



# Training Product Submission

This form facilitates [Section 7: Step 5.1 Submission of draft training products to the Assurance Body](#) in the Training Package Products Development and Endorsement Process Policy (TPPDEPP).

Completing this form and submitting the required information, including in the attachments, provides the Assurance Body with the necessary information to assess your Training Product Submission (the submission) against the standards and policies set out in the Training Package Organising Framework (TPOF). This is an opportunity to describe how the processes you have applied to develop your products and the products themselves comply with the requirements of the TPOF.

Refer to the Training Package Assurance Submission Compliance Guide for detailed information about the evidence required for your submission.

## Components of the submission include:

- this form
- completed attachments including:
  - the draft training package products (products)
  - the Companion Volume Implementation Guide

## About this form

There are three sections to this submission form:

Section 1: Submission Details

Section 2: Submission Evidence

Section 3: CEO Declaration

Unless otherwise indicated, you must provide a response to each question and to each part of each question.



This symbol has been used throughout this form to indicate where attachments and additional information must be attached to the submission.

## Submission to the department

This form and the required attachments must be uploaded to the relevant activity folder in the TPA GovTEAMS Community. Once all documents have been uploaded and your submission is complete, email [TrainingPackageAssurance@dewr.gov.au](mailto:TrainingPackageAssurance@dewr.gov.au) with the Activity ID and Title to advise the submission is ready for assurance.

Incomplete submissions, including where there is insufficient/missing detail in the submission form and/or attachments, will be returned to you and the assurance process will be paused until the required information is received.

One form of evidence may satisfy multiple questions. A checklist is provided at the end of this document to assist you to ensure your submission is complete. You can use the column titled 'Evidence Reference' in the checklist to identify the location of evidence in your submission, alternatively, you may prefer to produce your own cover sheet to accompany the submission.

## Assistance completing this form

Please refer to the Training Package Assurance Submission Compliance Guide for information about how the Assurance Body will review the submission, noting that the examples of evidence provided are only a guide and not intended to be an exhaustive list.

If you need help completing this form, please contact [TrainingPackageAssurance@dewr.gov.au](mailto:TrainingPackageAssurance@dewr.gov.au).

Refer to the department's website and the TPA Community in GovTEAMS for further information about the Training Package Assurance process.

## Section One: Submission Details

### 1. Jobs and Skills Council Details

**Jobs and Skills Council Name:**

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**Contact person:**

(the person the Training Package Assurance team will liaise with during the assessment process, you can identify more than one person here if required)

Name(s):		Position:	
Phone:		Mobile:	
Email(s):			

### 2. Activity Details

**Activity ID:**

**Activity Title:**

Provide a brief description of the activity.

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### 3. Scope of the submission

Provide the number of Qualifications, Units of Competency, and Skills Sets included in the proposed release of the Training Package. This may also include any minor changes that will be made as a result of the project.

While the assurance assessment only focuses on products that require endorsement by Skills Ministers (i.e. major changes), understanding the context for the entire release may be helpful to the Assurance Body.

For assistance refer to the Categories of Change table at Appendix A of the TPPDEPP.

	Major	Minor	Total
Qualification(s):			
Unit(s) of competency:			
Skill Set(s):			

If applicable, provide an overview of minor change updates that will be included in this release.



[Complete and attach Attachment A – Products submitted for assurance](#)

### 4. The Annual Training Product Development Plan

Provide a link to the published plan on your website.

<b>Link/URL:</b>	
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If the activity is not listed in the plan, provide an overview of the unforeseen or urgent need addressed by the activity.

## Section 2 - Submission Evidence

### Technical Committee

#### 5. Technical Committee Composition



Attach details of the membership of the technical committee and their expertise as per Section 7, Step 1.2 of the TPPDEPP including the Terms of Reference for the committee.

Has the composition of the technical committee changed from that published at the pre-submission stage?

Yes

No (go to Q6)

Provide a reason for the change describing any impact of the change on the development activity.

#### 6. Technical Committee Statement



Attach a statement that the technical committee has reviewed the draft training products

## Consultation Activity

### 7. Stakeholder Consultation Strategy



Attach a copy of the stakeholder consultation strategy

Did the consultation undertaken deviate from the stakeholder consultation strategy (including changes to identified stakeholders, and any delays or changes to consultation timeframes)?

Yes

No (go to Q8)

Provide a summary of what changed and why.

### 8. Consultation Timeframes

Provide an overview of when the consultation activities were undertaken.

You can enter more than one set of dates for each consultation phase as required.

Consultation Phase	Dates
Public and government consultation	
Incorporating feedback (additional consultation if required)	
Senior Officials Check	

### 9. Vulnerable and Minority Cohorts

Describe how consultation activities have been responsive to the needs of vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

Information should include how vulnerable or minority stakeholders were identified and how consultation activities were tailored to respond to the needs of those stakeholders.

### 10. Consultation Log



Attach the consultation log including the high-level summary (an example consultation log is provided in GovTEAMS)

If required, provide context or further information to support the assurance assessor’s understanding of the consultation log.

## 11. Senior Officials Check



Attach evidence that the Senior Responsible Officer check was undertaken

## 12. Support from Regulatory and Licensing Bodies

Do any of the products in the submission have regulatory, licensing, or legislative implications?

Yes

No (go to Q13)



Identify products that contain regulatory, licensing or legislative implications in Attachment A – Products submitted for assurance



Attach evidence of support from all relevant national/state and territory regulatory and/or licensing bodies

## 13. Engagement with other Jobs and Skills Councils

Do any of the products in this submission impact other Jobs and Skills Councils products?

Yes

No (go to Q14)

List the Jobs and Skills Council(s) impacted:



Attach evidence of engagement with all relevant Jobs and Skills Councils

## 14. Rationale for mandatory workplace requirements

Are any Mandatory Workplace Requirements (MWRs) included in the submitted products?

Yes

No (go to Q16)



Identify products that contain MWRs in Attachment A – Products submitted for assurance

Describe the process undertaken to determine the MWR. Consider the process set out in the good practice guide on MWR: [On the Mark: 5 Good Practice Principles](#) when completing this section.

## 15. Support for mandatory workplace requirements



Attach evidence of support for proposed requirements (including from small to medium sized enterprises), and employer willingness to support learner work placements

## 16. Implementation Issues

Were any implementation issues raised through the consultation process?

Yes

No (go to Q17)

Provide a summary of the implementation issues raised and the proposed management strategy.

For example:

- how the downstream impacts of the changes will be managed (for example, where the submission proposes deletion of units/qualifications)
- implications for other products in the training system

## 17. Disputes

*Note: This section refers to disputes as described in the Model Dispute Resolution Policy at Appendix C of the TPPDEPP*

Were there any disputes about the content of the products during stakeholder consultations?

Yes

No (go to Q19)

Describe the dispute/s and how you applied your internal dispute resolution process to resolve the matter.



Provide detail about the dispute/s including the stakeholders involved in the consultation log (See example Attachment B Consultation Log - Dispute Resolution tab)

## 18. Alternative Dispute Resolution (ADR)

Was an Alternative Dispute Resolution (ADR) practitioner engaged?

Yes

No (go to Q19)

Provide a summary of any disputes that were escalated to ADR. Include the recommendations produced, the final position of the Jobs and Skills Council, and a justification where the ADR practitioner's recommendations were not adopted.



Attach a copy of the ADR practitioner's advice

## 19. Evidence of broad consensus

Has broad consensus been reached on all products?

Yes (go to 19.1)

No (go to 19.2)



Attach evidence of support (e.g. letters of support)

**19.1** Provide a summary of how broad consensus has been determined.

**19.2** Where broad consensus is not reached, provide a justification for why the product has been submitted for endorsement, including how you attempted to gain consensus.

## Compliance with Requirements

### 20. Anti-Discrimination Assessment

Provide an assessment that demonstrates that the products meet anti-discrimination legislation, and associated standards and regulations, including the [Disability Standards for Education 2005](#).



Attach a copy of the Anti-Discrimination Assessment

### 21. Pathways



Attach evidence that pathways into and through the products have been considered and agreed

### 22. Rationalising and Streamlining

Describe the process undertaken to rationalise and streamline the training package products.

This may include units and/or qualifications to be deleted and the use of cross sector units and/or other existing units.

### 23. Request to change transition period

Is a change to the standard transition period (12 months) proposed for any products in this submission?

Yes

No (go to Q24)



Identify products where a change to the transition period is proposed in Attachment A – Products submitted for assurance

Provide a rationale for the proposed transition period.

## Training Product Content

### 24. Training Package Products

Provide a link to the pre-published training package.

Link:



Attach a copy of all training package products submitted for assurance including the Companion Volume Implementation Guide

### 25. Pre-requisites

Does the submission include any units of competency that contain pre-requisites?

Yes

No (go to Q26)

Describe the process undertaken to ensure the use of pre-requisites is minimised.

Were there any issues raised about pre-requisites through the consultation process?

Yes

No (go to Q26)


Provide a summary of the issue/s raised and how the issue/s have been resolved.

## Section 3 – CEO Declaration

### 26. Submission declaration

The proposed products were developed in accordance with all components of the Training Package Organising Framework (TPOF).

I confirm all required attachments are included with this submission.

Jobs and Skills Council Chief Executive Officer			
Signature:		Date:	
Full Name:			


### 27. CEO summary statement

Include a summary from the CEO describing how they have ensured that the submission has been developed in accordance with the requirements set out in the TPOF.

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## Submission Checklist

To avoid a delay in the processing of your submission, please ensure that your submission is complete. Submissions that are not accompanied by the required attachments will be returned for completion. Confirm the following documents have been uploaded where applicable:

Q.	Required Document	Uploaded	n/a	 Evidence Reference
3.	Attachment A – Products submitted for assurance, including (where applicable): <ul style="list-style-type: none"> <li>Regulatory, licensing, or legislative implications (see item 12)</li> <li>Mandatory Workplace Requirements (see item 14)</li> <li>Requested extension period details (see item 23)</li> </ul>	y		
5.	Technical committee membership details	y		
6.	A statement that the technical committee has reviewed the draft training products	y		
7.	A copy of the stakeholder consultation strategy	y		
10.	The consultation log including: <ul style="list-style-type: none"> <li>Detail about disputes and the stakeholders involved where applicable (see item 17)</li> </ul>	y		
11.	Evidence that the SRO check was undertaken	y		
12.	Evidence of support from all relevant national/state and territory regulatory and/or licensing bodies	y	y	
13.	Evidence of engagement with other relevant JSCs	y	y	
15.	Evidence of support for proposed MWRs including employer willingness to support placements			
18.	The Alternative Dispute Resolution practitioner’s advice	y	y	
19.	Evidence to support broad consensus	y		
20.	The Anti-Discrimination Assessment	y		
21.	Evidence that pathways into and through the products have been considered and agreed	y		
23.	A copy of each product submitted for assurance	y		
24.	The Companion Volume Implementation Guide	y		