Training Package Stakeholder Resource

Consultation Paper

January 2014

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About this project

From 1 January 2014, the NSSC is only accepting Training Package Cases for Endorsement where the proposed components meet the new Standards for Training Packages.

The Training Package Development Handbook (TPDH), and associated support materials, will soon be retired from the NSSC website.

In 2013, the Office of the NSSC consultations with stakeholders identified a need to develop a resource to support a shared understanding of the development and implementation the Standards for Training Packages. Hence the reason for this project.

The resource will complement the existing suite of Training Package standards and policy.

Tina Berghella from Oggi Consulting has been contracted by the Office of the NSSC to develop the resource.

The project consists of three main stages. This paper relates to the second stage of the project.

1. Desktop analysis
   • Dec 2013 to end Jan 2014

2. Stakeholder consultations
   • Feb 2014 to end Mar 2014

3. Resource development
   • Apr 2014
Consultations

An important component of the project is consultation with stakeholders on the content and design of the resource.

The aim of the consultations is to ensure that the resource is relevant to stakeholders and meaningful to supporting a shared understanding.

Options to participate include:

- Email response to the questions posed in this paper. These should be submitted to tina@oggiconsulting.com.au by the end of February 2014
- Semi-structured telephone interviews conducted one to one
- Semi-structured teleconference interviews conducted with small groups
- Face to face semi-structured interviews in Melbourne

Please note that there is no allowance in the project budget for any travel related expenses and the developer, Tina Berghella, is based in Melbourne.

Please contact Tina Berghella if you have any questions.
Proposed resource scope

The Training Package Support Resource will try to answer the why, who, what and how of the Standards for Training Packages to support a shared understanding.

Why
- Why do we have the Standards?
- How have we landed here?

Who
- Who are the stakeholders?
- What is their stake in the Standards?

What
- What do the Standards mean?
- What do the Standards mean to different stakeholders?

How
- How are the Standards being interpreted?
- What does this look like in endorsed products?

The following pages provide an outline of the proposed resource content with questions for stakeholder feedback.
Why?

The purpose of this information is to support a shared understanding of the evolution and the intent of the Standards for Training Packages.

The Standards were developed by the NSSC and endorsed by Commonwealth and State/Territory Ministers.

They are designed to ensure that Training Packages are of high quality and meet the workforce development needs of industry, enterprises and individuals.

The Standards apply to the development of Training Packages by Industry Skills Councils (ISCs), which are then endorsed by the National Skills Standards Council (NSSC).

A brief history of Training Package development and endorsement is provided in the diagram on the next page.

Questions

• As a key stakeholder, why are the Standards important to you?
• Is there anything missing or misrepresented in the diagram on the following page?
• What information is needed to support a shared understanding of the evolution and the intent of the Standards for Training Packages?
A brief history of Training Packages

1989 A competency-based VET system embraced.
1990 The National Training Board (NTB) established to facilitate development and approval of national competency standards.
1992 The Australian National Training Authority (ANTA) Act passed.
1994 The Australian National Training Authority (ANTA) commences operations.
1996 Decision to introduce Training Packages developed by Industry Training Advisory Bodies (ITABs).
1996 The National Training Framework Committee (NTFC) established to oversee Training Package policy and endorsement.
1997 The first Training Packages endorsed by the NTFC.
1998 The NTFC agrees to a staged approach to the continuous improvement of Training Packages.
2000 NTFC replaced by a National Training Quality Council (NTQC).
2003–2004 Industry Skills Councils replace ITABs.
2005 ANTA functions transferred to the Department of Education, Science and Technology.
2005 National Quality Council (NQC) established to oversee quality assurance.
2008 NQC introduces streamlined development and endorsement process.
2009 VET Products for the 21st Century released.
2010 Flexible qualifications packaging policy implemented.
2011 A Design Model for Streamlined Training Package Material released.
2011 Speed to Market of Training Packages released.
2011 NQC replaced by the National Skills Standards Council (NSSC).
2012 Standards for Training Packages endorsed.
2013 New QA Panel endorsed.
Who?

The purpose of this information is to support a shared understanding of key stakeholder roles and responsibilities. It will include a brief who’s who in relation to Training Package development and endorsement key stakeholders.

Key stakeholders

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Quality development</th>
<th>Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry</td>
<td>Industry Skills Councils</td>
<td>NSSC</td>
</tr>
<tr>
<td>Training Bodies</td>
<td>Quality Assurance Panelists</td>
<td>Office of the NSSC</td>
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<tr>
<td>Government</td>
<td></td>
<td></td>
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<tr>
<td>VET Regulators</td>
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<td></td>
</tr>
</tbody>
</table>

‘Who’ questions

- Is there anything missing or misrepresented in the diagram above?
- As a stakeholder, what is your role and your responsibility in relation to Training Package development and endorsement?
- What is needed to support a shared understanding of the key stakeholders?
**What and how?**

The purpose of this information is to support a shared understanding of the Standards.

It will:

- Complement rather than duplicate information provided in the Standards
- Describe the intent of each standard
- Focus on features that are new (e.g. foundation skills, assessment requirements)
- Include examples of how the Standards have been applied using endorsed components

**Training Packages – products (Standard 1)**

Standard 1 tells us that a Training Package comprises the endorsed components and the quality assured companion volumes.

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**Training Packages**

NSSC Endorsed

- Units of competency
- Assessment requirements
- Qualifications
- Credit arrangements

ISC Quality Assured

Companion volumes

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**‘What and how’ questions**

- What is your understanding of the intent of Standard 1?
- What is needed to support a shared understanding of what a Training Package is? Why?
Training Packages – policy (Standards 1 and 2)

Products Policy (Standard 2)

Standard 2 is the link to Products Policy.

Products Policy contains the features shown in the diagram below.

It is expected that the resource will focus on foundation skills to support a shared understanding of this new requirement.

**Standard 2 questions**
- What is your understanding of the intent of Standard 2?
- What is your understanding of foundation skills policy?
- What is needed to support a shared understanding of Products Policy? Why?
Process Policy (Standard 3)

Standard 3 is the link to Process Policy.

Process Policy contains the following features:

Key principles  The process  Environmental scan  Continuous improvement plan  Briefing on scope and timetable

QA process  Quality principles  National consultation and development  Industry validation  Stakeholder support

Case for endorsement  NSSC endorsement  Categories of change

It is expected that the resource will focus on the following areas to support a shared understanding:

- National consultation and development
- Categories of change
- Quality principles
- Quality assurance

Standard 3 questions

- What is your understanding of the intent of Standard 3?
- What is your understanding of how ISCs approach national consultation?
- What is a unit outcome?
- What changes to units and assessment requirements represent a change in outcome that must be submitted to the NSSC for endorsement?
- What is a qualification outcome?
- What kinds of changes to qualifications represent a change in outcome that must be submitted to the NSSC for endorsement?
- What is your understanding of the relationship between the Standards and the quality principles?
- What is your understanding of the role of ISCs and QA panelists in the QA process?
- What is needed to support a shared understanding of Process Policy? Why?
Training Packages – components (Standards 4–12)

Units of Competency (Standards 4 and 5)

Standards 4 and 5 focus on units of competency including the template.

It is expected that the resource will focus on the following areas and draw on examples of recently endorsed materials to support a shared understanding:

- Regulatory requirements
- The foundation skills field of the template
- The range of conditions field of the template

Standards 4 and 5 questions

- What is your understanding of the intent of Standards 4 and 5?
- What is your understanding of the requirement to identify a unit’s relationship to any licensing, legislative, regulatory or certification requirements in the application field of the template?
- What is your understanding of the foundation skills field of the template and how it can be used?
- What is your understanding of the range of conditions field of the template and how it can be used?
- What is needed to support a shared understanding of Standards 4 and 5? Why?

Assessment Requirements (Standards 6 and 7)

Standards 6 and 7 focus on assessment requirements including the template.

Assessment requirements were introduced with the Standards. It is expected that the resource will include a focus on assessment requirements and draw on examples of recently endorsed materials to support a shared understanding.

Standards 6 and 7 questions

- What is your understanding of the intent of Standards 6 and 7?
- What is your understanding of the performance evidence field of the template and how it can be used?
- What is your understanding of knowledge evidence field of the template and how it can be used?
- What is your understanding of assessment conditions field of the template and how it can be used?
- What is needed to support a shared understanding of Standards 6 and 7? Why?
Qualifications (Standards 8 and 9)

Standards 8 and 9 focus on qualifications including the template.

There is an existing Explanation of Requirements on the NSSC website regarding meeting the AQF that will be referenced in the resource.

It is expected that Standards 8 and 9 will not be a strong focus of the resource as there have been very few changes.

 Standards 8 and 9 questions
- What is your understanding of the intent of Standards 8 and 9?
- What is needed to support a shared understanding of Standards 8 and 9? Why?

Credit Arrangements (Standard 10)

Standard 10 focuses on Credit Arrangements.

No credit arrangements have been identified in the materials endorsed under the Standards.

It is expected that credit arrangements will not be a strong focus of the resource.

 Standard 10 questions
- What is your understanding of the intent of Standard 10?
- What is needed to support a shared understanding of Standard 10? Why?

Companion Volumes (Standards 11 and 12)

Standards 11 and 12 focus on companion volumes.

It is expected that companion volumes will not be a strong focus of the resource.

 Standards 11 and 12 questions
- What is your understanding of the intent of Standards 11 and 12?
- What is needed to support a shared understanding of Standards 11 and 12? Why?