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DIRECTORATE OF VOCATIONAL EDUCATION AND TRAINING

Australian Training Packages

compiled by Aus4Skills with extensive support from
Aus4Skills' advisor – Dr. Greg McMillan

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Australian Training Packages

Introduction

Training packages are a key feature of Australian vocational education and training (VET). This paper aims to provide the Directorate of Vocational Education and Training (DVET) with insights about Australian training packages to support DVET in research and policy development in VET areas such as sector skills council models, occupational skills standards, training occupations and qualifications, learning outcomes, and training delivery and articulation.

The paper also seeks to support Logistics Industry Reference Council (LIRC), the pilot sector skills council in the Aus4Skills, in exploring training package development - a key function of the Job and Skills Councils (JSC) model in Australia. The paper is also a good reference for VET institutions and enterprises to inform the standardising of their course learning outcomes and curricula.

This paper draws from information on training packages on websites of relevant Australian agencies. It was compiled by Aus4Skills with extensive support from Aus4Skills' VET advisor - Dr Greg McMillan. It can be read together with the paper on *Industry-VET engagement in Australia: origins and reforms* written by Paul Walsh and Paul Humphreys, Industry Skills Australia.

Brief overview of Australian VET system

Post-secondary education in Australia is separated into two systems: VET and higher education (HE). The national regulators for these two systems are:

- Australian Skills Quality Authority (ASQA) for VET
- Tertiary Education Quality Standard Agency (TEQSA) for Higher Education.

Within Australia, VET encompasses the Technical and Further Education (TAFE) public sector, private providers, community education and training, and work-based or enterprise training. Additionally, some VET activities are embedded within secondary schools and universities. Regardless of provider, an organisation must be registered as a training organisation (RTO) with ASQA to deliver accredited VET qualifications, skill sets or specific units of competence.

The Australian Qualifications Framework (AQF) was introduced in 1995. Seven of the 10 AQF levels apply to the Australian VET system:

| AQF Level	Secondary Schools	Vocational Education and Training	Higher Education
10			Doctoral Degree
9			Master's degree
8		Graduate Diploma #	Graduate Diploma ##
8		Graduate Certificate #	Graduate Certificate ##
7			Bachelor's degree
6		Advanced Diploma	Associate degree
5		Diploma	Diploma
4		Certificate IV	
3		Certificate III	
2	Senior Secondary	Certificate II	
1	Certificate of Education	Certificate I	

Training Packages

Definition and purpose

Training packages specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in units of competency. Training packages also detail how units of competency can be packaged into nationally recognised and portable qualifications that comply with the AQF. They also specify how they can be packaged to provide pathways towards a specialist industry need or regulatory/license requirement.

Training packages are used for a range of purposes, but predominantly:
- by training providers, to design training curriculum tailored to support individual learner needs, and the needs of employers and industry
- by employers, to assist with workforce design, development, and structure.
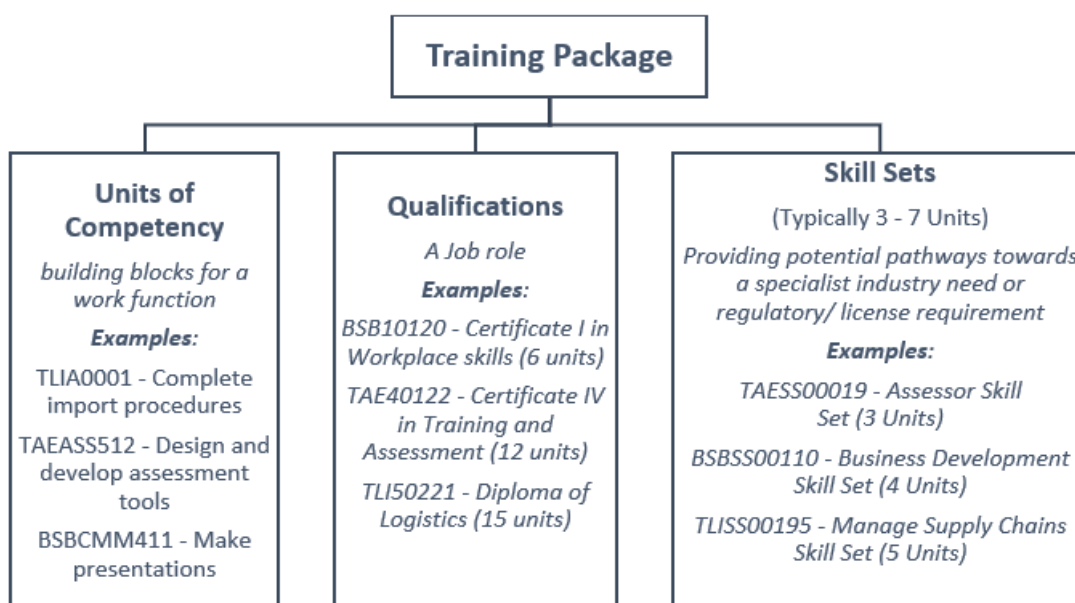
All current and superseded training packages, including qualifications, units and skill sets are publicly available on the Australian national register of VET at training.gov.au. The list of 54 training packages is in Attachment 1.

Example: Transport and Logistics Training Package (Training Package Code: TLI):
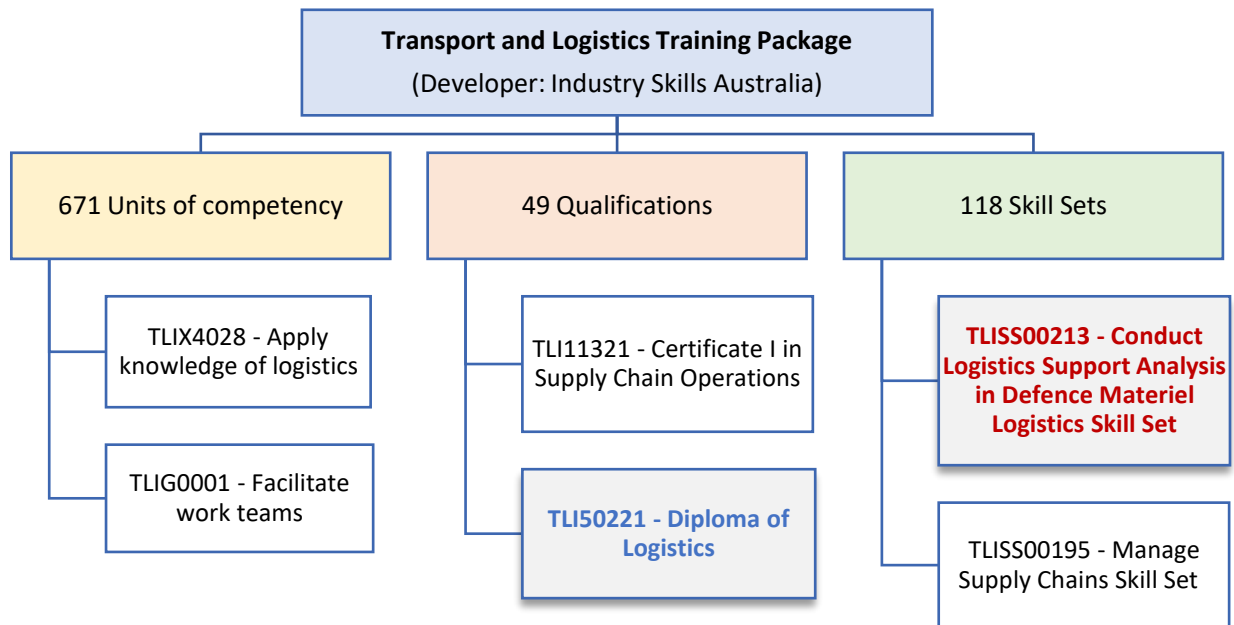
The list of units of competencies, qualifications and skillsets of current Australian Transport and Logistics Training package is in Attachment 2.

In addition to qualifications and skills sets, VET students in Australia can choose from 750 accredited courses accredited by ASQA or a state regulator. Accredited courses are developed to fill skills and knowledge gaps that are not covered by training packages They can be developed by anyone who wants a course to be nationally recognised. Course owners pay to accredit a course. They own the intellectual property (IP) and can 'licence' it to RTOs.

Units of Competency

Units of competency are standards of performance required in the workplace. They are the building blocks for skills sets and qualifications.

Within each unit of competency there is consistent information that covers:
- Modification history
- Application (general description of how this unit can be applied)
- Any pre-requisites
- Competency field
- Unit sector
- Elements and performance criteria
- Foundation skills (essential to performance are explicit in the performance criteria of this unit of competency)
- Range of conditions
- Unit mapping Information (relevant for superseded units)
- Links (including the link to access Companion Volume Implementation Guides)

The website training.gov.au also identifies the training packages, skills sets and qualifications that contain this unit, and the RTOs approved to deliver the unit.

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Assessment requirements are established for each unit of competence that cover the following:
- Performance evidence that specifies evidence required to demonstrate competence.
- Knowledge evidence that specifies what knowledge is required to demonstrate competence
- Assessment conditions which covers both the general assessment conditions typical of any unit of competence plus any specific assessment conditions relevant to a specific unit of competency.

As an example, the unit of competency *TLIX4028 Apply knowledge of logistics* and its assessment requirements of the current Australian Transport and Logistics Training Package are in Attachment 3 and Attachment 4 respectively.

Qualifications and skills sets from one training package may include imported units of competency from other training packages (see page 21 of Attachment 2 which indicates all imported units of competency referenced in the Transport and Logistics Training Package).
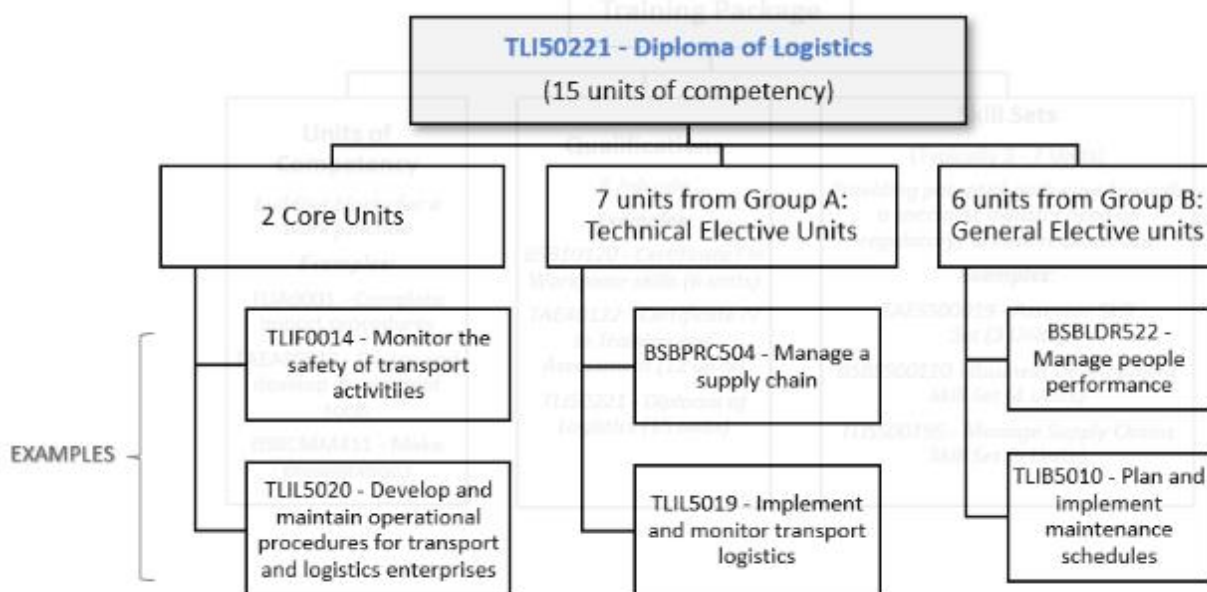
Qualifications

A VET qualification is a testamur given to a person confirming that they have achieved learning outcomes and competencies that satisfy the requirements of a qualification recognised under the AQF.

Within each qualification there is consistent information that covers:
- Modification History
- Qualification description including information about the possible job titles relevant to the qualification
- Entry requirements
- Packing rules in which the total of units of competency comprising core units and elective units are listed.
- Qualification mapping Information
- Links (including the link to access the Companion Volume Implementation Guides)

An example of the packing rules for *TLI50221 Diploma of Logistics* is as follows. Further details of the qualification are in Attachment 5.

All RTOs that deliver a course must follow the relevant packing rules for their training delivery of VET qualifications. Different qualifications under a training package could share some common units of competencies. This allows horizonal and vertical articulation among VET qualifications. For example, the

two core units of competency of *TLIR5014: Manage suppliers* and *TLIU4001: Implement and monitor environmental protection policies* are in both the *Diploma of Logistics* and the *Diploma of Material Logistics*. The *Diploma of Logistics* and *Advanced Diploma of Materiel Logistics* share a common unit of competency, *TLIU4001: Implement and monitor environmental protection policies and procedures*.The website training.gov.au also identifies the training packages that contain this qualification and the RTOs approved to deliver the qualification.
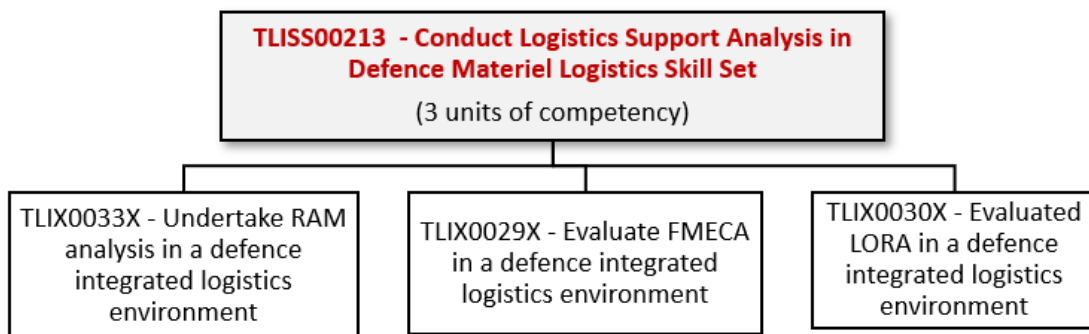
Skills Sets

A skills set is a single unit of competency or a combination of units of competency from a training package that link to a licensing or regulatory requirement, or a defined industry need.

Within each skills set there is consistent information that covers:
- Modification history
- Skill set description
- Pathways information
- Licensing/regulatory information
- Skills set requirements (indicating the number of units of competency that must be attained)
- Target group
- Suggested words for Statement of Attainment (Statements of attainment are documents (like a certificate) that show the units of competency that a student completes as part of a nationally recognised course.
- Custom content section

As an example, *TLISS00213 - Conduct Logistics Support Analysis in Defence Materiel Logistics Skill Set* as one of 80 skills sets in current Australian Transport and Logistics Training package is in Attachment 6. This skill set comprises three units of competency.

The website training.gov.au also identifies the training packages that contain this skills set and the RTOs approved to deliver this skill set.

Components of a training package

The nationally endorsed components of a training package include:
- units of competency
- assessment requirements (associated with each unit of competency)
- qualifications
- credit arrangements.

Credit arrangements mean the arrangements that facilitate the movement or progression of students from one qualification or course to another, or from one learning education and training sector to

another. Most qualifications do not have national credit arrangements, but several diplomas (AQF5) do between RTOs and universities. Credit arrangement can be accessed at bottom of each training package page on training.gov.au.

A training package also consists of components that are not nationally endorsed which do not form part of the requirements that a training provider must meet. i.e the skills sets and Component Implementation Guides.

Training Package Organising Framework

The Training Package Organising Framework is a set of rules owned by Skills Ministers which include content and process requirements that guide the development and content of nationally recognised training packages. It is comprised of the following policies:

- Standards for Training Packages ('the Standards') – sets the overarching design and development requirements of training products for endorsement by Skills Ministers.
- Training Package Products Policy – outlines the design rules that must be adhered to when developing or modifying a training product.
- Training Package Products Development and Endorsement Process Policy – outlines the process for developing and seeking the endorsement of training products.

The Training Package Organising Framework was updated in November 2022 in preparation for the implementation of new industry engagement arrangements from January 2023. This includes the establishment of Jobs and Skills Councils. The updated policies commenced on 1 January 2023

Key Stakeholders (2023 onwards)

Government

Commonwealth, Sate and Territory Skills Ministers are members of the Skills and Workforce Ministerial Council. The Skills and Workforce Ministerial Council provides a forum for national cooperation and stewardship across the VET system and on the intersection of skills and training policy with workforce issues.

Skills Ministers may also issue strategic directives that require Jobs and Skills Councils to initiate training product development work. These directives will be used to inform the prioritisation of existing training product development work undertaken by a Jobs and Skills Council. These directions may be issued at any time in the process, including to ensure emerging needs are being considered.

Jobs and Skills Councils (JSCs)

The JSCs are working with Jobs and Skills Australia (JSA) the governing agency overseeing JSCs, to:

- align workforce planning for their sectors
- identify skills and workforce needs
- map career pathways
- develop VET training products
- provide intelligence on industry issues.

Jobs and Skills Councils are industry owned and led entities that are funded by the Commonwealth to:
- Undertake workforce planning to identify, forecast and respond to current and emerging skills needs and workforce challenges of their industries
- Develop training products that improve the quality, speed to market and responsiveness of training products, including piloting emerging products and testing new approaches to meet industry needs
- Support RTOs to ensure training delivery meets employer needs, career pathways are mapped and promoted, and the impact of delivery is monitored
- Provide strategic advice on skills and workforce needs and the effectiveness of VET system policies and standards.

Training Package Assurance Body

The early indications were that ASQA, as the national regulator for RTOs and courses, would be the approved Training Package Assurance Body. However, the Department of Employment and Workplace Relations was approved by the Commonwealth Government to establish an independent Training Package Assurance function to ensure training products meet national standards.

The Assurance Body has responsibility for:
- assessing draft training products against the Training Package Organisational Framework
- making recommendations to Skills Ministers about the endorsement of proposed training products
- educating, engaging and consulting with Jobs and Skills Councils about training products.
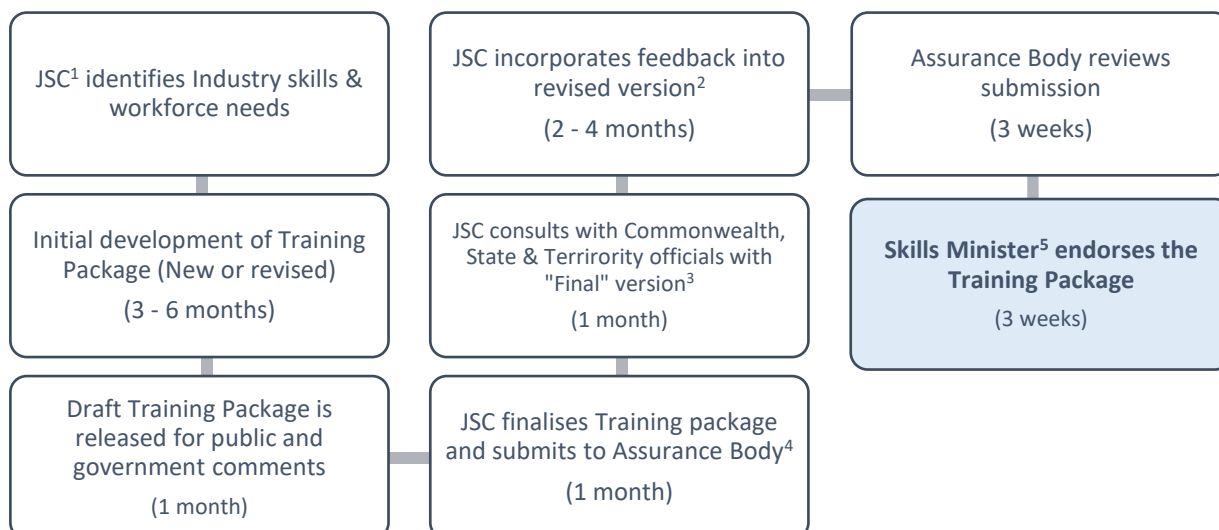
Training Package Quality Principles

The details of the design and development training packages is quite complex; but the identified principles that underpin the purpose of training packages are self-explanatory. While these principles relate to Australian National Training Packages, they could be adapted to any course development where a focus on industry needs is a key goal or purpose. At a high-level, the current principles for Australian National Training Packages are that they should:
1. reflect identified workforce outcomes
2. support portability of skills and competencies including reflecting licensing and regulatory requirements
3. reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry
4. be flexible to meet the diversity of learner and employer needs, including the capacity to adapt to changing job roles and workplaces
5. facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors
6. support interpretation and implementation by RTOs and others using simple, concise language and clear articulation of assessment requirements.

Development Process

JSC[1] identifies Industry skills & workforce needs	JSC incorporates feedback into revised version[2] (2 - 4 months)	Assurance Body reviews submission (3 weeks)
Initial development of Training Package (New or revised) (3 - 6 months)	JSC consults with Commonwealth, State & Terrirority officials with "Final" version[3] (1 month)	**Skills Minister[5] endorses the Training Package** (3 weeks)
Draft Training Package is released for public and government comments (1 month)	JSC finalises Training package and submits to Assurance Body[4] (1 month)	

1. Jobs and Skills Councils (JSC) are not-for-profit companies that are industry-owned and industry-led. They are parts of the national network of 10 JSCs that provide leadership to address skills and workforce challenges for their industry. Read more here.
2. This process needs further consultations with stakeholders. JSC must manage disagreements, disputes and justify all unresolved issues.
3. This is a validation process for each regional authority.
4. The Training Package Assurance Body is a function of the Department of Employment and Workplace Relations. The Assurance Body focuses on compliance of training packages against technical elements of national standards and policy. Read more here.
5. Skills Ministers are members of the Skills and Workforce Ministerial Council, which provides a forum for national VET cooperation. Skills Ministers issues directives on training package development. Read more here.

Training packages are categorised into 10 sector groups, managed by associated Jobs and Skills Councils as follows:

#	Sector Group	Jobs and Skills Council
1	Agribusiness, Fibre, Furnishing, Food, Animal and Environmental Care	Skills Insight
2	Arts, Personal Services, Retail, Tourism and Hospitality	SkillsEQuipped
3	Energy, Gas and Renewables	Powering Skills Organisation Ltd
4	Finance, Technology and Business	Future Skills Organisation
5	Manufacturing	Manufacturing Industry Skills Alliance
6	Mining and Automotive	Mining and Automotive Skills Alliance
7	Transport and Logistics	Industry Skills Australia
8	Public Safety and Government	Public Skills Australia
9	Aged and Disability, Children's Education and Care, Health, Human Services, Sport and Recreation	HumanAbility
10	Building, Construction, Property and Water	BuildSkills Australia

Funding

The development of Australian national training packages is funded by the Australian Government, through the Job and Skills Councils. Each year Jobs and Skills Councils are required under their Grant Agreements to summarise their planned training product development activities in an Annual Training Product Development Plan published on their website.

Annual Training Product Development Plans should:
- outline the training products that will be developed
- determine the schedule for training product development that complies with the Training Package Prioritisation Framework
- indicate the reasoning for the prioritisation of training product development work.

Analysis and lessons learnt from Australian Training Packages

- **The application of the 'package approach' to VET qualifications development ensures higher efficiency in both time and resources**. Employers operating within the same sector usually have similar skills needs. Thus, different VET qualifications are designed to have a number of shared units of competency. This explains why VET qualifications in Australia are developed in the form of packages categorised in different sector groups rather than separately on a case-by-case basis.
- **The national approach in developing training packages along with other supporting policies and strategies ensures that the Australian VET system provides consistency in delivery and assessment in VET qualifications.** All VET qualifications from Certificate 1 to Advanced Diploma are identified in the training packages. This indicates that all VET qualifications are quality assured and nationally recognised. This ensures equity of access and participation in VET for individuals and provides for horizontal and vertical pathways between AQF levels and different providers.
- **That training packages developed by Jobs and Skills Councils are industry owned and led, which ensures that VET qualifications are relevant and current to meet the needs of industry**. Training packages help the VET system achieve a better linkage between skills demand and supply.
- **With the government ensuring funding and rulesets for training package development and Jobs and Skills Councils designing the training packages, there are effective shared contributions to the development of a flexible and skilled workforce.**
- **Having all current and superseded training packages - including qualifications, units and skill sets - publicly available on training.gov.au demonstrates the transparency of the Australian VET system.** VET providers, employers and learners can easily access the information on the list of VET qualifications, skill sets, units of competencies and RTOs approved to deliver them. This supports VET providers, employers and learners in navigating the system and make more informed choices and decisions.

Source Documents and Websites
- Department of Employment and Workplace Relations and related documents and website
- ASQA documents and website
- Training.gov.au