TRAINING PACKAGE PURCHASING GUIDE DEVELOPMENT PROCESS

Action	Department (DET)	CSSN	TAFE/RTO Subject Experts	DEST
1. Hard copy of Training Package is available 4-6 weeks following ministerial endorsement. Data available on the NTIS in 10 working days.	Access to Training Package information	Receive a copy of Training Package	Purchase Training Package	Publish Training Package and upload information onto NTIS
2. Data downloaded from NTIS to STARS. Department develops the Draft Training Package. Purchasing Guide (PG)	Prepare Draft TP PG			
3. Department advises CSSN when Draft Training Package Purchasing Guide is complete.	Advise CSSN of Draft TP PG			
4. CSSN circulates Draft Training Package Purchasing Guide to Subject Experts in Industry, RTOs/ TAFE Colleges during the input consultation phase.		Circulate Draft TP PG to Networks for input and feedback	Review & validate proposed model training programs and provide input into the Draft TP PG	
5. CSSN organises consultation meeting (if necessary)		Edit and refine Draft TP PG Training Programs		
6. Final Draft is produced and the CSSN advises the Department when complete.	Review Final Draft TP PG	Advise DET of Final Draft TP PG		
7. Final Draft TP PG submitted to Directors for analysis within 10 working days of sign off meeting.	Final Draft TP PG submitted to Directors for analysis			
8. If Final Draft TP PG is not accepted then refer it back to the CSSN for further review.	Accept Final Draft ? (No / Yes)	Further review the Draft TP PG to address areas of concern		
9. On acceptance, the Department orders production of the Training Package Purchasing Guide for distribution to the stakeholders.	Endorsed TP PG sent for printing			
10. Endorsed Training Package Purchasing Guide is published on the VETinfoNet website and information auto populated on STARS.	Upload the Endorsed TP PG on the VETinfoNet website Auto population of details on STARS			
11. Data implemented on STARS approved for public delivery.	Approval of Data on STARS			

System Used:

STARS Database

VETinfoNet

NTIS

Licensing & regulatory authorities

Training Package publication

Purchasing Guide development Template