



Australian Government

Department of Employment and Workplace Relations





TRAINING PACKAGE ASSURANCE

# Approach to Assurance

AUGUST 2023



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## Note

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**The document must be attributed as the Training Package Assurance, Approach to Assurance.**

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# Section 01



# Purpose

**Jobs and Skills Councils must follow the development process described in the Training Package Product Development and Endorsement Process Policy (TPPDEPP) and then prepare a submission for consideration by the Assurance Body. This document provides guidance and information about how the Assurance Body will assess the submission.**

The Australian Government has established the Training Package Assurance Body in the Department of Employment and Workplace Relations (DEWR) to assess new and/or updated training package products submitted by Jobs and Skills Councils (JSCs).

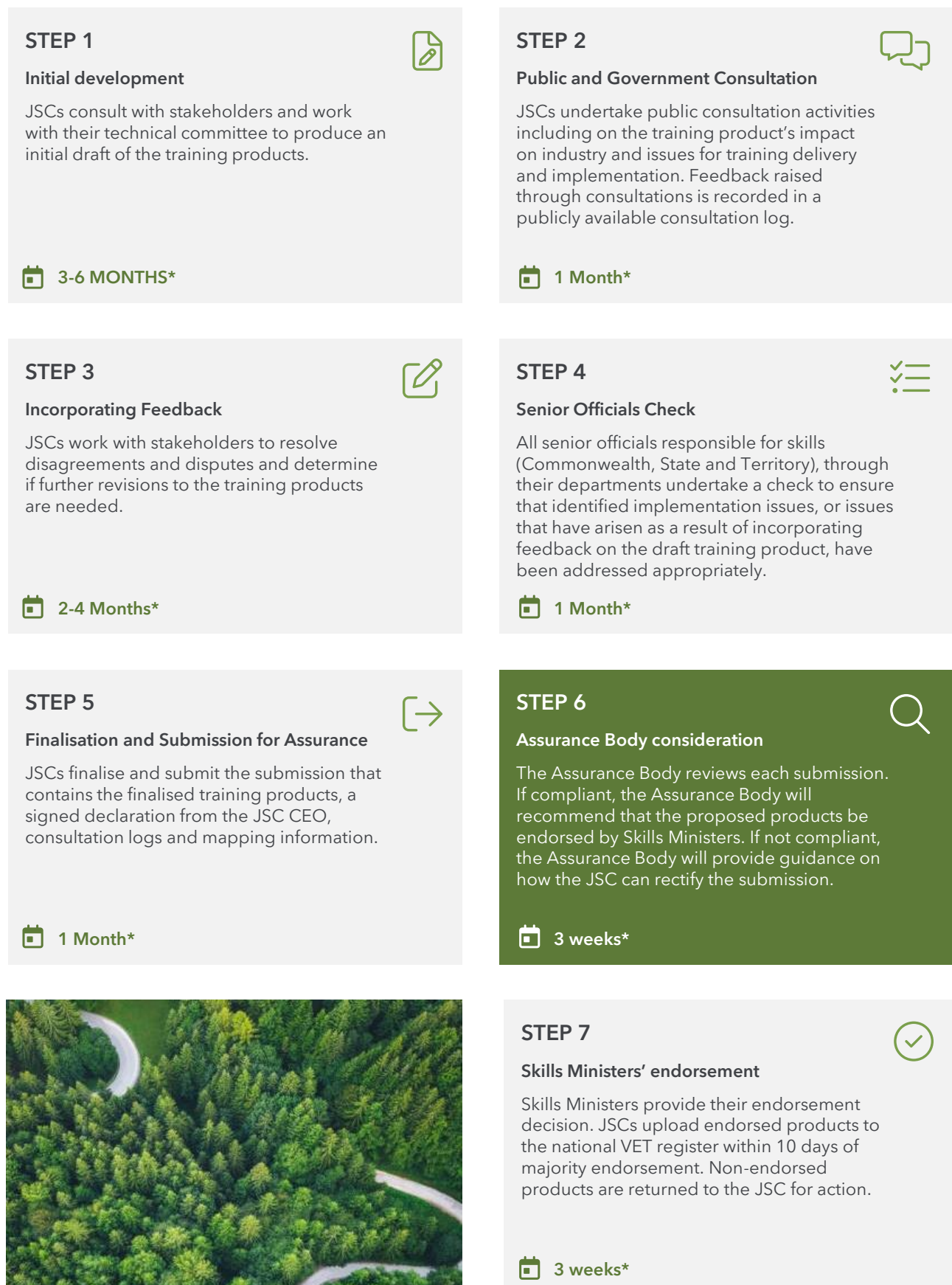
The Assurance Body has a primary focus on the compliance of training package products against technical elements of the national standards and policy. It will deliver a streamlined quality assurance process, that is both transparent and accountable. This will be achieved by adhering to business rules and processes that have been developed to ensure the assurance assessment is conducted in a manner consistent with the Training Package Organising Framework (TPOF) requirements, providing detailed reports to JSCs on assurance assessment outcomes and producing recommendations with supporting rationale for Skills Ministers to inform their endorsement decisions. Finally, where recurring compliance issues are identified in submissions, the Assurance Body will educate, engage and consult with JSCs to improve the quality of the training product development process.

## **The assessment includes whether:**

- ✓ the Training Product Submission (the submission) contains all required documentation
- ✓ stakeholders have been consulted and broad consensus<sup>1</sup> has been reached, or where consensus has not been reached, justification has been provided
- ✓ the training products meet the design and development requirements set out in the TPOF
- ✓ there is evidence that consultation has been responsive to the needs of vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

**JSCs are responsible for ensuring that the training package products they have developed have merit and reflect the needs of industry and stakeholders.**

<sup>1</sup>For training products to be considered to have broad consensus there must be agreement from the major industry stakeholders, all jurisdictions, regulators and all involved JSCs.

**Figure 1 | The Training Product Development Process** (summarised from the TPPDEPP)

\*Indicative TPOF timeframe

# Section 02



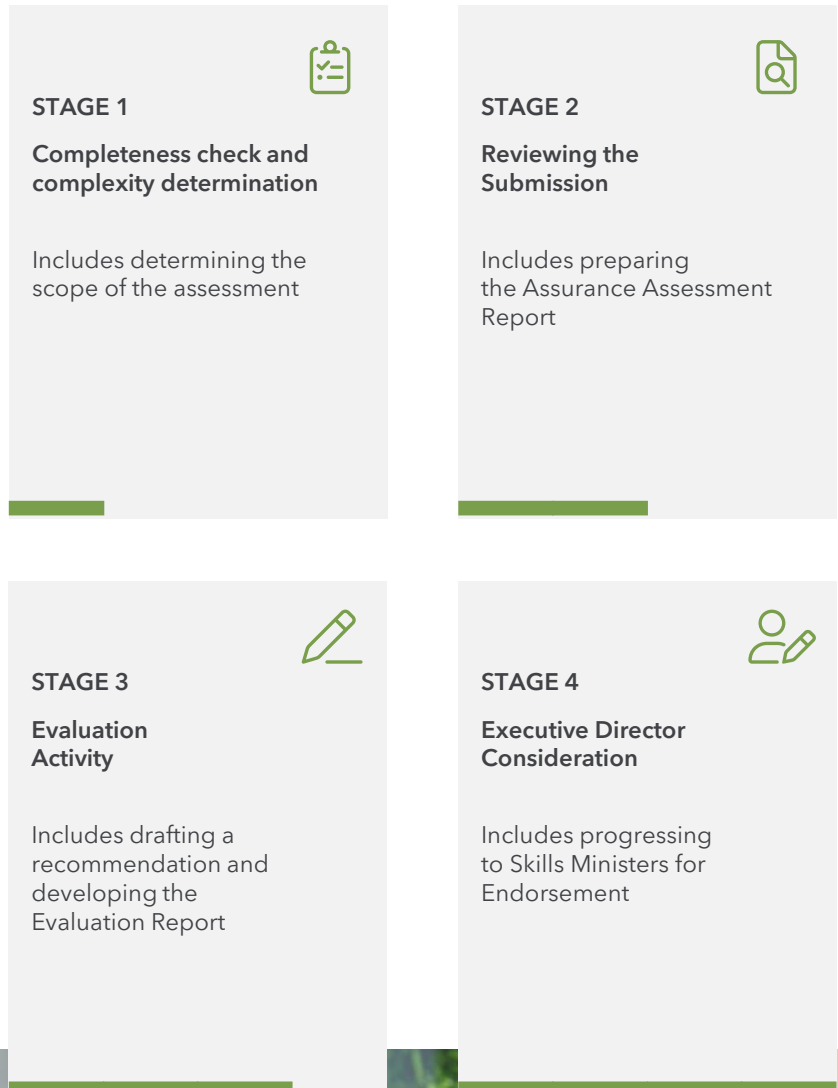
# The Approach to Assurance

The assurance assessment is undertaken in a four-stage process. Each stage has an approximate timeframe, which aims to have the end-to-end assurance process completed in 3 weeks.

Projects with a higher complexity level may require additional time to assess.

If additional evidence or information is sought from the JSC during Stages 1 and 2, the assurance activity is paused until the assessment can recommence.

Figure 2 | Assurance Assessment Stages



# Assurance Assessment Sampling

The scope of the assurance assessment is determined by the complexity level (low, medium or high), that is assigned to the project by the TPA team. The complexity level identifies where the particular focus of the assessment should be and what experience the assessor should have. For larger activities, the complexity level will also help determine the sample of training products that will be reviewed in the assurance assessment.

The complexity level is determined by the following factors:

## Scope of the project

What is the project rationale?  
Does it have cross industry impacts?

## Consultation activity

Does the consultation activity reflect what was planned in the consultation strategy? If there have been changes, what is the reasoning?

## Feedback treatment and consensus

Where issues have been raised, how have these been managed? Has consensus been reached?

## Anti-discrimination assessment outcome

How detailed is the anti-discrimination assessment?

## Mandatory workplace requirements

Do the products contain mandatory workplace requirements and is there support for these requirements?

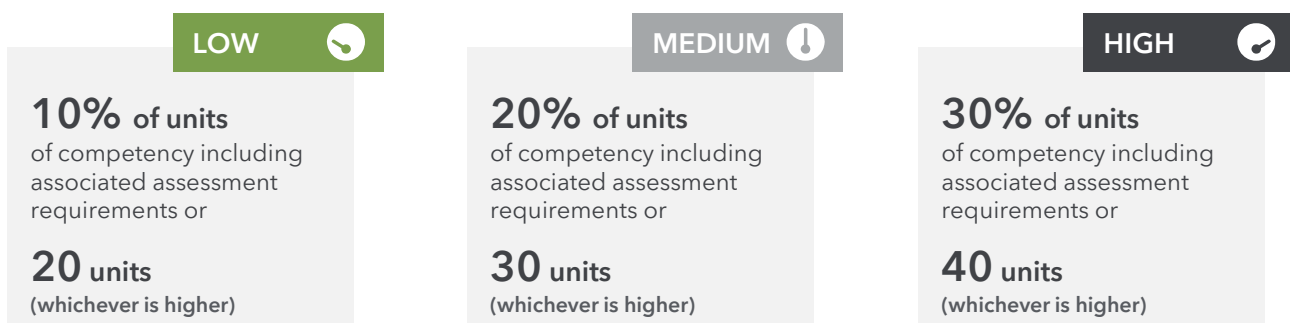
## Regulatory, licensing or legislative impact:

Are there regulatory, licensing or legislative impacts?

## The assurance assessment will always include:

- ✓ All qualifications in the submission
- ✓ All companion volumes against minimum requirements
- ✓ Products that have a regulatory, licensing or legislative implication
- ✓ Products that contain a mandatory workplace requirement (MWR)
- ✓ Products that may have cross industry impact

Figure 3 | Sampling Approach



For larger activities (more than 20 units of competency), the complexity level assigned to the submission will determine the minimum number of units of competency to be reviewed during the assurance activity. When choosing specific units of competency, the TPA team will focus on areas where stakeholders have indicated concern and/or any issues highlighted in the complexity assessment.

# Reviewing the Submission

The TPOF is made up of three intersecting and complementary standards and policy documents that support the development of quality training package products.

## THE STANDARDS

Standards for Training Packages



## TPPP

Training Package Products Policy



## TPPDEPP

Training Package Products Development and Endorsement Process Policy



Reporting compliance against each individual requirement from the three components of the TPOF would result in duplication and potential over-reporting of issues that intersect across the standards and policies.



To enable consistent reporting and to minimise duplication, the submission has been mapped to the six Training Package Quality Principles and their associated 12 Key Features described in Section 5 of the TPPDEPP. The Quality Principles set out the purpose of training products and their role in meeting the needs of industry, learners, and the economy.

Each Quality Principle and the evidence required to demonstrate compliance has been mapped to the TPOF to ensure the Assurance Body's determination of compliance against these principles finds compliance against the TPOF in its entirety. While there is interrelationship between the Quality Principles and all of the Standards and the TPPP, Figure 4 highlights where the most direct connection has been mapped.

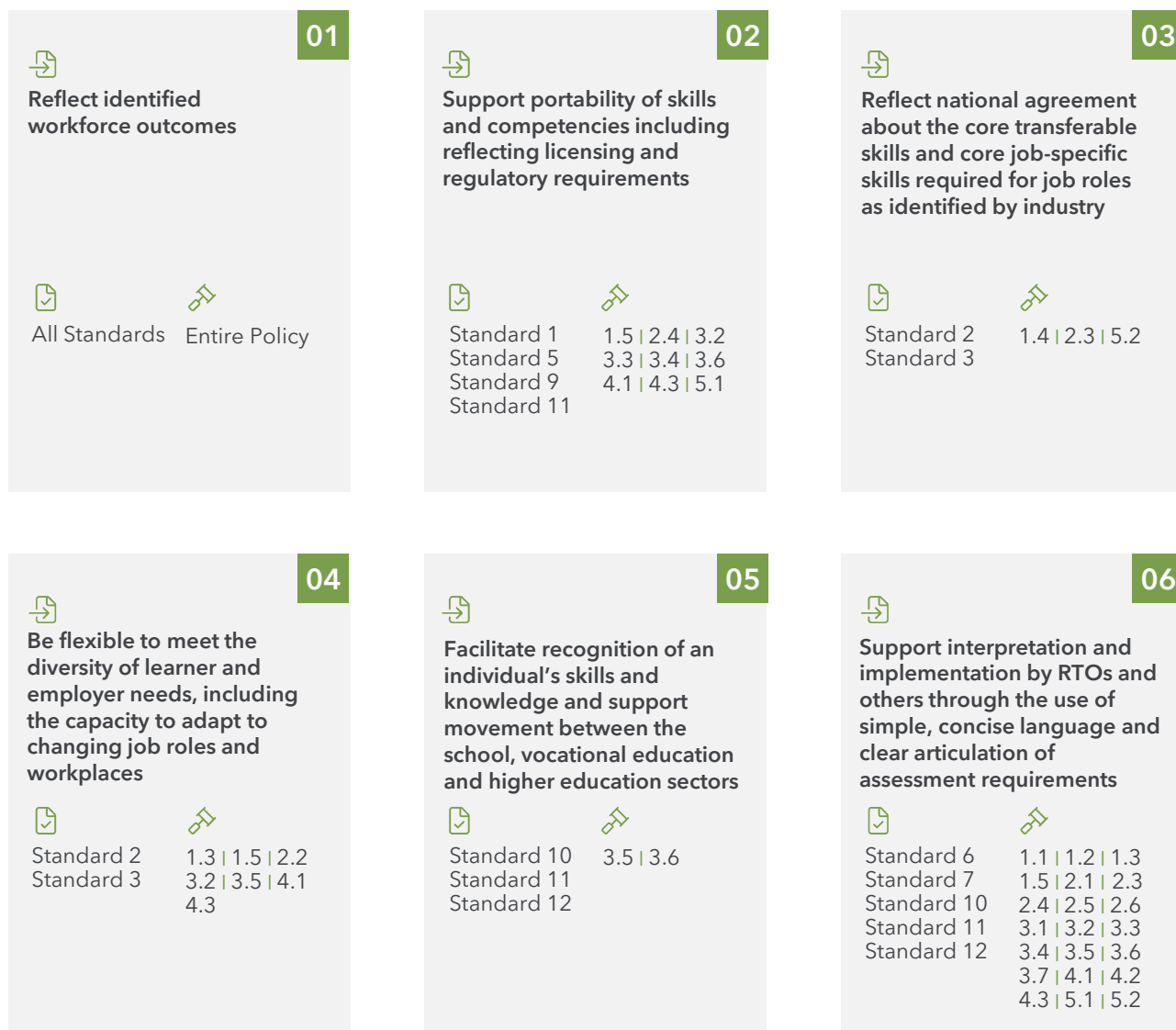
# Quality Principles Mapping

Figure 4 | Quality Principles Mapping

TPPDEPP 

The Standards 

TPPP 



**By undertaking the assurance assessment against the six Quality Principles the TPA team will be able to determine the submission meets all requirements of the TPOF.**

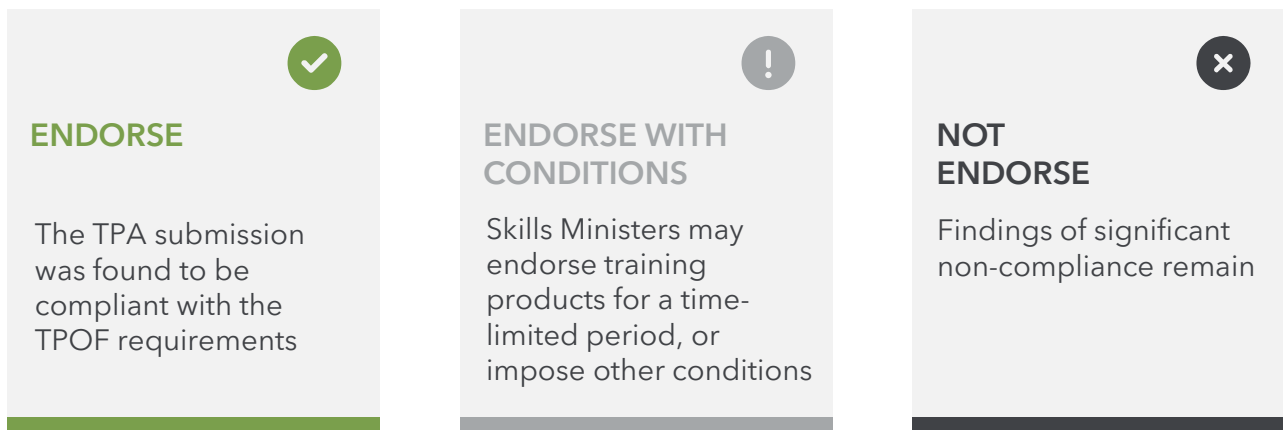
If the requirements have not been met, the Assurance Body will provide guidance to the relevant JSC to address any areas where the product/s does not meet the required standards or policies.

When the final outcomes of the assurance assessment has been determined it will be reported to the JSC and relevant government stakeholders. An Evaluation Report and endorsement recommendation will be prepared for the Executive Director's consideration. Once signed off it will then be progressed to Skills Ministers.

# Recommendations to Skills Ministers

Following Executive Director signoff, Skills Ministers may make certain endorsement decisions depending on the findings and outcome of the assurance assessment, which are detailed in an Evaluation Report.

**Figure 5 | Endorsement Decision Outcomes**



Once Ministers have made the endorsement decision, it will be communicated to the JSC and published on the DEWR website, including any conditions or changes to standard transition periods.



# Section 03



# Support for JSCs

**In addition to actively assuring products, the assurance approach includes an emphasis on educating and engaging with JSCs on common training package product development issues.**

The outcomes of the assurance activities will be used to promote learning and provide support and guidance to JSCs on best practice approaches in training package development. This will assist JSCs to ensure that nationally endorsed training products are of a high quality and fit for purpose in meeting the skills needs of industry, enterprise, and individuals.

Education and engagement materials produced by the Assurance Body are available to all JSCs. Where patterns or areas where requirements are not met are found across multiple JSCs, the Assurance Body will provide education and advice that assists JSCs to understand the requirements, assure themselves that they are managing the risks, and take action to address any areas identified as not meeting the standards or policies.

## Support products include:

FACT SHEETS



GUIDES



FORMS AND TOOLS



PRESENTATIONS



USER STORIES



FAQs



**An emphasis on educating and engaging with JSCs**

# Avenue of Review

If the JSC has a different interpretation of the TPOF requirements from that provided by the Assurance Body, they should first discuss the alternative interpretation with the Assurance Body and include evidence and justification in their response to the assurance activity findings.

Where the JSC and Assurance Body are unable to come to an agreement on the interpretation of the requirements, the JSC may contact their relationship manager to resolve the issue or discuss potential next steps.



**The Assurance Body may seek advice from the DEWR Policy team responsible for the TPOF.**

# Section 04



# Terms and acronyms

The following terms and acronyms have been used throughout this document.

**Department of Employment and Workplace Relations (DEWR)**

is the Australian government department which, along with state and territory governments is responsible for the vocational education and training (VET) system, including Training Packages.

**Jobs and Skills Australia (JSA)**

provides advice to Government on economy-wide labour market and skills issues, and collects, shares, and publishes data and other information on Australia's skills, labour market and workforce planning needs.

**Jobs and Skills Councils (JSCs)**

are a national network of industry-owned and industry-led organisations, working collaboratively to provide strategic leadership in addressing skills and workforce challenges and opportunities, delivering effective outcomes across the VET sector.

**National Register**

means the website found at [www.training.gov.au](http://www.training.gov.au) which details information on training packages, qualifications, accredited courses, units of competency and registered training organisations (RTOs). It also includes information about a provider's scope of registration and history of regulatory decisions.

**Standards for Training Packages (the Standards)**

set the overarching design and development requirements of training products for endorsement by Skills Ministers.

**Training Packages**

specify the knowledge and skills required by individuals to perform effectively in the workplace, which are expressed in units of competency. Training packages detail how units of competency are packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF).

**Training Package Assurance Body (Assurance Body)**

is the body nominated by Skills Ministers to assess draft training products against the Training Package Organising Framework and make recommendations to Skills Ministers about the endorsement of proposed training products.

**Training Package Assurance (TPA) team**

will carry out the work of the Assurance Body.

**Training Package Products Development and Endorsement Process Policy (TPPDEPP)**

outlines the process for developing and seeking the endorsement of training products.

**Training Package Organising Framework (TPOF)**

comprises the training package product development rules as specified in the Standards for Training Packages (the Standards), the Training Package Products Policy (TPPP) and the Training Package Development and Endorsement Process Policy (TPPDEPP).

**Training Package Products Policy (TPPP)**

outlines the design rules that must be adhered to when developing or modifying a training product.

**Training Product Submission (the submission)**

comprises the Training Product Submission Form (Submission Form), attachments specified in the Submission Form, training products and Companion Volumes.



# Continuous Improvement of Assurance Practices

The TPA team will carry out a range of activities to continuously improve its assurance practices. This includes regular moderation activities to promote consistent interpretation of standards and policies. Moderation activities will also assist the Assurance Body to clarify the forms of information/evidence that can be used to demonstrate compliance.

The Assurance Body welcomes all feedback, and where possible, will incorporate improvements into our practice.



Feedback can be provided by email to [trainingpackageassurance@dewr.gov.au](mailto:trainingpackageassurance@dewr.gov.au)