

CS40 Training and Standards Lead

1. Job role

TCF sub-sector	Cross sector
Job role	CS40 Training and Standards Lead
Job role description	Leads workforce capability development, technical standards alignment and training systems within TCF enterprises or industry networks. Responsible for developing skills pathways, maintaining quality standards and supporting apprenticeship and professional development programs.
Performance expectations	- Develop and implement workforce training strategies - Align technical practices with recognised industry standards - Support apprenticeship and trainee development pathways - Maintain consistent service quality benchmarks - Facilitate internal and external training programs - Promote continuous professional development culture
Specialisation	- Competency framework development - Apprenticeship and trainee coordination - Quality and technical standards alignment - Industry consultation and engagement - Curriculum and training resource development
Application in other TCF sectors	The skills described in this profile are transferable across multiple sectors of the textile, clothing and footwear (TCF) industry and may also be applied in other manufacturing and product-based industries where similar capabilities are required.

2. Key tasks and critical work functions

Key tasks	- Develop structured training programs for TCF personnel - Define and document technical service standards - Coordinate apprenticeship and mentoring systems - Monitor skill gaps and workforce capability needs - Liaise with RTOs and training providers - Conduct skills audits and competency assessments - Develop learning materials and standard operating procedures
Critical work functions	- Maintaining consistent technical service standards - Ensuring structured skills development pathways - Aligning business practices with recognised frameworks - Supporting workforce succession planning - Maintaining documentation of competency standards - Promoting safe and compliant work practices - Supporting long-term industry capability

3. Technical skills

Training program design*	Develop structured learning and assessment systems.
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Competency framework development	Align roles with skill standards.
Apprenticeship systems knowledge	Understanding Australian apprenticeship frameworks.
Quality standards documentation	Drafting and maintaining SOPs.
Skills auditing	Assessing workforce capability gaps.
Stakeholder engagement	Working with RTOs and industry bodies.

4. Generic Skills

Leadership	Guide workforce development initiatives.
Communication	Deliver clear training content and standards guidance.
Strategic thinking	Align training with long-term business goals.
Organisation	Manage documentation and training schedules.
Collaboration	Work across sites and external providers.
Analytical thinking	Evaluate competency and performance data.

5. Emerging skills

Emerging skills	- Digital learning management systems (LMS) - Micro-credential and short-course integration - Circular economy skills embedding - National skills framework alignment
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6. VET Qualifications and Skill Sets

Entry-level preparation	TAE40122 Certificate IV in Training and Assessment or equivalent
Advanced development	TAE50216 Diploma of Training Design and Development or equivalent

7. Job progression

Possible job progression	Senior Technical/Repair Specialist → Training and Standards Lead → Human Resources Officer → Human Resources Director → Operations Director
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8. Classification

Australian Qualifications Framework	AQF Level 4-5 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 1-2 - Professional
Open Source Classification of Occupations for Australia (OSCA)	Training and Development Professional



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