**Editorial Report Template**

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| --- | --- |
| 1. Cover page |  |
|  |  |
| **Information required** | **Detail** |
| Training Package title and code |  |
| Number of new qualifications and their titles [[1]](#footnote-1)  |  |
| Number of revised qualifications and their titles |  |
| Number of new units of competency and their titles |  |
| Number of revised units of competency and their titles |  |
| Confirmation that the draft training package components are publication-ready  |  |
| Is the Editorial Report prepared by a member of the Quality Assurance Panel? If ‘yes’ please provide a name. | Yes or No[[2]](#footnote-2) |
| Date of completion of the report |  |

| **2. Content and structure** |  |
| --- | --- |

#### **Units of competency**

| Editorial requirements | Comments  |
| --- | --- |
| Standard 5: * The structure of units of competency complies with the unit of competency template.
 |  |
| Standard 7: * The structure of assessment requirements complies with the assessment requirements template.
 |  |

#### **Qualifications**

| Editorial requirements | Comments by the editor  |
| --- | --- |
| Standard 9: * The structure of the information for qualifications complies with the qualification template.
 |  |
| Standard 10: * Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.
 |  |

#### **Companion Volumes**

| Editorial requirements | Comments by the editor  |
| --- | --- |
| Standard 11: * A quality assured companion volume implementation guide is available and complies with the companion volume implementation guide template.
 |  |

| **3. Proofreading** |  |
| --- | --- |

| Editorial requirements | Comments by the editor  |
| --- | --- |
| * **Unit** **codes and titles** and **qualification codes and titles** are accurately cross-referenced throughout the training package product(s) including mapping information and packaging rules, and in the companion volume implementation guide.
 |  |
| * Units of competency and their **content** are **presented in full**.
 |  |
| * The author of the Editorial Report is satisfied with the quality of the training products, specifically with regard to:
* absence of spelling, grammatical and typing mistakes
* consistency of language and formatting
* logical structure and presentation of the document.
* compliance with the required templates
 |  |

1. *When the number of training products is high the titles can be presented as an attachment.* [↑](#footnote-ref-1)
2. *Persons not a member of the panel are required to demonstrate relevant knowledge and experience in editing technical and industry publications, including details of relevant qualifications and/or professional membership(s).* [↑](#footnote-ref-2)