

# CS40 Training and Standards Lead

## Disclaimer

*These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.*

*These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.*

## 1. Job role

| TCF sub-sector                   | Cross sector                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 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         | <ul style="list-style-type: none"> <li>• Develop and implement workforce training strategies.</li> <li>• Align technical practices with recognised industry standards.</li> <li>• Support apprenticeship and trainee development pathways.</li> <li>• Maintain consistent service quality benchmarks.</li> <li>• Facilitate internal and external training programs.</li> <li>• Promote continuous professional development culture.</li> </ul> |
| Specialisation                   | <ul style="list-style-type: none"> <li>• Competency framework development.</li> <li>• Apprenticeship and trainee coordination.</li> <li>• Quality and technical standards alignment.</li> <li>• Industry consultation and engagement.</li> <li>• Curriculum and training resource development.</li> </ul>                                                                                                                                       |
| Application in other TCF sectors | The skills described in this profile are transferable across multiple sectors of the 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

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| Key tasks | <ul style="list-style-type: none"> <li>• Develop structured training programs for TCF personnel.</li> <li>• Define and document technical service standards.</li> <li>• Coordinate apprenticeship and mentoring systems.</li> <li>• Monitor skill gaps and workforce capability needs.</li> <li>• Liaise with RTOs and training providers.</li> <li>• Conduct skills audits and competency assessments.</li> <li>• Develop learning materials and standard operating procedures.</li> </ul> |
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| Critical work functions | <ul style="list-style-type: none"> <li>• Maintaining consistent technical service standards.</li> <li>• Ensuring structured skills development pathways.</li> <li>• Aligning business practices with recognised frameworks.</li> <li>• Supporting workforce succession planning.</li> <li>• Maintaining documentation of competency standards.</li> <li>• Promoting safe and compliant work practices.</li> <li>• Supporting long-term industry capability.</li> </ul> |
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### 3. Technical skills

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

### 4. Generic Skills

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| 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

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| Emerging skills | <ul style="list-style-type: none"> <li>• Digital learning management systems (LMS).</li> <li>• Micro-credential and short-course integration.</li> <li>• Circular economy skills embedding.</li> <li>• National skills framework alignment.</li> </ul> |
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### 6. VET Qualifications and Skill Sets

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| 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

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| 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

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| Australian Qualifications Framework                               | AQF Level 4-5 (enterprise dependent).         |
| Australian Bureau of Statistics (ABS)<br>Skill Levels             | Skill Level 1.                                |
| Open Source Classification of<br>Occupations for Australia (OSCA) | 222431 Training and Development Professional. |



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