




TRAINING PACKAGE DEVELOPMENT AND ENDORSEMENT PROCESS

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Environmental Scan</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">January-March each year</div>	<ul style="list-style-type: none"> ▪ 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. ▪ 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. ▪ Impact and usage of existing Training Packages (TPs) ▪ Future directions and short to medium term priorities for endorsed components of TPs ▪ Continuous improvement that's occurred to Training Packages over preceding 12 months. ▪ Typically includes feedback from enterprises; employer and employee representatives; licensing and regulatory bodies; STAs; DEEWR; RTOs
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Continuous improvement plan</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">January-March each year</div>	<ul style="list-style-type: none"> ▪ 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 and submission to the NQC ▪ rolling 3 year plan <p>The continuous improvement plan makes it clear to stakeholders the work to be undertaken by the ISC through its funding agreement with the department</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">STAs & DEEWR briefed on scope and timetable</div>	<ul style="list-style-type: none"> ▪ A high level of personal engagement and interaction to enable meaningful dialogue between the STAs/the DEEWR and ISC ▪ That the mode of briefing is agreeable to all parties ▪ That is occurs prior to the commencement of public consultations and before planning for the activity is completed. ▪ Advice from STAs and DEEWR on their engagement throughout the work and stakeholders to be consulted must be provided within 14 calendar days of the briefing ▪ Changes to policy and regulatory environments or industry priorities must be make known to the STAs and DEEWR as soon as practicable ▪ STAs identify key stakeholders
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">National consultation and development</div>	<ul style="list-style-type: none"> ▪ ISC consultation, industry's timelines for access to new skills. ▪ ISC analysis of stakeholder views ▪ Innovative use of the ISC website to receive and impart information to stakeholders. ▪ The ISC website will also feature an Issues Register as a constant and formal mechanism. ▪ The use of a Content Authority Tool (CAT) to expedite the transfer of new or revised units, skills sets or qualifications onto the NTIS. ▪ ISCs specify rationale for breadth of consultation ▪ Key documents on website – Environmental Scan; Continuous Improvement Plan; Case for Endorsement
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">ISC validates product with industry</div>	<ul style="list-style-type: none"> ▪ Confirm final Content Authoring Tool/NTIS requirements to ensure compatibility for loading endorsed components onto the National Register. ▪ Undertake a final equity review to ensure inclusiveness ▪ Undertake a final editorial review to ensure format and content compliance ▪ Develop mapping information to clearly depict the relationship between old and new units of competency and qualifications. ▪ Teleconference to resolve issues, only if needed. ▪ Validate the findings of the draft Impact Statement with key stakeholders – STA; DEEWR; Regulators and licensing bodies. ▪ Training Package content and structure validated – qualifications, units, skill sets

	meet industry needs.
 2-4 weeks	<ul style="list-style-type: none"> ▪ ISC will engage a member of the ISC Quality Assurance Panel (QAP) to complete the Quality Report. NB: QAP can provide independent expertise for support and capacity building; quality assurance; ▪ Complete the report by exception on stakeholder consensus (identify stakeholder with differing view to majority) ▪ Confirm the draft Impact Statement with STAs ▪ Brief DEEWR and each STA on the Case for Endorsement.
 1-43 days incl NQC endorsement	<ul style="list-style-type: none"> ▪ Case for Endorsement sent by ISC direct to NQC Secretariat & made publicly available on ISC website ▪ Case for Endorsement includes QA checklist, unit titles & qualifications with packaging rules (unit content signed off by industry), imperatives for change, evidence of industry involvement, licensing requirements, report by exception on consensus ▪ Electronic files sent by ISC to NTIS for provisional loading. ▪ Impact Statement – extent of change and implications of new/revised units of competencies or qualifications on delivery/implementation
	<ul style="list-style-type: none"> ▪ NQC has 21 calendar days to consider the Case for Endorsement. ▪ A further 14 days is provided for Ministerial agreement. ▪ The Case for Endorsement is usually dealt with out of session by NQC members – a an additional 10 days or consideration at a face to face meeting remains an option

NB 1: Key Documents

- Environmental Scan
 - Continuous Improvement Plan
 - Case for Endorsement
 - Impact Statement
- Are to be publicly available on each ISC website

NB 2:

Professional development for ISCs and for Quality Assurance Panel members to be arranged by DEEWR