

# Retail Butchery and Smallgoods Project Consultation Strategy

This Consultation Strategy for the **Retail Butchery and Smallgoods Project** includes:

- a [project snapshot](#)
- the [stakeholder groups](#) to engage and 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:** Complex (18 months)

**Timeline:**

- Commencement: June 2026
- Public and Government Consultation Draft 1: September – October 2026
- Incorporating Feedback: November 2026 – January 2027
- Public and Government Consultation Draft 2: February 2027
- Consensus Gathering: April – May 2027
- Senior Officials Check: September 2027
- Finalisation and Submission to Assurance Body: October 2027
- Skills Ministers Endorsement: February 2028

**Scope/expected outcomes:**

This project continues the full review of the AMP Australian Meat Processing Training Package, which began in 2021 under the former SSO, IRC, and AISC arrangements. As the third stage of the review, it focuses on the remaining Certificate III qualifications and their associated units of competency. To ensure targeted industry engagement, the work is divided into two streams running concurrently:

- Part A – Retail Butchery and Smallgoods
- Part B – Meat Processing

Separating the work in this way allows each stream to form a dedicated project team with its own Subject Matter Experts (SMEs) and Technical Committee representatives, recognising that the two sectors have distinctly different skills and training requirements.

The review aims to ensure compliance with regulatory requirements, alignment with trade needs, and relevance to visa eligibility criteria, while addressing the critical skill gaps that affect workforce stability. It adopts the purpose-driven qualification design approach introduced through Qualification Reform and aligns with the 2025 Training Package Organising Framework (TPOF). Keeping industry qualifications in step with evolving occupational demands is essential to strengthening workforce sustainability and operational efficiency. An industry-led review of this kind also encourages businesses to recognise and reward higher-level skills, supporting better retention, wage growth, and clearer career pathways – all of which are central to mitigating skills shortages and sustaining Australia's meat processing sector.

The project will review and streamline the AMP Training Package while minimising disruption to current apprenticeships and training delivery. In doing so, it will meet the updated program priorities set out in the 2025 TPOF and satisfy the Training Package Standards by:

- Reducing duplication and removing obsolete training products, and consolidating units where shared skills can be suitably merged, to reduce the overall number of units in the AMP Training Package.
- Investigating under-utilised training components to determine whether they should be updated or deleted where they no longer support industry job outcomes.
- Simplifying the Training Package so that employers, learners, and RTOs can clearly understand the choices available to them.
- Strengthening learners' cross-sector competencies within the AMP Training Package.
- Improving compliance by removing elements that do not meet current Training Package Standards.

The Retail Butchery and Smallgoods Project will focus on three qualifications:

- Certificate III in Meat Processing (Retail Butcher)
- Certificate III in Meat Processing (Smallgoods – General)
- Certificate III in Meat Processing (Smallgoods – Manufacture)

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

## 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 this webpage and workshops that take place.

## Engagement Strategy

**1. Identify Stakeholders:** This would include all Registered Training Organisations (RTOs) that offer each qualification and skill set, as they are directly impacted by the project. Additionally, it is important to identify and include stakeholders who represent different occupations, sectors and perspectives, ensuring that the subject matter experts (SMEs) in the Technical Committee provide balanced and varied input.

**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. 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 all industry sectors within the *AMP Australian Meat Processing Training Package*.

**4. Technical Committee Consultation Meetings:** Due to the nature of this project and the range of industry sectors it covers, individual meetings and conversations are proposed to communicate with each respective Technical Committee Member/s.

**5. Meetings Scheduling:** Individual industry sector meetings will be held along with one-on-one phone calls throughout the project.

**6. 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.)

**7. 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.

**8. 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 multiple sectors within the *AMP Australian Meat Processing Training Package* that make use of the qualifications that are included in this project, noting that some stakeholders may be suitable to respond for multiple sectors. These sectors may include:
  - Retail Butchers
  - Smallgoods Manufactures
  - Food Service Operations

- Unions
- RTOs (especially those with impacted qualifications/skill sets on their scope of registration)
- State/Territory Training Advisory Bodies (STA/TTA)
- Vocational Qualification and Skills Reform (VQSR) Services
- Licensing and regulatory bodies
- Industry employers
- Peak bodies
- Educational experts
- State/Territory Training Advisory Bodies (STA/TTA)
- Priority cohorts:
  - First Nations peoples
  - people with disabilities
  - people with low foundation skills
  - youth and early career entrants
  - regional, rural and remote communities
  - people from culturally and linguistically diverse backgrounds
  - women
- Industry training advisory bodies (ITABs) (or equivalent) with relevant sector coverage
- Other Jobs and Skills Councils who use the units of competency.

## Organisations for Targeted Consultations

(Including, but not limited to...)

| Organisation                             | Name            | Jurisdictional Coverage | Stakeholder type   | Area of expertise |
|------------------------------------------|-----------------|-------------------------|--------------------|-------------------|
| Barossa Fine Foods                       | Andreas Knoll   | SA                      | Employer           | SME / Smallgoods  |
| TAFE NSW                                 | Andrew Morabito | NSW                     | Educational Expert | RTO expertise     |
| South Metropolitan TAFE (WA)             | Anthony Dobson  | WA                      | Educational Expert | RTO expertise     |
| Alstonville Quality Meats                | Ashley Thomson  | NSW                     | Employer           | SME / Retail      |
| Meat at Billy's                          | Ben Webb        | QLD                     | Employer           | SME / Retail      |
| The butcher shoppe                       | Brad Patton     | QLD                     | Employer           | SME / Retail      |
| JBS Australia Pty Ltd                    | Brendan Newell  | QLD                     | Educational Expert | RTO expertise     |
| Pryde Meats Narellan                     | Brett Laws      | NSW                     | Employer           | SME / Retail      |
| Independent Institute of Food Processing | Cees Wesselingh | SA                      | Educational Expert | RTO expertise     |
| Austral Meat                             | Chris Slater    | SA                      | Employer           | SME / Retail      |

| Organisation                            | Name                | Jurisdictional Coverage | Stakeholder type   | Area of expertise |
|-----------------------------------------|---------------------|-------------------------|--------------------|-------------------|
| TAFE NSW                                | Christopher Johnson | NSW                     | Educational Expert | RTO expertise     |
| Australian Meat Industry Council (AMIC) | Christopher Kelly   | SA                      | Peak Body          | SME / Retail      |
| Munro's Quality Meats                   | Craig Munro         | NSW                     | Employer           | SME / Retail      |
| Mondo Doro Smallgoods                   | Danny Ciampini      | WA                      | Employer           | SME / Smallgoods  |
| TasTAFE                                 | Darren Scott        | TAS                     | Educational Expert | RTO expertise     |
| The Beef Shed                           | Darryl Lombard      | WA                      | Employer           | SME / Retail      |
| Torre Butchers                          | Dave Torre          | WA                      | Employer           | SME / Retail      |
| Wimmera Super Meat Market               | Dominic Van Dyk     | VIC                     | Employer           | SME / Retail      |
| Meat and Livestock Australia            | Doug Piper          | NSW                     | Peak Body          | SME / Retail      |
| Jim's Jerky                             | Emily Pullen        | QLD                     | Employer           | SME / Smallgoods  |
| Barossa Fine Foods                      | Franz Knoll         | SA                      | Employer           | SME / Smallgoods  |

| Organisation                            | Name                 | Jurisdictional Coverage | Stakeholder type   | Area of expertise                                 |
|-----------------------------------------|----------------------|-------------------------|--------------------|---------------------------------------------------|
| Department of Justice (WA)              | Gavin Horne          | WA                      | Educational Expert | State/Territory Training Authority representative |
| Territory Butchers                      | Geoff Hurditch       | NT                      | Employer           | SME / Retail                                      |
| Dick Stone                              | Glen Marler          | NSW                     | Employer           | SME / Retail                                      |
| FS Alliance                             | Gordon Levett        | QLD                     | Educational Expert | RTO expertise                                     |
| The Local Meat Glenelg                  | Grant Meneghetti     | SA                      | Employer           | SME / Retail                                      |
| TAFE SA                                 | Greg Lynch           | SA                      | Educational Expert | RTO expertise                                     |
| The Australian Meat Emporium            | Harriette Greenhalgh | NSW                     | Employer           | SME / Retail                                      |
| Pyrenees Premium Cuts                   | Hayley Colliccoat    | VIC                     | Employer           | SME / Retail                                      |
| TasTAFE                                 | Heath Ransley        | TAS                     | Educational Expert | RTO expertise                                     |
| Australian Meat Industry Council (AMIC) | Ian Hayes            | NSW                     | Peak Body          | SME / Retail                                      |
| TAFE NSW                                | James Cahill         | NSW                     | Educational Expert | RTO expertise                                     |

| Organisation                                         | Name           | Jurisdictional Coverage | Stakeholder type   | Area of expertise |
|------------------------------------------------------|----------------|-------------------------|--------------------|-------------------|
| Malone's Butchery NT                                 | Jamie Burke    | NT                      | Employer           | SME / Retail      |
| Town & Country Butchers                              | Jason Scadden  | NT                      | Employer           | SME / Retail      |
| Charles Darwin University                            | JASON Wilkes   | NT                      | Educational Expert | RTO expertise     |
| Dick Stone                                           | Joe Schulze    | NSW                     | Employer           | SME / Retail      |
| 3J's Butchers                                        | John Hardman   | VIC                     | Employer           | SME / Retail      |
| Hastie's Toptaste Meats                              | John Hastie    | NSW                     | Employer           | SME / Retail      |
| Department of Primary Industries and Regions (PIRSA) | John Hill      | SA                      | Regulator          | SME / Retail      |
| Peter Augustus Craft Butcher                         | John Yang      | QLD                     | Employer           | SME / Retail      |
| Athelstone Quality Meats                             | Jon Feist      | SA                      | Employer           | SME / Retail      |
| JBS Australia Pty Ltd                                | Karla Kaumoana | QLD                     | Employer           | SME / Smallgoods  |
| William Angliss Institute (Vic)                      | Kris Wilson    | VIC                     | Educational Expert | RTO expertise     |



| Organisation                    | Name              | Jurisdictional Coverage | Stakeholder type   | Area of expertise                                 |
|---------------------------------|-------------------|-------------------------|--------------------|---------------------------------------------------|
| William Angliss Institute (Vic) | Kristine Wilson   | VIC                     | Educational Expert | RTO expertise                                     |
| South Metropolitan TAFE (WA)    | Kylie McDonald    | WA                      | Educational Expert | RTO expertise                                     |
| Australian Training Plus        | Laura Johnson     | NSW                     | Educational Expert | RTO expertise                                     |
| Torre & Mordini Gourmet Meats   | Lee Riskas        | WA                      | Employer           | SME / Retail                                      |
| Manufacturing Skills Queensland | Lisa Gilbert      | QLD                     | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |
| TasTAFE                         | Lynne Dacey       | TAS                     | Educational Expert | RTO expertise                                     |
| Challenge Foods                 | Marco Osterwalder | VIC                     | Employer           | SME / Smallgoods                                  |
| TAFE SA                         | Marcus Filippakis | SA                      | Educational Expert | RTO expertise                                     |
| Vermeij's Quality Meats         | Marcus Vermeij    | TAS                     | Employer           | SME / Retail                                      |
| JBS Australia Pty Ltd           | Mario Sayers      | QLD                     | Educational Expert | RTO expertise                                     |
| William Angliss Institute (Vic) | Mark Weatherley   | VIC                     | Educational Expert | RTO expertise                                     |

| Organisation                       | Name                 | Jurisdictional Coverage | Stakeholder type   | Area of expertise                                 |
|------------------------------------|----------------------|-------------------------|--------------------|---------------------------------------------------|
| TAFE NSW                           | Martin Paynter       | NSW                     | Educational Expert | RTO expertise                                     |
| Richards Quality Meats             | Matt Halsall         | SA                      | Employer           | SME / Retail                                      |
| Melrina   Quality Meat Wholesalers | Matt Ringrose        | NSW                     | Employer           | SME / Retail                                      |
| South Metropolitan TAFE (WA)       | Michael Featherstone | WA                      | Educational Expert | RTO expertise                                     |
| Craig Cook - The Natural Butcher   | Michael Honeysett    | NSW                     | Employer           | SME / Retail                                      |
| Carina North Quality Meats         | Michael James        | QLD                     | Employer           | SME / Retail                                      |
| TAFE NSW                           | MICHAEL KNOWLES      | NSW                     | Educational Expert | RTO expertise                                     |
| Collins Court Butchers             | Michael Lammond      | SA                      | Employer           | SME / Retail                                      |
| Territory Butchers                 | Mick Fairfield       | NT                      | Employer           | SME / Retail                                      |
| Manufacturing Skills Queensland    | Mitch Ryan           | QLD                     | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |

| Organisation                                                | Name                       | Jurisdictional Coverage | Stakeholder type   | Area of expertise                                 |
|-------------------------------------------------------------|----------------------------|-------------------------|--------------------|---------------------------------------------------|
| Skills Tasmania                                             | Narelle Punshon            | TAS                     | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |
| Department of Training and Workforce Development (WA)       | Nathan Clarke              | WA                      | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |
| Tibaldi Smallgoods                                          | Nick Roach                 | VIC                     | Employer           | SME / Smallgoods                                  |
| Nino's Meat & Smallgoods                                    | Nino Deciccia              | SA                      | Employer           | SME / Smallgoods                                  |
| Australian Meat Industry Council (AMIC)                     | OLIVER STANKOVSKI          | NSW                     | Peak Body          | SME / Smallgoods                                  |
| William Angliss Institute (Vic)                             | Peter O'Rourke             | VIC                     | Educational Expert | RTO expertise                                     |
| ST GEORGES SQUARE QUALITY MEATS                             | Philip Oliver              | TAS                     | Employer           | SME / Retail                                      |
| Dobbie's Butchery                                           | Richard and Rachael Dobbie | NT                      | Employer           | SME / Retail                                      |
| The Queensland Country Meat Processors Association (QCMPPA) | Rob Mollison               | QLD                     | Peak Body          | SME / Smallgoods                                  |
| Casalinga Gourmet Meats                                     | Rob Perry                  | TAS                     | Employer           | SME / Smallgoods                                  |

| Organisation                             | Name             | Jurisdictional Coverage | Stakeholder type   | Area of expertise |
|------------------------------------------|------------------|-------------------------|--------------------|-------------------|
| Robert's Meats                           | Robert Constable | NSW                     | Employer           | SME / Retail      |
| Charles Darwin University                | Robert Owen      | NT                      | Educational Expert | RTO expertise     |
| Montecatini Specialty Smallgoods         | Roland Melosi    | NSW                     | Employer           | SME / Smallgoods  |
| William Angliss Institute (Vic)          | Russell Carroll  | VIC                     | Educational Expert | RTO expertise     |
| Axial Training                           | Ryan Dashwood    | QLD                     | Educational Expert | RTO expertise     |
| Windsor Meats                            | Sam Burt         | SA                      | Employer           | SME / Retail      |
| TAFE NSW                                 | Scott Brown      | NSW                     | Educational Expert | RTO expertise     |
| TAFE SA                                  | Shayne O'Dea     | SA                      | Educational Expert | RTO expertise     |
| TAFE SA                                  | Simon Bosco      | SA                      | Educational Expert | RTO expertise     |
| Independent Institute of Food Processing | Stephan Knoll    | SA                      | Educational Expert | RTO expertise     |
| Hummerstons Gourmet Meats                | Steve Hack       | NSW                     | Employer           | SME / Retail      |

| Organisation                     | Name                       | Jurisdictional Coverage | Stakeholder type   | Area of expertise |
|----------------------------------|----------------------------|-------------------------|--------------------|-------------------|
| Gem Butchery                     | Suzanna Roeger             | QLD                     | Employer           | SME / Retail      |
| Malone's Butchery NT             | Te Aho Campbell            | NT                      | Employer           | SME / Retail      |
| Fanny Bay Meats and Poultry      | Terry Fauser               | NT                      | Employer           | SME / Retail      |
| TAFE SA                          | Thunder Verrall            | SA                      | Educational Expert | RTO expertise     |
| Swallow Drive Meats              | Tim Von Stanke             | SA                      | Employer           | SME / Retail      |
| Toowong Village Meats            | Tim Walsh                  | QLD                     | Employer           | SME / Retail      |
| Nigels Gourmet                   | Nigel .                    | TAS                     | Employer           | SME / Retail      |
| ST GEORGES SQUARE QUALITY MEATS  | Philip Oliver              | TAS                     | Employer           | SME / Retail      |
| Dobbie's Butchery                | Richard and Rachael Dobbie | NT                      | Employer           | SME / Retail      |
| Montecatini Specialty Smallgoods | Roland Melosi              | NSW                     | Employer           | SME / Smallgoods  |

| Organisation                                                | Name              | Jurisdictional Coverage | Stakeholder type   | Area of expertise                                 |
|-------------------------------------------------------------|-------------------|-------------------------|--------------------|---------------------------------------------------|
| Department of Training and Workforce Development (WA)       | Suzanne Seinor    | WA                      | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |
| PETER BOUCHIER                                              | Tom Bouchier      | VIC                     | Employer           | SME / Retail                                      |
| Food, Fibre & Timber Industries Training Council WA (FFITC) | Tony Palladino    | WA                      | ITAB/ITAC/ISAB     | State/Territory Training Authority representative |
| MeatSmith                                                   | Troy Wheeler      | VIC                     | Employer           | SME / Retail                                      |
| JBS Australia Pty Ltd                                       | Veerpal Kaur      | QLD                     | Educational Expert | RTO expertise                                     |
| Australian Meat Industry Employees Union AMIEU              | Warren Earle      | QLD                     | Union              | SME / Retail                                      |
| CHM Alliance Pty Ltd                                        | Warwick Bricknell | QLD                     | Educational Expert | RTO expertise                                     |
| TAFE NSW                                                    | Wayne McGee       | NSW                     | Educational Expert | RTO expertise                                     |
| FS Alliance                                                 | Wes Herrod        | QLD                     | Educational Expert | RTO expertise                                     |
| QLD Country Meats                                           | Paul Lavelle      | QLD                     | Employer           | SME/ Retail                                       |

| Organisation                  | Name          | Jurisdictional Coverage | Stakeholder type | Area of expertise |
|-------------------------------|---------------|-------------------------|------------------|-------------------|
| W. Carey & Sons Quality Meats | Wayne Carey   | QLD                     | Employer         | SME/ Retail       |
| Frenchville Quality Meats     | Jesse Elliot  | QLD                     | Employer         | SME/ Retail       |
| Cross Custom Meats            | Doug Cross    | QLD                     | Employer         | SME/ Retail       |
| Kawungan Quality Meats        | Dale Newberry | QLD                     | Employer         | SME/ Retail       |
| Lawson's Butchery             | John Lawson   | QLD                     | Employer         | SME/ Retail       |
| Gracemere Quality Meats       | James Clark   | QLD                     | Employer         | SME/ Retail       |

## Distribution of key stakeholders

| Stakeholder Type                            | National | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
|---------------------------------------------|----------|-----|-----|----|-----|----|-----|-----|----|
| RTOs                                        |          |     | ✓   | ✓  | ✓   | ✓  | ✓   | ✓   | ✓  |
| Industry employer                           |          |     | ✓   | ✓  | ✓   | ✓  | ✓   | ✓   | ✓  |
| Industry association<br>/Peak industry body | ✓        |     |     |    | ✓   |    |     |     |    |
| Regulator / Licensing                       |          |     | ✓   |    |     | ✓  |     | ✓   |    |
| Union                                       | ✓        |     |     |    |     |    |     |     |    |
| Industry training<br>advisory bodies (ITAB) |          | ✓   | ✓   | ✓  | ✓   | ✓  | ✓   | ✓   | ✓  |
| STA/TTA                                     |          | ✓   | ✓   | ✓  | ✓   | ✓  | ✓   | ✓   | ✓  |



# Communications channels, tools and purpose

## Skills Insight and MINTRAC websitea

- 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 surveys for collecting feedback.
- The [MINTRAC website](#) will provide stakeholders with a snapshot of the project and connect them to the Skills Insight webpage for further information.

## Skills Insight and MINTRAC newsletter and news alerts

- Timely news alerts will also be distributed to project and sector-specific subscribers whenever there is a project update.
- The Skills Insight and MINTRAC general newsletters 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 to 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 State/Territory Training Authorities (STA/TTA), Industry Training Advisory Bodies (ITAB), Curriculum Maintenance Manager (VQRS):**

- 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 Public consultation stage, Skills Insight then presents and discusses the draft training package products, collecting feedback from a wide range of stakeholders across the country. While specific public consultation dates are identified, feedback is welcomed at any time and will help in drafting the training package products. Stakeholders are encouraged to contact the project team via the [Retail Butchery and Smallgoods Project](#).

| Consultation type                                 | When/where                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Committee meetings                      | <p>The Technical Committee will meet at the project commencement, throughout the project as required, and at the project conclusion.</p> <p>Propose that a minimum of two face to face meeting are held with additional meetings held online</p> <p>Additional meetings/ phone calls with Technical Committee members will be conducted to seek guidance on any conflicting feedback or to seek expert advice</p> <p>Post- public consultation discussions, depending on outcomes of feedback and any follow-up that may be required.</p> <p>Final draft sign off by Technical Committee members to be conducted post public consensus gathering.</p> | <p>Initial meeting online to facilitate introductions to members. view and acknowledge these documents on the terms of reference, consultation strategy.</p> <p>Face to face meeting is preferred for in depth discussion and agreement on the structure of proposed qualifications and unit development.</p> <p>Additional meetings/phone calls with Technical Committee members will take place if/when required to address any conflicting feedback and/or seek further advice.</p> <p>Technical Committee members are encouraged to attend public consultation sessions (if possible).</p> <p>Consensus gathering workshops are to sign-off of any proposed solutions, draft materials and further recommendations. These will likely be broken down to relevant industry sectors.</p> |
| Site Visits                                       | Will be conducted / as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Site visits will be organised to align with planned travel during the broad consultation phase of the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Targeted invitations to STA/TTA/ITABS/ISABs/ VQSR | <p>Targeted consultation with state training authorities, state industry advisory groups and curriculum maintenance management service.</p> <p>As needed throughout the project.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Targeted invitations to STAs/ITABS/CMM to attend consultation workshops or individual phone calls/meetings to discuss the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                      |                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public and Government Consultation                                   | <p>Proposed 7 Face to face public consultation meetings including covering RRR.</p> <p>Proposed 4 public webinars during <i>Public and Government Consultation</i> phase.</p> | <p>Focus of this consultation phase is on getting feedback and support for the proposed updates to the qualifications and skill sets with the improved units of competency.</p> <p>People from all backgrounds are encouraged to attend and provide feedback/contribute.</p> <p>Additional documentation to include the list of units of competency to be updated in each qualification and skill sets, and to include notes on changes between the current and updated units so that stakeholders have a greater understanding of the impact that updating these qualifications will entail.</p> <p>Surveys may be utilised to be used to capture <a href="#">feedback</a>.</p> |
| Public Consensus Gathering workshops                                 | <p>Proposed 4 public consensus gathering workshops</p> <p>Online</p>                                                                                                          | To provide support of any proposed solutions, final draft materials and further recommendations prior to final steps to submit for endorsement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Commonwealth, state and territory Senior Responsible Officers (SROs) | Online.                                                                                                                                                                       | Targeted invitation for SROs to attend an online briefing session during their review period to address any concerns regarding implementation issues or feedback addressed during 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 public consultation workshops (virtual and face-to-face)
- Contact the project manager:  
Mark Wadsworth  
Project Manager/ Stakeholder Engagement Manager, MINTRAC  
[mwadsworth@mintrac.com.au](mailto:mwadsworth@mintrac.com.au)  
0408 612 883
- Feedback Hub and surveys – available during development, broad consultation and consensus gathering phases on the [project webpage](#)
- Website contact forms for [Skills Insight](#) or [MINTRAC](#)

## 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's webpage at [Retail Butchery and Smallgoods Project](#)

This log will include:

- generic stakeholder information (stakeholder type and location)
- engagement activities
- 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, in the event consensus is unable to be reached, a formal dispute resolution process may be undertaken. This process is outlined in the [Training Package Organising Framework](#).

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 Retail Butchery and Smallgoods Project Technical Committee has reviewed and contributed to this Consultation Strategy as required, and gave their support on the 4 and 10 June 2026.



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.