

Shearing and Wool Classing Project Consultation Strategy

This Consultation Strategy for the **Shearing and Wool Classing** project includes:

- a [project snapshot](#)
- the [stakeholder groups](#) to engage, their purpose or reason for being involved
- [communications channels and tools](#) required to effectively engage with stakeholders
- details about [consultation workshops](#)
- processes for collecting and responding to stakeholder [feedback](#).

Project snapshot

Project type: routine, 12 months

Timeline:

- Commencement: 30 November 2023
- Public and Government Consultation Draft 1 (Broad Consultation): 22 April – 10 July
- Incorporating feedback: 11 July – 9 August
- Public and Government Consultation Draft 2 (Consensus Gathering): 19 August – 4 September
- Senior Officials Check: 1 November – 15 November
- Finalisation and Submission to Assurance Body: 29 November 2024
- Skills Ministers Endorsement: Date subject to submission outcomes.

Scope/expected outcomes:

This project covers the shearing and wool sectors of the *AHC Agriculture, Horticulture and Conservation and Land Management Training Package*. Alongside the [Livestock Operations Project](#), this Shearing and Wool Classing project is part of the final cluster of the 'unit sector approach' undertaken over the past three years to complete a full

review of the AHC Training Package and bring the AHC Training Package up to date with current work methods and skill needs. [A project](#) to analyse the how the *AHC21216 Certificate II in Rural Operations* is being used is also taking place concurrently with these projects.

With in-depth stakeholder input, it is expected the following will be undertaken as part of this project:

- checking and improving the overall quality of content in the training products, ensuring they are compliant and appropriately describe current workplace requirements
- reducing duplication and removing obsolete training products and consolidating units of competency where shared skills can be suitably merged
- investigating training products that are under-utilised to understand what actions need to be undertaken to update or delete where products are no longer relevant to support industry job outcomes
- incorporating updates to training products from earlier AHC projects, including updating superseded units and removing deleted units from impacted qualifications and skill sets.

Scope: 6 qualifications and 34 units are to be reviewed and updated. In finding solutions to skills needs, training products may be removed, merged and/or deleted, and new units may be developed to support any new technologies or processes for relevant workplaces.

Website: A dedicated [project webpage](#) on the Skills Insight website has detailed information about the project plan, scope and consultation.

Stakeholder Consultation

A list of key stakeholder organisations has been identified for this project. Skills Insight will ensure contact is made with each of these organisations during the development of this project to seek their involvement and their views on the draft training products. Consultation is not limited to the organisations on this list. This list simply helps us to identify those organisations that, because of their industry role, size or specialty, are likely to have a key interest in the development and outcomes of this project. All and any interested industry participants are encouraged to engage in the consultation of this project, when the draft units are available for feedback, via the webpage and workshops that take place.

Engagement Strategy

1. Identify Stakeholders: It is important to identify and include stakeholders who represent different occupations and perspectives within shearing, wool handling and wool classing, ensuring that the subject matter experts (SMEs) in the Technical Committee provide balanced and varied input. It is also important to include all Registered Training Organisations (RTOs) that offer each qualification impacted by the project.

2. Inform and Engage Stakeholders: Send an initial communication, via email, to all identified stakeholders. This communication will provide details about the project, the issues to be addressed, and the importance of their participation in consultations.

Targeted RTO participation on the proposed updates to the qualifications and skill sets will also be undertaken so that any implications can be considered.

3. Organise site visits: Site visits will be organised as required and as time permits. Site visits to see workers performing the tasks covered by the units provide firsthand understanding and will ensure that current tasks and sequencing are confirmed in the units.

4. Establish the Technical Committee: The Technical Committee will be established to act as a focused task force. It will provide technical expertise, guide project decisions and serve as a bridge between the broader stakeholder community perspectives. It's essential that the Technical Committee is representative of both the shearing and wool classing sectors.

5. Technical Committee Consultation Meetings: The technical committee will meet as a whole at key stages of the project to draw on their expertise and provide advice on the training products, their implementation issues, and identify any additional stakeholders that should be included in the consultation strategy. Targeted portions of the Technical Committee may be called upon to advise on specific issues as required.

6. Consultation Scheduling: Individual industry sector meetings will be held along with one-on-one phone calls throughout the project. Industry sectors for this project are divided broadly into shearing and wool classing.

7. Feedback Loop: Create a robust feedback system to incorporate the insights and suggestions generated during these meetings. This system would help in continually adjusting the project plan as per stakeholder inputs and ensuring their concerns are addressed in a timely manner. (see [Feedback](#) section below.)

8. Regular Updates: Document and incorporate the insights and suggestions generated during Technical Committee meetings, Public Consultation workshops etc. Keep all stakeholders updated about the project's progress regularly. Use various methods like email, newsletters, and the project website to share information.

9. Evaluation and Review: Periodically evaluate and review the stakeholder engagement strategy to ensure its effectiveness. Make necessary changes based on the feedback received and the project's evolving needs.

Identified Key Stakeholder Groups

- Representatives from both the shearing and wool classing sectors, noting that some stakeholders may be suitable to respond for both sectors. Key people will be identified to advise throughout the project either as Technical Committee members or through targeted consultation.
- RTOs (especially those with impacted qualifications or skill sets on their scope of registration). These will be directly contacted and invited to broad consultation. Key people will be identified to advise throughout the project either as Technical Committee members or through targeted consultation.
- State/Territory Training Authorities (STAs/TTAs). These will receive direct updates at key stages.
- Curriculum maintenance manager service (CMM). The relevant CMM will receive direct updates at key stages.
- Industry training advisory bodies (ITABs), or equivalent, with relevant sector coverage. These will receive direct updates at key stages.
- Note that none of the identified units under review are used by other Jobs and Skills Councils; however Jobs and Skills Councils will be notified at key stages.

Organisations for Targeted Consultations

The following organisations have been identified for targeted consultation in initial project stages. Targeted Consultations are not limited to the following organisations.

Organisation	Location	Stakeholder type	Sector area
Agforce Qld	Queensland	RTO	All
Australian Agricultural Training	National	RTO	Wool Classing
Australian alpaca association	National	Peak body	Shearing
Australian Wool Exchange (AWEX)	National	Association	Wool classing
Australian Wool Innovation	National	Research organisation	All
Australian Workers' Union	National	Union	All
Goat Industry Council of Australia	National	Peak body	Shearing
Goulburn Ovens Institute of TAFE (GOTAFE)	Vic	RTO	All
Haynes Engineering	SA		All

Organisation	Location	Stakeholder type	Sector area
Livestock SA	SA	Peak body (employer)	All
Longerenong College	Vic	RTO	All
Merino Sheep Breeders Association	National	Association	Wool Classing
Muresk Institute	WA	Govt	All
NSW Farmers	NSW	Peak body	All
Primary Employers Tasmania	Tas	Employer	All
Primary Producers SA	SA	Peak body	All
Queensland Farmers' Federation	Qld	Peak body	All
Rural Industries Skills Training (RIST)	National	RTO	All
Shearing Contractors' Association of Australia (SCAA)	National, except WA (see WA Shearing Association)	Association (employer)	All

Organisation	Location	Stakeholder type	Sector area
Sheep Producers Australia	National	Peak body	All
South Regional TAFE	WA	RTO	All
South West TAFE	Vic	RTO	All
TAFE NSW	NSW	RTO	All
TAFE SA	SA	National	All
TasFarmers	Tas	Peak body	All
Tas TAFE	Tas	RTO	All
Tocal College	NSW	RTO	All
Victorian Farmers Federation	Vic	Peak body	All
WA College of Agriculture	WA	RTO	All
WA Farmers	WA	Peak body	All

Organisation	Location	Stakeholder type	Sector area
WA Shearing Industry Association	WA	Association	All
Wodonga TAFE	Vic	RTO	All
Wool Producers Australia	National	Peak body	All

Distribution of key stakeholders

Stakeholder Type	National	ACT*	NSW	NT*	QLD	SA	TAS	VIC	WA
RTOs			✓		✓	✓	✓	✓	✓
Industry employer	✓					✓	✓		
Industry association /Peak industry body	✓		✓		✓	✓	✓	✓	✓

ITAB*	✓	✓	✓	✓	✓	✓	✓	✓
STA/TTA*	✓	✓	✓	✓	✓	✓	✓	✓

* Notes:

- These industry sectors are not present in NT; however, the STAs and ITABs will be notified of the project and invited to participate.
- No ACT representation has been identified at this point; however national organisations are active in this territory.
- As per the consultation strategy, STAs and ITABs will be invited for targeted consultation.

Communications channels, tools and purpose

Skills Insight Website

- The [Skills Insight website](#) will be the key information tool, where industry can find all the information they need about the project and activities. This dedicated webpage will exist for the duration of the project which will also include mechanisms for registering interest and feedback, such as registration details for workshops and newsletters. It will also be where the draft units and qualifications are published and provide a key mechanism for collecting feedback on the drafts via the Feedback Hub.

Skills Insight newsletter and news alerts

- Timely news alerts will be distributed to project and sector-specific subscribers whenever there is a project update.
- The Skills Insight general newsletter will provide regular updates to all subscribers on project activities and opportunities to be involved.

Social media

- A useful and timely tool for sharing updates about project development and consultation activities.
- By sharing images from site visits and workshops we can update stakeholders on engagement activities and encourage interest and input into the project.
- Larger project updates will incorporate a link to the Skills Insight website for further information.
- Interested stakeholders can share the posts on their own accounts and networks.
- Social media platforms:
 - [LinkedIn](#)

Industry media

- A range of key stakeholder organisations with influential newsletters will be encouraged to share news of the project activities and consultation opportunities with their networks.

Email/mail merge

- To engage in topics related to specific stakeholder groups, i.e. RTOs, Government Departments of key industry associations around matters related to delivery, funding or employment considerations.

Workshops and meetings

- To provide further information about:
 - updates to the training package products
 - to ask questions about the project
 - how to provide feedback.

Regular updates to STAs/ITABs/CMM:

- direct monthly emails to inform of project updates
- one-on-one phone calls to discuss the project and seek feedback (during Draft 1)
- state/territory based virtual meetings
- invitations to provide support for final drafts.

Consultations

The training package products in this project will be drafted in consultation with subject matter experts and their networks. At the Broad Consultation stage, Skills Insight will then present and discuss the draft training package products, collecting feedback from a wide range of stakeholders across the country. While specific Broad Consultation dates are identified, feedback is welcomed at any time, and will help Skills Insight in drafting the training package products. Stakeholders are encouraged to contact the project team via [the project webpage](#).

Consultation type	When/where	Details
Technical Committee meetings	<p>The Technical Committee will meet at project commencement and conclusion.</p> <p>Additional meetings will occur in response to project needs. Portions of the Technical Committee may be called upon for advice and decision-making on specific issues as required.</p> <p>Post consultation discussions may be required, depending on outcomes of feedback and any follow-up that may be required.</p> <p>Propose that a minimum of two meetings are held face-to-face.</p>	<p>Meetings will draw on the expertise of the Technical Committee to provide advice on the training products, their implementation issues, and identify any additional stakeholders that should be included in the consultation strategy.</p> <p>The Technical Committee are required to convene at the start of the project to sign off on project documents and at the end of the project to view and acknowledge the final Training Product drafts before submission for endorsement.</p> <p>Additional meetings with the Technical Committee – as a whole or in part – may take place as required to seek expertise and/or to address any conflicting feedback. Additional expertise may be provided by Technical Committee members as part of subject matter expert meetings (below).</p> <p>Validation workshops are to sign-off of any proposed solutions, draft materials and further recommendations.</p>
Subject matter expert working groups and individual meetings or site visits	<p>Pre-Broad Consultation period.</p> <p>Additional, as required by the project.</p>	<p>Subject matter experts additional to technical committee members will be identified during development stages of this project to provide sector-specific or issue-specific expertise.</p> <p>Site visits will be completed in the planning and development stage (also identified in 'Engagement Strategy').</p>

Broad Consultation:

Draft 1 – proposed state-based face-to-face broad consultation meetings and two online sessions.

The focus of this consultation phase is on getting feedback on the draft qualifications and units.

People from all backgrounds are encouraged to attend and provide feedback/contribute.

Additional documentation to include the list of units to be updated in each qualification, and to include notes on changes included in the drafts so that stakeholders have a greater understanding of the impact that updating these training products will have.

Skills Insight Feedback Hub will be used to capture feedback.

Targeted invitations to STAs/ITABS/CMM to attend consultation workshops or individual phone calls/meetings to discuss the project.

**Consensus
Gathering:**

Final drafts – proposed 2
online sessions

The focus of this consultation phase is on getting support for the proposed updates to the qualifications and units, and making any additional adjustments.

People from all backgrounds are welcome to participate.

Additional documentation to include the list of units to be updated in each qualification, and to include notes on changes between the current and updated drafts so that stakeholders have a greater understanding of the impact that updating these training products will entail.

Skills Insight Feedback Hub will be utilised to be used to capture feedback.

Targeted invitations to STAs/ITABS/CMM to attend consultation workshops or individual phone calls/meetings to discuss the project.

Feedback

Receiving feedback from a broad range of stakeholders is essential to the training package product development process.

How to provide feedback

- During consultation workshops (virtual and face-to-face)
- Email – Penny McQueen pmcqueen@skillsinsight.com.au
- Feedback hub - available during Broad Consultation and Consensus Gathering stages on the [project webpage](#).
- Website contact form – <https://skillsinsight.com.au/contact/>
- Phone – 03 9321 3526

What happens to the feedback?

All feedback received is recorded in a Consultation Log for the project. This log will be updated after each phase of the project and will be publicly available on the [project webpage](#).

This log will include:

- generic stakeholder information (stakeholder type and location).
- method feedback was received.
- feedback received.
- consideration and proposed resolution, including justification of why feedback may not have been incorporated.
- general summary of all feedback received and how it has been addressed in the draft training package products.

Conflicting feedback

When feedback received is varied and a broad consensus is not able to be achieved from the feedback alone, Skills Insight will engage with subject matter experts in the Technical Committee or other targeted specialists (such as regulators or relevant government departments) for their expertise to work towards an agreeable solution. In some cases, an additional review phase may need to take place followed by another round of public consultation in order to address the draft training package products in question.

After all methods to address conflicting feedback have been undertaken and if consensus is unable to be reached, a formal dispute resolution process may be undertaken according to the processes outlined in the [Training Package Product Development and Endorsement Process Policy](#).

As with all other feedback, this process and its outcomes will be recorded and made publicly available in the project's Consultation Log.

Technical Committee sign-off

The Shearing and Wool Classing Project Technical Committee has reviewed and contributed to this Consultation Strategy as required, and gave their support on 21.02.2024, or as out-of-session follow-up by 01.03.2024.