with all the evidence required to make its decision.

Environmental Scan

ENVIRONMENTAL SCAN | CONTINUOUS IMPROVEMENT PLAN | GOV./VET REG BRIEFED ON SCOPE & TIMETABLE | NATIONAL CONSULTATION & DEVELOPMENT | ISC VALIDATES PRODUCT WITH INDUSTRY | FINAL VERSION SUPPORTED BY STAKEHOLDERS | CASE FOR ENDORSEMENT | NSSC ENDORSEMENT

TRAINING PACKAGE QUALITY ASSURANCE

What is it?

The *Environmental Scan* (the Scan) is a formative document which captures and analyses the most recent grass-roots industry intelligence gathered by the ISC that identifies existing and emerging skill shortages and training requirements. It is expected that this intelligence would largely be collected as part of an ISC's on-going activities throughout the preceding period. In addition to providing the NSSC with this intelligence, the Scan will also provide the Australian Workforce and Productivity Agency with up-to-date industry information to assist in its analysis of Australia's workforce development needs. The Scan also provides important context for the continuous improvement of Training Packages for the forthcoming year and is developed by each ISC on an annual basis.

Purpose

The Scan operates as an early warning system by alerting the NSSC and the Australian Workforce and Productivity Agency to potentially significant issues at a product, operational and systemic level. The value of the Scan, and what sets it apart from other reports in the VET system, is that it reflects the immediacy and breadth of industry feedback gained by ISCs. The Scan encompasses real-time industry views and evidence captured from across Australia on current and emerging skill shortages and skill needs. The Scan analyses how well the VET system and Training Packages are responding to those needs and provides advice on opportunities to boost skill levels to meet identified workforce development needs. These contemporary insights are translated into an analysis of what changes are required to Training Packages in order for them to respond to this emerging environment. The Scan analysis, together with other key inputs throughout the course of the year, including issues registers, industry forums and feedback from training providers, drive the continuous improvement plan for Training Packages.

Audience

The primary audience of the Scan is the NSSC and the Australian Workforce and Productivity Agency. The Scan provides valuable industry information on which to base 'new conversations'. Its level of insight and predictive capabilities may also inform ISC Board deliberations on future direction setting and broader promotional activities.

Key characteristics

- The Scan involves a broad analysis of recent intelligence and the external environment to identify skill shortages and needs, changes and trends through a point in time snapshot. There are three primary environments within which this occurs- the macro-environment, the micro- and industry environment, and the market:

  - Macro-environment … broad factors and emerging trends across and between industries, and global trends or changes which impact directly or indirectly on the need for and nature of skills

  - Micro- and Industry environment … factors impacting on enterprises, professional and industry associations and other key stakeholders, which may include issues such as regional needs, specific occupational shortages, emerging cross industry trends and synergies

  - Market … the VET environment, VET stakeholders and peak organisations.

- The Scan is not a re-creation or compilation of existing data or economic analyses found elsewhere nor is it a strategic plan. Such reports are typically premised on future change being a continuation of past trends, which can be an unreliable approach for predicting skill needs due to the speed with which new factors impact and shape the economy.

- The Scan illustrates the impact and use of existing Training Packages within industry and across training providers, and identifies trends and statistics which fall outside of the national data collections. It will also report on the uptake of Training Packages across the delivery system, the increased flexibility being built into Training Packages, and their alignment with licensing and regulation.

- The Scan provides a 'stocktake' of physical changes made to the endorsed components of Training Packages over the preceding 12 months to reflect industry's emerging needs and address identified skill shortages and gaps. It identifies the new sectors and units of competency included and any refinements to existing content. The stocktake is presented as a simple matrix as an attachment to the Scan.

- The following stakeholders would typically be engaged with the development of the Scan:
  - enterprises
  - employer and employee representatives
  - licensing and regulatory bodies
  - state and territory governments
  - the Commonwealth
  - the Australian Workforce and Productivity Agency
  - Registered Training Organisations (RTOs).

Content

The Scan is a concise document with an indicative length of 20 pages (excluding appendices). It will include:

- contemporary intelligence on industry skill needs, trends, barriers and implications which provides a shared understanding of what industry wants and why.

- broad analysis of current and emerging skill gaps.

- other issues impacting on workforce development that may require attention, such as specific skill shortages, skills needs, and regional requirements.

- emerging trends across and between industry sectors.

- impact and usage of existing Training Packages.

- future directions and short to medium term priorities for endorsed components of Training Packages.

- continuous improvement that has occurred to Training Packages over the preceding 12 months.

Broader applicability

The Scan will:

- inform development of an ISC's *Continuous Improvement Plan* and its focus of activity for the next 12 months together with other inputs throughout the previous year

- have broader applicability as one source of information for the Australian Workforce and Productivity Agency on workforce development needs

- have relevance as part of an ISC's promotional documentation and its communication and engagement strategies.

The Scan enables the NSSC and the Australian Workforce and Productivity Agency to gain a more strategic understanding of existing and emerging skills shortages and the priorities for Training Packages.

Please refer to the following document:

- *Environmental Scan Template (Page 21)*

Continuous Improvement Plan

ENVIRONMENTAL SCAN → CONTINUOUS IMPROVEMENT PLAN → GOV./VET REG BRIEFED ON SCOPE & TIMETABLE → NATIONAL CONSULTATION & DEVELOPMENT → ISC VALIDATES PRODUCT WITH INDUSTRY → FINAL VERSION SUPPORTED BY STAKEHOLDERS → CASE FOR ENDORSEMENT → **NSSC** ENDORSEMENT

TRAINING PACKAGE QUALITY ASSURANCE

What is it?

The *Continuous Improvement Plan* (the Plan) sets out the changes that need to be made to the endorsed components of Training Packages to enable them to meet the existing and emerging skill needs of industry. The principle underpinning the scheduling of changes to Training Packages is that speed to market of training products is achieved through stakeholder co-operation including acknowledgement of the workflows of stakeholders in the development, endorsement and implementation processes. The analysis undertaken for the *Environmental Scan* together with other inputs throughout the year, including issues registers and ongoing gathering of industry intelligence, informs the Plan and is updated annually by an ISC as a rolling three-year plan.

Purpose

The Plan provides an open and transparent approach to the continuous improvement of Training Packages and serves as the guiding document for ISC work on the endorsed components of Training Packages. It operates as a living document and is posted on the ISC's website.

The Plan enables those involved in the delivery of Training Packages to commence formative planning. VET regulators responsible for course accreditation and considering change to scope of registration of training providers will be able to better gauge the need for the continuation of accredited courses and the regulatory resources required for assessing changes to scope with a clear picture of what work is underway as part of Training Package continuous improvement.

Audience

The Plan will inform:

- Industry stakeholders who use the Training Packages for skill and workforce development.
- Industry licensing and regulatory bodies where units, Skill Sets and qualifications are used for licensing purposes.
- State and territory governments and RTOs of timelines and scope of activities which impact on the existing delivery of Training Packages/accredited courses.
- VET regulators who can plan resourcing and work flow.

Key Characteristics

The Plan identifies the activities for the immediate year and, as far as practicable, states the intended outcome(s) of the work and anticipated timelines for endorsement. As a three-year plan, activities for years two and three may be less well defined and subject to refinement over time as industries react to external pressures and re-prioritise their skill needs. The Plan will provide realistic goals for the resources available and prioritise competing industry demands.

From time to time, ISCs may modify the Plan in response to changes to policy and regulatory environments. The Plan must be sufficiently flexible to incorporate responses within the scope of an ISC's current resources.

The following stakeholders would typically be engaged with the development of the Plan:

- enterprises
- employer and employee representatives
- licensing and regulatory bodies
- State and territory governments
- VET regulators
- the Commonwealth
- RTOs.

Content

The Plan will include:

- brief title of the activity
- industry imperatives for the work and the proposed outcome
- industry, sector and occupations/skills involved
- likely qualification levels
- timelines for start of work and submission to the NSSC.
- Broader applicability

The Plan makes clear to stakeholders the work to be undertaken by an ISC through its funding agreement with the Commonwealth.

Please refer to the following document:

- *Continuous Improvement Plan* template *(Page 24)*

Briefing on Scope and Timetable

ENVIRONMENTAL SCAN → CONTINUOUS IMPROVEMENT PLAN → **GOV./VET REG BRIEFED ON SCOPE & TIMETABLE** → NATIONAL CONSULTATION & DEVELOPMENT → ISC VALIDATES PRODUCT WITH INDUSTRY → FINAL VERSION SUPPORTED BY STAKEHOLDERS → CASE FOR ENDORSEMENT → **NSSC ENDORSEMENT**

TRAINING PACKAGE QUALITY ASSURANCE

What is it?

This part of the process is where the ISC briefs the Commonwealth, each state and territory government and VET regulators on the scope, industry imperatives and timelines for pieces of work identified in the ISC's *Continuous Improvement Plan*. The briefing also requires state and territory governments to identify specific stakeholders in their jurisdictions who should be part of targeted consultations and for governments to specify their further engagement in the process.

Purpose

The briefing provides a shared understanding between the Commonwealth, state and territory governments, VET regulators and ISCs of the work and underpins the structured approach for consulting and updating state and territory governments and their stakeholders throughout the development and validation process. It will:

- enable governments to be aware of the scope of imminent work, the breadth of consultation and any complexities and/or sensitivities involved.

- enable VET regulators to plan flow of work and make linkages to related accredited courses.

- require each state and territory government to formally identify or confirm any specific stakeholders from its jurisdiction that need to be consulted. This advice will clearly differentiate between those to be consulted as part of the development process and those who are critical to final validation. Early identification and engagement of these stakeholders can significantly impact on a smooth process at the end but if neglected can otherwise lead to blockages at the final validation stage.

- require each state and territory government to confirm with an ISC the nature and extent of their engagement. It is expected that governments will participate in the validation stage. If the scope of work is of particular significance to a jurisdiction, the state/territory government may negotiate further points of consultation.

- enable the Commonwealth to put forward any stakeholder it wishes the ISC to consult and, depending upon the nature of the work, how or if the Commonwealth is to be engaged during the process.

Key characteristics

- The briefing must ensure:

  - a high level of personal engagement and interaction to enable meaningful dialogue between the state and territory governments/VET regulators, the Commonwealth and the ISC.

  - that the mode of briefing is agreeable to all parties.

  - that it occurs prior to the commencement of public consultations and before planning for the activity is completed.

    It is expected that the briefing will occur annually.

- Advice from governments on their engagement throughout the work and stakeholders to be consulted must be provided within 14 calendar days of the briefing to ensure the timely commencement of work.

- From time to time, changes to policy and regulatory environments or industry priorities may require ISCs to modify the scope or timelines of the work underway. The ISC formally notifies the state and territory governments, VET regulators and the Commonwealth as soon as practicable if this occurs.

- The following stakeholders are involved in the formative briefing:

  - the Commonwealth
  - State and territory governments
  - VET regulators
  - the ISC

Training Package Quality Assurance Process

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TRAINING PACKAGE QUALITY ASSURANCE

What is it?

The Training Package Quality Assurance process is ongoing throughout the development of the Training Package components. Prior to submission to the NSSC for endorsement, the Quality Assurance process provides an independent review of the Training Package components against the Standards for Training Packages.

Purpose

The purpose of the Training Package Quality Assurance process is to:

1. Assure the ISC that it has developed a high quality product that meets the Standards for Training Packages prior to submission to the NSSC for endorsement;

2. Assure the NSSC that products submitted for endorsement have met the Standards for Training Packages, are fit for purpose in meeting industry and client needs, and are ready for implementation; and

3. Build stakeholder confidence that products endorsed by the NSSC are fit for purpose and ready for implementation.

Who undertakes the independent review?

The independent review is undertaken by a member of the Training Package Quality Assurance panel.

The panel is comprised of:

1. ISC nominees (staff members or experts) who demonstrate that they meet some or all of the criteria below.

2. Other indiviwduals who are able to demonstrate that they meet some or all of the criteria established by the NSSC including expertise in:

    - Training Package policy, design, and development

    - implementation of Training Packages

    - editing, proofreading and publishing

    - the learning needs of disadvantaged groups.

Role of the Training Package Quality Assurance panel

The panel is to provide quality assurance expertise for four separate but complementary aspects of Training Package development and to provide a key source of advice on continuous improvement of the Standards for Training Packages. These include:

1. Mandatory quality assurance

Prior to forwarding the submission to the Office of the NSSC, the ISC selects a Quality Assurance panel member from one or more provided by the Office of the NSSC. The panel member completes a mandatory *Quality Report* on the proposed Training Package components. The Standards for Training Packages form the basis of the *Quality Report*.

The panel member undertaking the *Quality Report* must be independent of development and/or validation activities associated with the *Case for Endorsement*, and must not have undertaken the *Equity* and/or *Editorial Report*. If the panel member is an ISC staff member, they must be from an ISC independent of the Training Package components being reviewed.

Prior to the Report being commissioned, an *Equity Report* and an *Editorial Report* are completed by panel member/s with expertise in the learning needs of disadvantaged groups and editing/proofreading/publishing, or other ISC specified person/s with this expertise. The ISC will provide copies to the panel member undertaking the *Quality Report*.

ISCs are responsible for managing the timing and sequence of the Quality Assurance process. ISCs may choose to synchronise the equity and editorial involvement throughout the development process to avoid conflicting report outcomes. ISCs may also choose to seek allocation of a panel member for the mandatory *Quality Report* prior to the end of the development process to facilitate the panel member's understanding of the development process and context, particularly as it relates to the *Training Package Quality Principles*.

The *Quality Report* forms part of the *Case for Endorsement*. Finalisation of the *Quality Report* can be an iterative process based on discussions between the Quality Assurance panel member undertaking the report and the ISC. However the products must not be submitted to the NSSC for endorsement unless the independent *Quality Report* has confirmed that all requirements of the Standards for Training Packages have been met.

2. General quality assurance and capability building

Assisting and/or building ISCs' internal capability and understanding across three areas of quality (equity, editing and holistic quality assurance) are the key to achieving consistently high quality Training Packages. ISCs may choose to draw on panel members of their choice to provide on-going advice from the outset of development through to validation. ISCs are expected to develop their own expertise and improve their processes through working with panel members. Where an ISC decides to use non-panel expertise to complete the *Equity* and/or *Editorial Report*s, this capability must be equivalent to the skills required of panel members. If an ISC has elected to use a panel member throughout the development process for capability building purposes and general support, that panel member will not be involved in the final independent *Quality Report*.

3. Quality Assurance for Companion Volumes

ISCs must have a publicly documented Quality Assurance process for the development, maintenance and version control of their Companion Volume/s. ISCs may choose to draw upon the membership of the independent Quality Assurance panel for the Companion Volume Quality Assurance process and if so, can choose the member they wish to use and engage them directly.

The ISC will provide the panel member undertaking the *Quality Report* with the *Companion Volume Implementation Guide*. This will provide the panel member with the context of the accompanying implementation advice.

The Office of the NSSC may initiate an external review of the Companion Volume Quality Assurance process and its outcomes at any time.

4. Continuous improvement of the Standards for Training Packages

In addition to the Quality Assurance roles above, the panel will provide a key source of advice to the NSSC via the Office of the NSSC in relation to continuous improvement of the Standards for Training Packages.

Panel Operations

On successful selection, the NSSC will endorse the membership of the panel. The panel is managed by the Office of the NSSC on behalf of the NSSC and includes:

- Development of the criteria/skills for the advertising and selection of panel members.
- Revision and continuous improvement of the *Quality Report*, *Equity Report* and *Editorial Report* templates as required.
- Allocation of one or more panel members from which ISCs can choose to undertake the mandatory independent *Quality Reports*.
- Development and implementation of a program of professional development and moderation activity.
- Regular evaluation of the arrangements to ensure they are achieving their purpose and for continuous improvement.

ISCs will be responsible for payment to panel members for the mandatory *Quality Report*.

Duration and conditions of panel membership

Panel members are appointed for a term of three years with continuing membership subject to the following mandatory conditions:

1. Continuing to meet the selection criteria at all times.
2. Providing evidence that they have undertaken the minimum amount of work (as determined by the NSSC) as a Quality Assurance panel member in each 12 month period.
3. Participation in the professional development and moderation activities.

Consistency of Advice

The panel includes members with differing experience to the development of a Training Package, editing and the needs of diverse learner groups. The Office of the NSSC develops and coordinates a program of support to facilitate policy currency, skills development and maintenance, and moderation for consistency in interpretation and implementation of the Standards for Training Packages. The program will consider ISC feedback on the advice being provided and feedback from panel members on the panel's operation.

Training Package Quality Principles

The *Training Package Quality Principles* are described in the following table. They provide a clear, high level statement of the purpose of Training Packages and their role in meeting the needs of industry, individuals and the economy. In order to be endorsed a Training Package must meet the Standards for Training Packages, including the *Training Package Quality Principles* which are incorporated in this process document. The *Quality Principles* play a pivotal role in the Training Package Quality Assurance process, providing the basis against which ISCs and the independent *Quality Report* assess the products prior to submission to the NSSC.

Quality Principles, Key Features & Examples

QUALITY PRINCIPLES	KEY FEATURES	EXAMPLES OF EVIDENCE
Ensures … **RESPONSIVENESS** *… to the needs of contemporary industry and its workforce*	1. Reflect contemporary work organisation and job profiles incorporating a futures orientation	■ Open and inclusive consultation and validation commensurate with scope and impact is conducted
	2. Be driven by industry's needs	■ Changes demonstrate a clear link back to the drivers for skills identified in the Environmental Scan and the key elements of the Continuous Improvement Plan or demonstrate other evidence of industry needs
	3. Respond to government broad policy initiatives	■ Evidence of clear linkage between broad policy initiatives and proposed changes in the Training Package
Enables … **RECOGNITION** *… of an individual's competence across industries and occupations*	4. Recognise convergence and connectivity of skills	■ Incorporation of cross industry units
	5. Support movement of skills within and across organisations and sectors	■ Packaging rules, qualifications framework, and pathways support movement within and across sectors ■ Identification of Skill Sets that respond to client needs
	6. Promote national and international portability	■ Other national and international standards for skills are considered
	7. Reflect licensing and regulatory requirements	■ Solutions to incorporate licensing and regulatory requirements are brokered and there is clear evidence of support from licensing and industry regulatory bodies
Provides … **FLEXIBILITY** *… to meet individual enterprise and learner needs*	8. Meet the diversity of individual and enterprise needs	■ Provide flexible qualifications that enable application in different contexts
	9. Support equitable access and progression of learners	■ Provide multiple entry and exit points ■ Pre requisite units of competency are minimised
	10. Support learner transition between education sectors	■ Provide pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications
Ensures … **FUNCTIONALITY** *… through ease of understanding, clever design and consistency with policy and publication requirements*	11. Support implementation across a range of settings	■ Advice is provided on implementation via a Companion Volume Implementation Guide ready for publication at the same time as the Training Package
	12. Support sound assessment practice	■ Units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth
	13. Support implementation	■ Compliance with the TGA/National Register requirements for publication ■ Implementation advice is provided in a Companion Volume Implementation Guide that is ready for publication at the same time as the Training Package

Please refer to the following documents:

- *Training Package Quality Report template (Page 26)*
- *Equity Report template (Page 31)*
- *Editorial Report template (Page 35)*

National Consultation & Development

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TRAINING PACKAGE QUALITY ASSURANCE

What is it?

Training Packages must be based on quality national consultations to ensure industry relevance of, and stakeholder support for, the final product. These national consultations inform the technical development of proposed Training Package components.

Purpose

The purpose of national consultation and development is to ensure that the *Training Package Quality Principles* are applied to the work from the commencement of the development processes.

Key characteristics

The consultation and development process includes:

- ISC consultation commensurate with the scope of work, industry's timelines for access to new skills and the ISC's resources for the work. ISCs are required to clearly specify the rationale for the breadth of consultations. Consultation must go beyond ISC sectoral advisory committees and working groups.

- ISC analysis of stakeholder views with consideration of the stakeholder status and impact of the views.

- Innovative use of the ISC website to receive and impart information to stakeholders. The website will possess a high level of functionality and currency which includes posting of the following documents:

    - key documents to support the consultation and development process, for example, discussion papers, draft units of competency and qualification structures

    - *Environmental Scan*

    - *Continuous Improvement Plan*

    - *Case for Endorsement* for each submission (for the duration of the endorsement process).

- The ISC website will also feature an *Issues Register* as a constant and formal mechanism for all stakeholders to provide feedback on a Training Package's suitability and industry relevance. The Issues Register must be intuitive and highly visible on the website to encourage feedback. Its functionality must enable users to provide comment on:

    - Training Package components.

    - delivery issues, flexibility, industry trends and other aspects impacting on the relevance and effectiveness of the Training Package.

- All issues are recorded and acknowledged. Feedback is progressively collected, analysed and validated by the ISC. An ISC may have one Issues Register for each Training Package under its coverage or one which spans all of its Training Packages.

- The following stakeholders will typically be involved in national consultation and development processes:

    - key enterprises, subject matter experts, employer and employee representatives

    - stakeholders identified by state and territory governments and the Commonwealth to be part of the consultation and development process

    - licensing bodies and regulators

    - state and territory governments and the Commonwealth in accordance with their request for engagement during the formative briefing.

Broader applicability

- National consultation provides a valuable, on-going source of industry intelligence and feedback on skill related issues broader than the immediate Training Package work. Such information is recorded and analysed for use in future *Environmental Scans*.

Industry Validation

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TRAINING PACKAGE QUALITY ASSURANCE

What is it?

Validation is where the content and structure of the Training Package components are confirmed as reflecting accepted industry or enterprise practice. All submissions seeking endorsement must be validated by the ISC with a representative sample of industry stakeholders.

Purpose

The primary purpose of validation is to ensure that the content and structure of proposed Training Package components meet industry's identified needs.

As part of validation the ISC will:

■ ensure Training Package components are prepared for publication on TGA.

■ undertake a final equity review to ensure it provides access for learners with diverse needs.

■ undertake a final editorial review to ensure format and content compliance.

■ develop mapping information to clearly depict the relationship between old and new Training Package components

■ validate the draft impact of the changes with key stakeholders for inclusion in the *Case for Endorsement*.

Key characteristics

■ The following stakeholders will be involved in the industry validation:

  ■ key enterprises, employer and employee representatives

  ■ industry stakeholders nominated by governments to be part of the validation process

  ■ licensing bodies and regulators.

Stakeholder Support

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TRAINING PACKAGE QUALITY ASSURANCE

What is it?

Stakeholder support is the culmination of the consultation, development and validation processes. It ensures that the proposed Training Package components being submitted for endorsement have met industry's identified needs and the Standards for Training Packages.

Purpose

The purpose of stakeholder support is for the ISC to draw together the outcomes of the development and endorsement processes to determine final stakeholder views. It provides the evidence base for a shared understanding of the *Case for Endorsement*, Training Package quality and key implications for its implementation. The outcomes of this stage are reflected in the *Case for Endorsement*.

Key characteristics

To confirm stakeholder support the ISC will:

- Undertake the final independent Quality Assurance review on the proposed Training Package components.

- Confirm understanding about the impact of the changes with state and territory governments and clarify the extent of change required to enable successful implementation.

- Advise state and territory governments and the Commonwealth of their intentions with respect to the content of the *Case for Endorsement* and seek feedback. In particular ISCs will advise state and territory governments of:

  - An overview of the draft endorsed components and the skill/job outcomes.

  - How any identified issues have been resolved.

  - Demonstrable evidence of broad stakeholder involvement and support, representative of the industry/sector concerned.

- Complete the 'report by exception' if required. The 'report by exception' is provided to the NSSC as part of the Case for Endorsement and flags where a stakeholder or individual holds a significantly differing viewpoint from the majority. It gives NSSC members an objective view of the issue and steps taken by the ISC to resolve the matter or that reasonable measures have been taken to respond to stakeholder concerns.

Note: 'Significant' is where the issue is of such importance that it will impact on the product's ability to be implemented. The 'viewpoint' relates directly to the content and/or structure of the draft endorsed components.

It is expected that the states, territories and the Commonwealth will be supportive of the draft endorsed components being submitted to the NSSC for endorsement.

The following stakeholders would typically be involved in achieving agreement:

- key industry stakeholders

- occupational licensing bodies

- state and territory governments

- the Commonwealth.

Case for Endorsement

| ENVIRONMENTAL SCAN | CONTINUOUS IMPROVEMENT PLAN | GOV./VET REG BRIEFED ON SCOPE & TIMETABLE | NATIONAL CONSULTATION & DEVELOPMENT | ISC VALIDATES PRODUCT WITH INDUSTRY | FINAL VERSION SUPPORTED BY STAKEHOLDERS | CASE FOR ENDORSEMENT | NSSC ENDORSEMENT |

TRAINING PACKAGE QUALITY ASSURANCE

What is it?

The *Case for Endorsement* is a concise evidence-based document of no more than 15 pages (excluding appendices) compiled by the ISC which has a dual purpose of: (i) informing NSSC's decision in relation to endorsement of the Training Package; and (ii) telling the story to a broad audience, including all users of the Training Package, about what the changes to the Training Package are, why the changes were made, and what the changes mean to them. The *Case for Endorsement* is forwarded to the NSSC via the Office of the NSSC.

Purpose

The *Case for Endorsement* provides the NSSC with the clear industry rationale for the proposed changes to the Training Package arising from the continuous improvement process and tells the story about the skill and workforce development needs driving the change. There is a direct link back to the ISC *Continuous Improvement Plan* and the drivers for skills development identified in the *Environmental Scan*. It also outlines the evidence that:

i.   the Training Package meets the Standards for Training Packages;

ii. the consultation and validation process has been rigorous and transparent;

iii. there is widespread support from industry for the changes; and

iv. the impact of changes has been considered.

Audience

Pre-endorsement, the primary audience for *Case for Endorsement* is the NSSC. Stakeholders can view the *Case for Endorsement* on the ISC's website for the period of NSSC consideration.

Key Characteristics

- The *Case for Endorsement* is a document that evidences the Training Package meeting industry's needs, and the requirements of the Standards for Training Packages. Objective, factual and 'to the point', the *Case for Endorsement* must be written as a concise, compelling, coherent and plain English document. It should set out a persuasive case for change based on clear rationale and the drivers identified in the *Environmental Scan* and *Continuous Improvement Plan*.

- Only when industry and the ISC are satisfied that the Training Package is fit for purpose, from both a content and quality perspective, is it forwarded to the Office of the NSSC for distribution to the NSSC.

- *Cases for Endorsement* are considered at NSSC meetings held approximately every two months, except in exceptional circumstances when out of session consideration can occur. ISCs should consult with the Office of the NSSC in order to meet submission dates so that *Cases for Endorsement* can be considered at the next scheduled NSSC meeting.

Content

- The *Case for Endorsement* includes:

  - a declaration by the ISC that the proposed Training Package components meet the requirements of the Standards for Training Packages and that this has been confirmed by the independent *Quality Report*.

  - confirmation that the *Companion Volume Implementation Guide* is available and that it has been quality assured.

  - statement of evidence against the *Training Package Quality Principles*.

  - 'report by exception' on divergent stakeholder views if required.

  - the unit titles and codes and associated assessment requirements (the content of units of competency may be viewed on the ISC website and will already have been supported by industry in the validation stage, and considered by states and territories).

- qualification titles and codes.

- advice on occupational and licensing requirements.

- credit arrangements existing between Training Package qualifications and higher education qualifications.

- mapping information between old and replacement units of competency and qualifications (ie a table showing equivalency).

- Training Package modification history.

- advice on the impact of changes.

- The *Case for Endorsement* must be accompanied by the *Quality Report* which documents the outcomes of the independent Quality Assurance review, incorporating equity and editorial reviews. The *Quality Report* confirms that the Training Package meets the Standards for Training Packages.

- The Case for Endorsement must not be submitted to the NSSC unless the independent *Quality Report* has confirmed that all requirements of the Standards for Training Packages have been met.

- The *Case for Endorsement* sets out the implications of the proposed Training Package components, and the extent of change required to enable successful implementation in various delivery environments including:

  - industry's need for the changes including the new skills, occupations or licensing/regulatory requirements and why they are needed.

  - industry's priorities for implementation.

  - industry's expectations of delivery pathways/ assessment.

  - systemic policy issues.

  - RTO/enterprise delivery issues of note, including resource implications.

- The Case for Endorsement is posted on the ISC's website when submitted to the Office of the NSSC. In addition, the complete version of the draft endorsed components being put forward for endorsement will be posted on the website until such time as endorsement is confirmed.

- ISCs must notify state, territories and Commonwealth governments that they have submitted the Case for Endorsement to the NSSC and that the Case for Endorsement is available on their website for all stakeholders to view.

Link to: *Case for Endorsement template (Page 39)*

NSSC Endorsement

ENVIRONMENTAL SCAN → CONTINUOUS IMPROVEMENT PLAN → GOV./VET REG BRIEFED ON SCOPE & TIMETABLE → NATIONAL CONSULTATION & DEVELOPMENT → ISC VALIDATES PRODUCT WITH INDUSTRY → FINAL VERSION SUPPORTED BY STAKEHOLDERS → CASE FOR ENDORSEMENT → **NSSC** ENDORSEMENT

TRAINING PACKAGE QUALITY ASSURANCE

What is it?

The NSSC is a Committee of the Standing Council for Tertiary Education, Skills and Employment (SCOTESE). It provides advice to SCOTESE on national standards for regulation of VET and is the authorising body for the endorsement of Training Packages. Once endorsed by the NSSC the Training Package is made available through its publication on the National Register (TGA).

Purpose

The NSSC considers *Cases for Endorsement* at NSSC meetings held approximately every two months, except in exceptional circumstances when out of session consideration can occur. ISCs will need to consult with the Office of the NSSC about appropriate submission dates in order for the *Case for Endorsement* to be considered at the next scheduled NSSC meeting.

Exceptional circumstances for out of session consideration must be negotiated with the Office of the NSSC and might include imperatives for Training Package changes to meet government or regulatory requirements. In the case of out of session consideration, the NSSC has 21 calendar days to consider the *Case for Endorsement* and may request an additional 10 calendar days or consider the *Case for Endorsement* at the next NSSC meeting.

The NSSC will consider cases for endorsement based on:

- evidence of industry need and a direct link back to the *Continuous Improvement Plan.*

- whether the Training Package meets the Standards for Training Packages.

- evidence that industry's involvement and that of key stakeholders has been commensurate with the scope and impact of the proposed Training Package components.

- evidence of industry support.

- evidence that state and territory governments have been advised on the implications for implementation.

Key characteristics

- The *Case for Endorsement* is forwarded by the ISC as an electronic file to the Office of the NSSC. The Office of the NSSC is responsible for distributing the *Case for Endorsement* to NSSC members with advice about whether the Training Package Standards have been met. The Office of the NSSC will also provide notification to the ISC, the Commonwealth, state and territory governments and VET regulators of the NSSC decisions.

- Stakeholders will be able to view the *Case for Endorsement* on the ISC's website for the period of the NSSC consideration.

- The following stakeholders are involved in the endorsement process:

    - NSSC

    - Office of the NSSC

    - the ISC submitting the *Case for Endorsement*.

Publication on the National Register

- ISCs are responsible for ensuring the necessary data management processes have been followed to allow timely publication of components on TGA following notification of the NSSC's decision to endorse.

Categories of change

The currency and relevance of Training Packages is maintained through the continuous improvement process.

Where changes to Training Package endorsed components have no change in outcome, they are not required to go through the full development and endorsement process. This level of change, known as an *'ISC Upgrade'*, is made direct to the National Register, but may only be made as a result of ISC analysis and consultation commensurate with the nature of change.

Other changes resulting from continuous improvement are known as *'NSSC endorsed'* and must follow the full development and endorsement process as outlined in this process document.

All changes (ISC Upgrade and NSSC Endorsed) must be detailed in the Training Package Modification History. Changes must also be recorded in the ISC's annual stocktake of changes made to the endorsed components of Training Packages (further detail on the stocktake may be found in the section on the *Environmental Scan*).

Categories of change during the Training Package endorsement period are:

i. *NSSC Endorsement Required*: Where any changes to endorsed components that changes the outcome must be submitted to the NSSC for endorsement; or,

ii. *ISC Upgrade*: Any changes to endorsed components that do not change the outcomes and do not have to be submitted to the NSSC for endorsement. ISC Upgrades can only be made to current endorsed components of a *Training Package.*

Template - Environmental Scan

Summary…

- The Scan is not a re-creation or compilation of existing data or economic analyses found elsewhere. Nor is it a strategic plan. Its focus, and what sets it apart from other reports in the VET system, is its capacity to operate as an early warning system by alerting the ISC, the NSSC and the Australian Workforce and Productivity Agency to potentially significant issues at a product, operational and systemic level. This level of immediacy is its key characteristic and relies on real-time industry views and evidence captured from across Australia. It is expected that this intelligence would largely be collected as part of an ISC's on-going activities throughout the preceding period.

- Developed annually by the ISC, the Scan enables the NSSC and the Australian Workforce and Productivity Agency to gain a more strategic understanding of existing and emerging skill shortages, and provides the context and driving force behind the continuous improvement of Training Packages for the forthcoming year. It should leave readers with a clear understanding of the factors currently shaping and impacting on workforce development and how Training Packages, and the system more broadly, are currently responding.

- The primary audience for the Scan is the NSSC and the Australian Workforce and Productivity Agency. It must therefore be written as a concise, readable document with an indicative length of 20 pages (excluding appendices). Its level of insight and predictive capabilities may also inform ISC Board deliberations on future direction setting and broader promotional activities.

- In developing the Environmental Scan, it is likely that the following stakeholders will he involved: enterprises, employer and employee representatives, licensing and regulatory bodies, state and territory governments, the Commonwealth, the Australian Workforce and Productivity Agency and RTOs.

- Further information on the Environmental Scan and its role may be found in the policy document – National Skills Standards Council Training Package Development and Endorsement Process Policy - Principles, Processes & Key Documents.

COVER

INDEX

SECTION 1 - Latest intelligence

- Based on recent intelligence gathered by the ISC, provide a broad analysis of changes, evolving trends and new factors in the three primary environments which impact and shape workforce development in the industry:

  a. **Macro-environment** … broad factors and emerging trends across and between industries, and global trends or changes which impact directly or indirectly on the need and nature of skills.

  b. **Micro-environment and industry** … factors impacting on enterprises, professional and industry associations and other key stakeholders. This should include emerging cross industry trends and synergies.

  c. **Market** … the VET environment, VET stakeholders and peak organisations.

  Note: This section may be presented as a sector by sector analysis or as a 'whole of coverage' analysis. The chosen approach should be that which most coherently conveys the ISC's intelligence to the NSSC.

- Provide an analysis on how well Training Packages and the VET system are currently responding to these emerging trends and factors.

SECTION 2 - Identified workforce development needs

- Based on recent intelligence gathered by the ISC, provide a broad analysis of current and emerging skill gaps, including across and between industry sectors. A comprehensive analysis is not required but where specific skill shortages, skills needs, and regional requirements are identified these should be supported by available data. Other regional or local analysis may be supported by less comprehensive data or anecdotal information.

- Provide advice on opportunities for boosting skill levels to meet identified skill shortages.

SECTION 3 - Current impact of training packages

- Provide an insight into how Training Packages are currently being used to enable readers to fully appreciate the impact of the existing units of competency and qualifications. This should consider activity within the publicly funded delivery system, but also illustrate the broader uses of Training Packages by industry, such as job design or recruitment. It may also provide an insight into the extent of activity within the non-publicly funded delivery system if such information is readily available and does not entail the ISC undertaking primary data collection.

- Provide advice on how existing Training Packages are being used in the broader workforce development agenda by industry and across the training system but **which fall outside** of the national data collections. Outline the increased flexibility being built into Training Packages and their alignment with licensing and regulation.

- Provide advice, where appropriate, on the changing profile of the learner. For example, if formal training of existing workers is becoming an increasing priority for the industry or if certain sectors are seeking to recruit and train mature aged workers.

- Provide a summary on the uptake of Training Packages across the delivery system **using** the national data collections.

SECTION 4 - Future directions for endorsed components of training packages

- Provide an insight into how Training Packages and the VET system need to respond to industry's workforce priorities.

- Provide directions (short and medium term priorities) for the endorsed components of Training Packages in response to the latest intelligence and analysis in Section 3.

- Identify other key directions for VET at an operational and systemic level (including any major barriers) considered critical in responding to the latest intelligence and analysis in Section 3.

APPENDIX A - Report on Previous Continuous Improvement Activity

Provide a 'stocktake' of physical changes made to the endorsed components of Training Packages over the preceding 12 months. Identify any new sectors and units of competency that have been endorsed and any refinements made to existing content through *ISC Upgrades*. Provide advice on where stakeholders may access more detailed information on these changes. Present the information as an attachment (using the matrix at Figure 1).

TRAINING PACKAGE [Title and code]				
BRIEF SUMMARY OF CHANGE	INDUSTRY IMPERATIVES/ RATIONALE FOR CHANGE	DATE SUBMITTED TO OFFICE of the NSSC	DATE ENDORSED BY NSSC/ or ISC UPGRADE	DATE MADE PUBLIC THROUGH NATIONAL REGISTER
For example, addition of qualifications in XX,				
For example, enhancement of units of competency covering XX				
Repeat rows as required				
TRAINING PACKAGE [Title and code]				
BRIEF SUMMARY OF CHANGE	INDUSTRY IMPERATIVES/ RATIONALE FOR CHANGE	DATE SUBMITTED TO OFFICE of the NSSC	DATE ENDORSED BY NSSC/ or ISC UPGRADE	DATE MADE PUBLIC THROUGH NATIONAL REGISTER
TRAINING PACKAGE [Title and code]				
BRIEF SUMMARY OF CHANGE	INDUSTRY IMPERATIVES/ RATIONALE FOR CHANGE	DATE SUBMITTED TO OFFICE of the NSSC	DATE ENDORSED BY NSSC/ or ISC UPGRADE	DATE MADE PUBLIC THROUGH NATIONAL REGISTER

Figure 1 - *Template for Attachment A of the Environmental Scan*

Template - Continuous Improvement Plan

Summary…

- Developed by the ISC and updated annually, the Continuous Improvement Plan sets out the work to be undertaken on the endorsed components of Training Packages to meet the existing and emerging skill needs of industry. The deliberative process and authorising environment for finalisation of the Plan is a matter for each ISC's Board and business processes, however, it must ensure that the Plan provides realistic goals for the resources available and prioritises competing industry demands.

- The Plan is informed by findings of the Environmental Scan together with other inputs throughout the year gathered through avenues such as industry forums and issues registers. It is a three-year plan although years two and three may be less well defined and subject to refinement over time as industries react to external pressures and re-prioritise their skill needs.

- The Plan will inform state and territory governments and RTOs of timelines and the scope of activities that is likely to impact on the existing delivery of Training Packages/accredited courses. It will also inform VET regulators responsible for course accreditation and for considering RTOs' applications for changes of scope of registration. The Plan will assist regulators to better gauge the need for continuation of accredited courses and to consider the regulatory resources that will be required to assess applications for scope changes. The Plan must be posted on the ISC's website.

- In development of the Continuous Improvement Plan, it is likely that the following stakeholders will be involved: enterprises, employer and employee representatives, licensing and regulatory bodies, state and territory governments, the Commonwealth, VET regulators, and RTOs.

- The level of detail in the Plan must be balanced with the need for it to be sufficiently flexible so that it can incorporate responses to industry's evolving needs.

- Further information on the Continuous Improvement Plan and its role may be found in the policy document – National Skills Standards Council Training Package Development and Endorsement Process Policy - Principles, Processes & Key Documents.

APPENDIX A - Continuous Improvement Plan

Clearly set out each piece of work so that it informs the reader and does not presume prior knowledge of the issue. Provide the information using the matrix at Figure 2. Where pieces of work are large in scale and not readily expressed through a single line entry, use the table as appropriate bearing in mind its audience and intent. For example, an ISC could depict a large piece of work in logical stages similar to the project plan or timescale for the activity. Where the piece of work will not result in its submission to the NSSC, such as a scoping project, simply insert 'not applicable' where the column heading is irrelevant.

TRAINING PACKAGE [Title and code]		BRIEF TITLE OF THE ACTIVITY		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/ SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NSSC
1.0				
1.1	Repeat rows as required			
TRAINING PACKAGE [Title and code]		BRIEF TITLE OF THE ACTIVITY		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/ SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NSSC
2.0	Repeat rows as required			
TRAINING PACKAGE [Title and code]		BRIEF TITLE OF THE ACTIVITY		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/ SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NSSC
3.0	Repeat rows as required			

Figure 2 - *Template for Continuous Improvement Plan*

Template - Quality Report

Summary…

- The purpose of the Quality Report (the Report) is to confirm that the draft endorsed components being submitted to the NSSC have met the Standards for Training Packages, are fit for purpose in meeting industry and client needs, and are ready for implementation The Quality Report must be undertaken by a quality assurance member of the Training Package Quality Assurance panel (the panel).

- The Panel member undertaking the Quality Report must be independent of development and/or validation activities associated with the Case for Endorsement, and must not have undertaken the Equity and/or Editorial Report. If the panel member is an ISC staff member, they must be from an ISC independent of the Training Package components being reviewed.

- Prior to commencement of the Report, the ISC must ensure that the Editorial Report, Equity Report and Companion Volume Implementation Guide have been completed and provided to the panel member.

- The Quality Report must be completed in accordance with Appendix A which lists the Standards for Training Packages that must be met. It also details the Training Package Quality Principles and their key features and lists examples of evidence that can demonstrate the draft endorsed components meet the Quality Principles. The panel member may identify other examples of evidence against the Quality Principles. The Panel member must consider the draft endorsed components, Editorial and Equity Reports, broader advice provided by the ISC in the Case for Endorsement, and the contents of the Companion Volume Implementation Guide when making this judgement.

- While the preliminary audience for the Report is the ISC which is responsible for the quality of its products, the key audience is the NSSC. As a key part of the Case for Endorsement, NSSC members will look to the Report to give an assurance of the quality of the draft endorsed components being considered. It is therefore essential that in writing the Report the panel member ensures it is concise and readable.

- Further information on the Quality Report and the purpose of the Training Package Quality Assurance process may be found in the policy document – National Skills Standards Council Training Package Development and Endorsement Process Policy-Principles, Processes & Key Documents.

COMPLETING A QUALITY REPORT

In completing the *Report*, the ISC must provide the Panel member with copies of:

1. final *Editorial Report*
2. final *Equity Report*
3. final draft of the *Case for Endorsement*
4. final draft of proposed endorsed components.
5. final draft of the *companion volume implementation guide*

The panel member must, as a minimum, examine all five documents when gathering the information to make an informed judgement on how well the draft endorsed components meet the Standards for Training Packages including the *Training Package Quality Principles*.

Specifically, the Panel member will use:

- direct examination of the full content of all components being submitted for endorsement;

- full scrutiny of the *Case for Endorsement* (which provides evidence against the *Training Package Quality Principles)*;

- advice from the *Equity* and *Editorial Reports;* and

- implementation advice provided in the *companion volume implementation guide*.

APPENDIX A - Template for Quality Report

SECTION 1 – Details of draft training package components

INFORMATION REQUIRED	DETAIL
Training Package title and code	
Number of new or revised qualifications	
Number of new or revised units	
Confirmation that the draft endorsed components meet the Standards for Training Packages	
Panel member completing Quality Report	
Statement that the reviewer is independent of development and/or validation activities associated with the Case for Endorsement, has not undertaken the Equity and/or Editorial Report, and (if an ISC staff member), is from an ISC independent of the Training Package or Training Package components being reviewed.	
Date completed	

SECTION 2 - Compliance with the Standards for Training Packages

Standards for Training Packages	Standard met? yes or no	Comments (including any relevant comments from the Equity and Editorial Reports)
Standard 1 Training Packages consist of the following: ■ NSSC endorsed components: ■ units of competency; ■ assessment requirements (associated with each unit of competency); ■ qualifications; and ■ credit arrangements. ■ One or more quality assured companion volumes.		
Standard 2 Training Package developers comply with the NSSC Training Package Products Policy.		
Standard 3 Training Package developers comply with the NSSC Training Package Development and Endorsement Process Policy.		
Standard 4 Units of competency specify the standards of performance required in the workplace.		
Standard 5 The structure of units of competency complies with the unit of competency template.		
Standard 6 Assessment requirements specify the evidence and required conditions for assessment.		
Standard 7 Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template.		
Standard 8 Qualifications comply with the Australian Qualifications Framework specification for that qualification type.		
Standard 9 The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template.		
Standard 10 Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.		
Standard 11 A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.		
Standard 12 Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.		

SECTION 3 - Comments on how the draft training package components meet the quality principles

QUALITY PRINCIPLES	KEY FEATURES	EXAMPLES OF EVIDENCE	MET? YES or NO	COMMENTS/ OTHER EVIDENCE DEMONSTRATATED
				Provide brief commentary on how the draft endorsed components meet the
				Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Ensures … **RESPONSIVENESS** *… to the needs of contemporary industry and its workforce*	Reflect contemporary work organisation and job profiles incorporating a futures orientation	Open and inclusive consultation and validation commensurate with scope and impact is conducted		
	Be driven by industry's needs	Changes demonstrate a clear link back to the drivers for skills identified in the Environmental Scan and the key elements of the Continuous Improvement Plan or demonstrate other evidence of industry needs		
	Respond to government broad policy initiatives	Evidence of clear linkage between broad policy initiatives and proposed changes in the Training Package		
Enables … **RECOGNITION** *… of an individual's competence across industries and occupations*	Recognise convergence and connectivity of skills	Incorporation of cross industry units and qualifications		
	Support movement of skills within and across organisations and sectors	Packaging rules, qualifications framework, and pathways support movement within and across sectors		
		Identification of Skill Sets that respond to client needs		
	Promote national and international portability	Other national and international standards for skills are considered		
	Reflect licensing and regulatory requirements	Solutions to incorporate licensing and regulatory requirements are brokered and there is clear evidence of support from licensing and industry regulatory bodies		

QUALITY PRINCIPLES	KEY FEATURES	EXAMPLES OF EVIDENCE	MET? YES or NO	COMMENTS/ OTHER EVIDENCE DEMONSTRATATED
				Provide brief commentary on how the draft endorsed components meet the
				Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Provides … **FLEXIBILITY** *… to meet individual enterprise and learner needs*	Meet the diversity of individual and enterprise needs	Provide flexible qualifications that enable application in different contexts		
	Support equitable access and progression of learners	Provide multiple entry and exit points		
		Pre -requisite units of competency are minimised		
	Support learner transition between education sectors	Provide pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications		
Ensures … **FUNCTIONALITY** *… through ease of understanding, clever design and consistency with policy and publication requirements*	Support implementation across a range of settings	Advice is provided on implementation via a Companion Volume Implementation Guide ready for publication at the same time as the Training Package		
	Support sound assessment practice	Units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth		
	Not impose structural barriers to implementation	Compliance with the TGA/National Register requirements for publication		
		Implementation advice is provided in a Companion Volume Implementation Guide that is ready for publication at the same time as the Training Package		

Template - Equity Report

Summary …

- The purpose of the Equity Report is to confirm that the draft endorsed components being submitted to the NSSC comply with the NSSC's Access and Equity Policy. The report also confirms that the relevant Training Package Quality Principles have been met and the Companion Volume Implementation Guide provides advice relevant to disadvantaged learners (see Appendix A).

- The Equity Report may be completed by a member of the Training Package Quality Assurance panel (the panel) or an Industry Skills Council (ISC) specified person where the person's capability is equivalent to the skills required of panel members. However, the ISC should consider the benefits derived from using a Panel member to build internal expertise in making their products responsive to diverse learner needs.

- The ISC must provide the completed Equity Report to the independent panel member undertaking the Quality Report on the draft endorsed components. Where the Equity Report has been prepared by a panel member, the ISC must attach brief documentation or commentary on any negative findings and/or provide succinct reasons why a recommendation has not been fully actioned.

- ISCs are responsible for managing the timing and sequence of the equity and editorial engagement and reporting. ISCs may choose to synchronise equity and editorial involvement throughout development to avoid conflicting report outcomes.

- Further information on the Equity Report and its role may be found in the policy document –National Skills Standards Council Training Package Development and Endorsement Process Policy- Principles, Processes & Key Documents.

Completing an equity report

The *Equity Report* (Appendix A) comprises two sections. Section 2 is the Equity Checklist against the relevant NSSC Training Package Products Policy and *Training Package Quality Principles*.

The Checklist facilitates a transparent and consistent approach across the panel and ISCs but is deliberately left flexible in content to enable equity experts to exercise their judgement about the evidence that demonstrates how the policy and *Training Package Quality Principles* are met.

The checklist is completed using:

- direct checking of the full contents of all components being submitted for endorsement

- the *companion volume implementation guide*

- discussion with developers.

APPENDIX A - Equity Report Template for Draft Training Package

SECTION 1 - Details of draft training package components

INFORMATION REQUIRED	DETAIL
Training Package title and code	
Number of new or revised qualifications	
Number of new or revised units off competency	
Confirmation that the draft endorsed components meet the requirements in Section 2	
Person completing the Equity Report and organisation. [1]	
Date completed	

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[1]Persons not a member of the Training Package Quality Assurance panel are required to provide the following additional information: demonstrated experience in analysis of equity issues in the training or educational context; demonstrated understanding of vocational education and training; demonstrated commitment by the person to ongoing professional development; details of relevant qualifications and/or professional membership(s).

SECTION 2 - Equity checklist of Draft Training Package Components

EQUITY REQUIREMENTS	EQUITY REVIEWER COMMENTS	ISC COMMENTS
Do the draft endorsed components comply with the NSSC Access and Equity Policy? *(see Training Package Standard 2)*	*Provide brief commentary on the whether the draft endorsed components meet each of the Equity Requirements*	
Relevant Training Package Quality Principles		
Quality Principle 1 Ensures **RESPONSIVENESS** *to the needs of contemporary industry and its workforce* **Relevant key feature:** Reflect contemporary work organisation and job profiles incorporating a futures orientation **Example of evidence:** Open and inclusive consultation and validation commensurate with scope and impact is conducted		
1. Is there evidence that the **consultation and validation** processes included under-represented groups and that consideration has been given to their advice on how diverse learning and skill development needs can be addressed? *For example, through lead agencies, individuals and groups in workplaces.*		
2. Are there other examples of evidence that demonstrate the equity aspects of *Training Package Quality Principle* 1?		
Quality Principle 3 Provides **FLEXIBILITY** *to meet individual, enterprise and learner needs* *meet the diversity of individual and enterprise needs* **Key features:** ▪ Meet the diversity of individual and enterprise needs ▪ Support equitable access and progression of learners ▪ Support learner transition between education sectors		
3. What evidence demonstrates that the draft components provide flexible qualifications that enable application in different contexts?		
4. Is there evidence of multiple entry and exit points?		
5. Have pre requisite units of competency been minimised?		
6. What evidence demonstrates pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications?		
7. Are there other examples of evidence that demonstrate how the key features of the Flexibility principle are being achieved?		

EQUITY REQUIREMENTS	EQUITY REVIEWER COMMENTS	ISC COMMENTS
Quality Principle 4 Ensures **FUNCTIONALITY** through ease of understanding, clever design and consistency with policy and publication requirements		
Relevant key features: ■ Support implementation across a range of settings ■ Support sound assessment practice		
8. Does the companion volume implementation guide include advice about: ■ Pathways ■ Access and equity ■ Foundation skills? ■ (see Training Package Standard 11)		
9. What evidence demonstrates that the units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth so that they support implementation across a range of settings?		
10. Are there other examples of evidence that demonstrate how the key features of the Functionality principle are being achieved?		

Template - Editorial Report

Summary…

- The purpose of the Editorial Report is to confirm that the draft endorsed components being submitted to the NSSC have met the agreed requirements for editing set out in the Editorial Report at Appendix A. The editorial reviewer will also require access to the Companion Volume Implementation Guide to cross check accurate referencing of codes and titles.

- Prior to undertaking the Editorial Report, the ISC must ensure that the draft endorsed components have been proof read and edited. This may be done in-house by the ISC or by contracting a member of the Training Package Quality Assurance panel (the panel). Only when the draft endorsed components have been proof read and edited may an Editorial Report be undertaken.

- The Editorial Report may be completed by a member of the panel or an ISC specified person where the person's capability is equivalent to the skills required of panel members. However, the ISC should consider the benefits derived from using a panel member to build internal expertise in this specialist skill.

- The ISC must provide the completed Editorial Report to the independent panel member undertaking the Quality Report on the draft endorsed components. The ISC must attach brief documentation or commentary on any negative findings and/or provide succinct reasons why a recommendation in the Editorial Report has not been fully actioned.

- ISCs are responsible for managing the timing and sequence of the equity and editorial engagement and reporting. ISCs may choose to synchronise equity and editorial involvement throughout development to avoid conflicting report outcomes.

- Further information on the Editorial Report and its role may be found in the policy document – National Skills Standards Council Training Package Development and Endorsement Process Policy-Principles, Processes & Key Documents.

Completing an editorial report

The *Editorial Report* (Appendix A) comprises two sections. Section 2 is the Editorial Checklist.

The Checklist ensures a transparent and consistent approach across the Panel and ISCs using the Standards for Training Packages as the basis.

The Checklist is completed using:

- direct checking of the full contents of all components being submitted for endorsement
- **the** *companion volume implementation guide*
- discussion with developers.

APPENDIX A - Editorial Report Template for Draft Training Package

SECTION 1 - Details of Draft Training Package Components

INFORMATION REQUIRED	DETAIL
Training Package title and code	
Number of new or revised qualifications	
Number of new or revised units of competency	
Confirmation that the draft endorsed components meet the requirements in Section 2	
Person completing the Editorial Report and organisation. [2]	
Date completed	

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[2] Persons not a member of the panel are required to provide the following additional information: demonstrated experience in editing technical and industry publications, preferably including education and/or training; demonstrated commitment by the applicant to ongoing professional development; details of relevant qualifications trand/or professional membership(s).

NSSC - Training Package Development & Endorsement Process Policy

SECTION 2 - Editorial Checklist Of Draft Training Package Components

EDITORIAL REQUIREMENTS	COMMENTS	ISC COMMENTS
	Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements/Standards for Training Packages	
GENERAL		
Draft endorsed components have been **proofread** and **edited** against the Standards for Training Packages and the NSSC Training Package policies by the ISC/developer prior to the formal Editorial review.		
THE STANDARDS FOR TRAINING PACKAGES		
Training Packages - products		

Standard 1: Training Packages consist of the following:
 	
1. NSSC endorsed components:
   ■ units of competency;
   ■ assessment requirements (associated with each unit of competency);
   ■ qualifications; and
   ■ credit arrangements.
 	
2. One or more quality assured companion volumes.		

Training Packages - policy		
Standard 2: Training Package developers comply with the NSSC Training Package Products Policy.		
Standard 3: Training Package developers comply with the NSSC Training Package Development and Endorsement Process Policy.		
Training Packages – components		
Units of competency		
Standard 4: Units of competency specify the standards of performance required in the workplace.		
Standard 5: The structure of units of competency complies with the unit of competency template.		
Assessment Requirements		
Standard 6: Assessment requirements specify the evidence and required conditions for assessment.		

EDITORIAL REQUIREMENTS	COMMENTS	ISC COMMENTS
Standard 7: Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template.		
Qualifications		
Standard 8: Qualifications comply with the Australian Qualifications Framework specification for that qualification type.		
Standard 9: The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template.		
Credit Arrangements		
Standard 10: Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.		
Companion Volumes		
Standard 11: A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.		
Standard 12: Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.		
OTHER		
Unit codes and titles and **qualification codes and titles** are accurately cross-referenced throughout the templates including mapping information and packaging rules, and in the *companion volume implementation guide*.		
Units of competency and their **content** are **inserted in full**, including any imported units of competency		

Template - Case for Endorsement

Summary…

- The Case for Endorsement is a *concise evidence-based document* that has a dual purpose of: (i) informing the NSSC's decision in relation to endorsement of the Training Package; and (ii) telling the story to a broad audience, including all users of the Training Package, about what the changes to the Training Package are, why the changes were made, and what the changes mean to them. It must be no more than 15 pages in length (excluding appendices).

- The Case for Endorsement provides the NSSC with the clear industry rationale for the proposed changes to the Training Package arising from the continuous improvement process and tells the story about the skill and workforce development needs driving the change. There is a direct link back to the ISC Continuous Improvement Plan and the drivers for skills development identified in the Environmental Scan. It also outlines the evidence that:

  - the Training Package meets policy requirements as represented by the Standards for Training Packages;

  - the consultation and validation process has been rigorous and transparent and industry's involvement has been commensurate with the impact and need for the new proposed endorsed components;

  - there is widespread support from industry for the changes; and

  - the impact of changes has been considered.

- The requirements of the Standards for Training Packages including the Training Package Quality Principles form the basis of the Quality Report, which is attached as Appendix B to every Case for Endorsement. The Case for Endorsement must not be submitted to the NSSC unless the Quality Report confirms compliance with the Standards.

- For the period of NSSC consideration, the Case for Endorsement must be posted on the ISC's website. The new proposed endorsed components must also be posted on the website during this time. ISCs must notify state, territories and Commonwealth governments that they have submitted the Case for Endorsement to the NSSC and that the Case for Endorsement is available on their website for all stakeholders to view.

- Only when industry and the ISC are satisfied that the new proposed endorsed components are fit for purpose from both a content and quality perspective (and this has been confirmed by the independent Quality Report), is it forwarded to the Office of the NSSC for distribution to the NSSC.

- Further information on the Case for Endorsement and its role may be found in the policy document – National Skills Standards Council Training Package Development and Endorsement Process Policy - Principles, Processes & Key Documents.

COVER

INDEX

OVERVIEW

Provide a short overview of the submission being put forward for endorsement by the NSSC. This should be no more than two pages and give NSSC members and stakeholders a comprehensive picture of what is being put forward for endorsement and its importance to industry, including the industry rationale for the proposed changes and the skill and workforce development needs driving the change. It should also identify any issues of importance regarding the submission.

The Overview section includes a declaration from the ISC that the new proposed endorsed components meet the requirements of the Standards for Training Packages and that this has been confirmed by the independent Quality Report.

This section also provides confirmation to the NSSC that the *companion volume implementation guide* is available on the ISC's website and that it has been quality assured.

SECTION 1 - Responsiveness & Recognition Quality Principles

- Provide evidence that the new proposed endorsed components being put forward for endorsement:

    - reflect contemporary work organisation and job profiles

    - are driven by industry's needs

    - respond to government broad policy initiatives

    - recognise convergence and connectivity of skills

    - support movement of skills within and across organisations and sectors

    - promote national and international portability

    - reflect licensing and regulatory requirements.

- Provide a 'report by exception' (only if required) to describe where a stakeholder or individual holds a significantly differing viewpoint from the majority. It should provide an objective view of the issue and steps taken by the ISC to resolve the matter or that reasonable measures have been taken to respond to stakeholder concerns.

SECTION 2 - Flexibility & Functionality Quality Principles

- Provide evidence that the new proposed endorsed components being put forward for endorsement:

    - meet the diversity of individual and enterprise needs

    - support equitable access and progression of learners

    - support learner transition between education sectors

    - support implementation across a range of settings

    - support sound assessment practice

    - support implementation through compliance with National Register requirements.

- Attach a copy of the *Quality Report* completed by a Quality Assurance Panel member. The *Quality Report* must confirm that products being submitted for endorsement meet the requirements of the Standards for Training Packages.

SECTION 3 - Impact of Changes

- Set out the implications of the new proposed endorsed components in various delivery environments, and the extent of change required to enable successful implementation.

- Briefly state industry's imperatives and timelines for implementation of the components.

- Note any overarching expectations industry has of the delivery/assessment of the components.

- Provide advice on the extent of change and key implications for the following environments/ stakeholders as a result of the newly endorsed products:

    - Public/private training and assessment services (include delivery issues/resource implications)

    - Enterprises

    - Licensing and regulatory environments

    - Policy environment (this includes but is not necessarily limited to the VET environment. For example, the ISC should be aware of policy implications of broader government and industry policy).

- Identify systemic issues that need to be addressed to ensure successful implementation.

- While of interest to NSSC members, the primary audiences for Section 3 are those stakeholders critical to successful implementation, such as state and territory governments and RTOs. ISCs will typically gather information throughout the consultation and validation process including from enterprises, licensing and regulatory bodies, RTOs, employer and employee representatives, the Commonwealth and state and territory governments.

APPENDIX A: Components for Endorsement

Provide a copy of:

- Qualification titles and codes

- Unit titles and codes and associated assessment requirements (do not provide the content of the units of competency. They may be viewed on the ISC website and will already have been supported by industry in the validation stage and considered by state and territory governments)

- Advice on occupational and licensing requirements

- Credit arrangements existing between Training Package qualifications and higher education qualifications

- Mapping information between old and replacement units of competency and qualifications (table showing equivalency)

- Training Package modification history.

APPENDIX B: Quality Report