Case for Endorsement Template

# Purpose

The Case for Endorsement should build on the Case for Change and provide the Australian Industry and Skills Committee (AISC) with a compelling case for approving the relevant training package component(s). The Case for Endorsement is prepared by the Skills Service Organisations (SSOs) on behalf of the relevant Industry Reference Committee(s) (IRCs) after training package development work has been completed.

The Case for Endorsement is a concise and coherent document written in plain English that assures the AISC that the training package component(s) submitted for approval meet the requirements of the:

* *Standards for Training Packages 2012*
* *Training Package Products Policy*
* *Training Package Development and Endorsement Process Policy*
* industry consensus, to the extent possible.

The Case for Endorsement should present evidence of the broad-based industry support for the proposed training package component(s). The Case for Endorsement should also describe how the developed training package component(s) are in line with relevant decisions of the COAG Industry Skills Council – in particular the reforms to training packages agreed to in November 2015.

SSOs must ensure that, prior to the submission of a Case for Endorsement to the AISC, the draft training package components, one or more Companion Volume Implementation Guides, and the draft Case for Endorsement are available for final stakeholder comment. It is expected that SSOs will publish the Case for Endorsement on their website at the time of submission to the AISC Secretariat.

In general, a one month timeframe for consultation with stakeholders is considered optimal, with at least two weeks to consult with states and territories. Where the final Case for Endorsement and/or related training package components to be submitted to the AISC vary significantly from the draft documents used as the basis for consultation, further time must be provided for key stakeholders, including state/territory government authorities, to confirm their support.

Only when industry and the SSO are satisfied that the training package is fit for purpose, in terms of content and quality, is it forwarded to the AISC Secretariat for distribution to the AISC.

The Case for Endorsement template requires information to be provided under the following sections:

1. Administrative details of the Case for Endorsement
2. Description of work and request for approval
3. Evidence of industry support
4. Industry expectations about training delivery
5. Implementation of the new training packages
6. Quality assurance reports
7. Implementation of the COAG Industry Skills Council reforms to training packages
8. A copy of the full content of the proposed training package component(s).

# Required information

## Administrative details of the Case for Endorsement

* Name of allocated IRC(s).
* Name of the SSO.
* Title and code for each of the training package components that are submitted for approval.
* Reference number of the relevant Case for Change, date it was approved and requirements set by the AISC in relation to training package development work.

## Description of work and request for approval

* Description of work undertaken and why.
* Decision being sought from the AISC.

## Evidence of Industry support

* Written evidence of support by the IRC(s) responsible for the relevant training package components.
* Evidence of consultation with all relevant stakeholders.
* Evidence that states/territories have been actively engaged and provided advice on the possible impact of implementing the proposed training package component(s), including the implementation issues relating to components proposed for deletion from the National Register.
* Where appropriate, advice about the alternative approaches explored and any competing views expressed by the allocated IRC(s) or other industry stakeholders, and how these competing views were resolved.
* Report(s) by exception on all remaining divergent stakeholder views and efforts made to resolve divergent or outstanding issues and reasons why the IRC is recommending training package component(s) are approved despite these divergent views.
* Evidence that key stakeholders (including training providers) are aware of the expected impact of the changes. It is important that SSOs clearly identify any training package components proposed for deletion from the National Register. Where a qualification or unit of competency is identified for deletion in the case for endorsement, the IRC must provide clear advice, informed by state/territory government authority feedback, about the downstream impacts and optimal timing for that deletion to take effect.

## Industry expectations about training delivery

* Advice about industry’s expectations of training delivery: duration of training, delivery modes and pathways, work-based learning strategies, assessment and learner characteristics is included in Companion Volume Implementation Guide.
* Recommendation from the allocated IRC/s as to whether the proposed training package component(s) may be the basis for a traineeship or an apprenticeship and the nominal duration of the traineeship or apprenticeship.

## Implementation of the new training packages

* Advice about how training package component(s) meet occupational and licensing requirements.
* Implementation issues of note and management strategy.
* Where appropriate, advice about the implementation of proposed requirements including, for example:
* how industry will support the availability of necessary places so students can meet work placement requirements.
* how the downstream impacts (including, state and territory funding arrangements) of the changes will be managed (for example, where the case for endorsement recommends the deletion of units/qualifications).

## Quality assurance reports

The Case for Endorsement should meet the following quality requirements:

* Independent Quality Report.
* Declaration by the SSO that the proposed training package component(s) meet the requirements of the *Standards for Training Packages 2012, Training Package Products Policy* and *Training Package Development and Endorsement Process Policy*.
* Confirmation that the Companion Volume Implementation Guide is available and quality assured.
* Statement of evidence against the Training Package Quality Principles.

## Implementation of the COAG Industry Skills Council reforms to training packages

* Explanation of how the decision being sought from the AISC would support the COAG Industry and Skills Council reforms to training packages including to:
* Remove obsolete, superfluous and duplicative qualifications and units from the system.
* Include information about industry’s expectations of training delivery (i.e. duration of training, mode of delivery and learner characteristics).
* Improve qualification design to enable individuals to upskill and move easily from one related occupation to another.
* Improve the efficiency of the training system through the creation of units of competence that can be owned and used by multiple industry sectors.
* Foster greater recognition of skill sets.
* Evidence of completion of the training package development work assigned by the AISC in the Case for Change.
* Evidence that training package component(s) are prepared for publication.

## A copy of the full content of the proposed training package component(s)

The AISC should be provided with a copy of the developed training package component(s) to be approved under the Case for Endorsement.