



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.

Components of the submission include:

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

About this form

There are nine sections to this submission form:

- Section 1 — Jobs and Skills Council Details
- Section 2 — Submission Details
- Section 3 — Planning Documents
- Section 4 — Overview of the Technical Committee
- Section 5 — Consultation Strategy & Activity
- Section 6 — Dispute Resolution
- Section 7 — Mandatory Workplace Requirements
- Section 8 — Compliance with Requirements
- Section 9 — 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 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.

A checklist is provided at the end of this document to ensure your submission is complete.

Assistance completing this form

If you need help completing this form, please contact TrainingPackageAssurance@dewr.gov.au.

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

Section 1 – Jobs and Skills Council Details

1.1 Jobs and Skills Council Details

Jobs and Skills Council Name:

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Contact person:

(the officer the Training Package Assurance team will liaise with during the assessment process)

Name:		Position:	
Phone:		Mobile:	
Email:			

Section 2 – Submission details

2.1 Activity

Activity ID:	
Activity Title:	

2.2 Scope of submission

List the number of Qualifications, Units of Competency, and Skills Sets included in this submission:

Qualification(s):	
Unit(s) of competency:	
Skill Set(s):	



Complete and attach *Attachment A – Products submitted for assurance*



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

Section 3 – Planning Documents

3.1 The Annual Training Product Development Plan

Is this activity included in the published Annual Training Product Development Plan as required at Section 6 of the TPPDEPP?

Yes (go to 3.1.a)

No (go to 3.1.b)

3.1.a Provide a link to the published plan.

Link/URL:	
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3.1.b Describe why the activity is not included in the published Annual Training Product Development Plan.

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Section 4 – Technical Committee

4.1 Technical committee details



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.

If the composition of the technical committee has changed from that published at the pre-submission stage, include a justification for the change describing the impact of the change on the development activity.

4.2 Technical Committee Review



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

Section 5 – Consultation Strategy & Activity

5.1 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 5.2)

Provide a summary of the changes and describe why the consultation strategy changed including any impacts of those changes.

5.2 Vulnerable and Minority Cohorts

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

5.3 Consultation Log

Attach a consultation log that includes:

- stakeholder feedback from public and government consultation, supplementary consultation (if required), and the senior officials' check
 - include a summary of all feedback received incorporating details about the number and categories of stakeholders, key issues and any action taken to address the issue, indication of support of the product as well as further detail on individual pieces of feedback
- evidence that RTOs, Commonwealth and state and territory representatives and educational experts have been consulted and responses received
 - Where evidence from one or more is not received, provide a rationale
- where the proposed product has cross-sector units, evidence that relevant JSCs have been consulted
- outcomes from any dispute resolution process
- what changes were made in response to any feedback received
- where feedback has not been incorporated, evidence detailing why

Where there is missing evidence or the consultation log does not include the required evidence, provide details including a rationale.



Attach the consultation log (example consultation log provided at *Attachment B*)

5.4 Engagement of Regulatory and Licensing Bodies

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

Yes

No (go to 5.5)



Provide details of the 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

5.5 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 5.6)

List the Jobs and Skills Council(s) impacted:



Attach evidence of support from all relevant Jobs and Skills Councils

5.6 Evidence of broad consensus

Has broad consensus been reached on all products?

Yes (go to 5.6.a)

No (go to 5.6.b)



Attach evidence of support

5.6.a Provide a summary of how broad consensus has been determined.

5.6.b Where broad consensus is not reached, provide a justification for why the product has been submitted for endorsement.

Section 6 – Dispute Resolution

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

6.1 Disputes

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

Yes

No (go to 7.1)

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



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

6.2 Alternative Dispute Resolution (ADR)

Was an Alternative Dispute Resolution (ADR) practitioner engaged?

Yes

No (go to 7.1)

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



Attach a copy of the ADR practitioner's advice

Section 7 – Mandatory Workplace Requirements

7.1 Rationale for mandatory workplace requirements

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

Yes

No (go to 8.1)



Include details of the MWRs in *Attachment A – Products submitted for assurance*

Describe the process undertaken to determine the MWR. The information in this section should include:

- the methods used to consult with stakeholders about MWR
- negotiations about the structure of the requirements
- impact on training and assessment delivery
- rationale for inclusion - this must include the industry reasons for wanting MWR and why it is not possible to simulate a workplace environment

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

7.2 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

Section 8 – Compliance with Requirements

8.1 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](#).

Refer to the *Training Product Assurance Submission Compliance Guide* for information.



[Attach a copy of the Anti-Discrimination Assessment](#)

8.2 Pathways

Provide evidence that pathways from entry and preparatory level facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications where applicable. Evidence may include (but is not limited to):

- confirmation from States and Territories in relation to VET in schools
- correspondence with universities about pathways acknowledgement
- notes from discussions with technical committee
- mapping documentation



[Attach supporting evidence](#)

8.3 Existing Units

Describe the process undertaken to rationalise and streamline the products. This may include units to be deleted and the use of cross sector units and/or other existing units.

8.4 Pre-requisites

Does the submission include any products that contain pre-requisites?

Yes

No (go to 8.5)

Describe the process undertaken to minimise pre-requisites.

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

Yes

No (go to 8.5)

Provide a summary of the issues raised and how the issue has been resolved.

8.5 Implementation Issues

Were there any implementation issues raised through the consultation process?

Yes

No (go to 8.6)

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

8.6 Request to change transition period

Do any of the submitted products require a change to the standard transition period (12 months)?

Yes

No (go to 9.1)



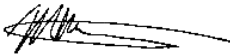
Include details of the requested transition period and rationale in *Attachment A – Products submitted for assurance*

Section 9 – CEO Declaration

9.1 Submission declaration

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

I confirm all required attachments are included with this submission.

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

9.2 Summary of assurance process

Include a summary indicating how the CEO was assured that the submission meets the requirements set out in the TPOF comprising of the Standards for Training Packages, the Training Package Products Policy and the Training Package Products Development and Endorsement Process Policy.

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Checklist for submitting a Training Package assurance submission

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:

Section	Required Document	Uploaded	n/a
Section 2	Submission Details		
2.2	Attachment A – Products submitted for assurance including (where applicable): <ul style="list-style-type: none"> Regulatory, Licensing, or legislative implications (see 5.3) Mandatory Workplace Requirements (see 7.1) Requested extension period details (see 8.5) as required 	y	
	A copy of each product submitted for assurance	y	
	The Companion Volume Implementation Guide	y	
Section 4	Technical Committee		
4.1	Technical committee membership details	y	
4.2	A statement that the technical committee has reviewed the draft training products	y	
Section 5	Consultation Strategy & Activity		
5.1	A copy of the stakeholder consultation strategy	y	
5.2	The consultation log including (where applicable): <ul style="list-style-type: none"> Detail about disputes and the stakeholders involved (see 6.1) 	y	
5.3	Evidence of support from all relevant national/state and territory regulatory and/or licensing bodies	y	y
5.4	Evidence of support from Jobs and Skills Councils where the submitted product has impacted their products	y	y
5.6	Evidence to support broad consensus	y	
Section 6	Dispute Resolution		
6.2	The ADR practitioner's advice	y	y
Section 7	Mandatory Workplace Requirements		
7.2	Evidence of support for proposed requirements and employer willingness to support learner work placements	y	y
Section 8	Compliance with Requirements		
8.1	The Anti-Discrimination Assessment	y	
8.2	Evidence to support pathways	y	