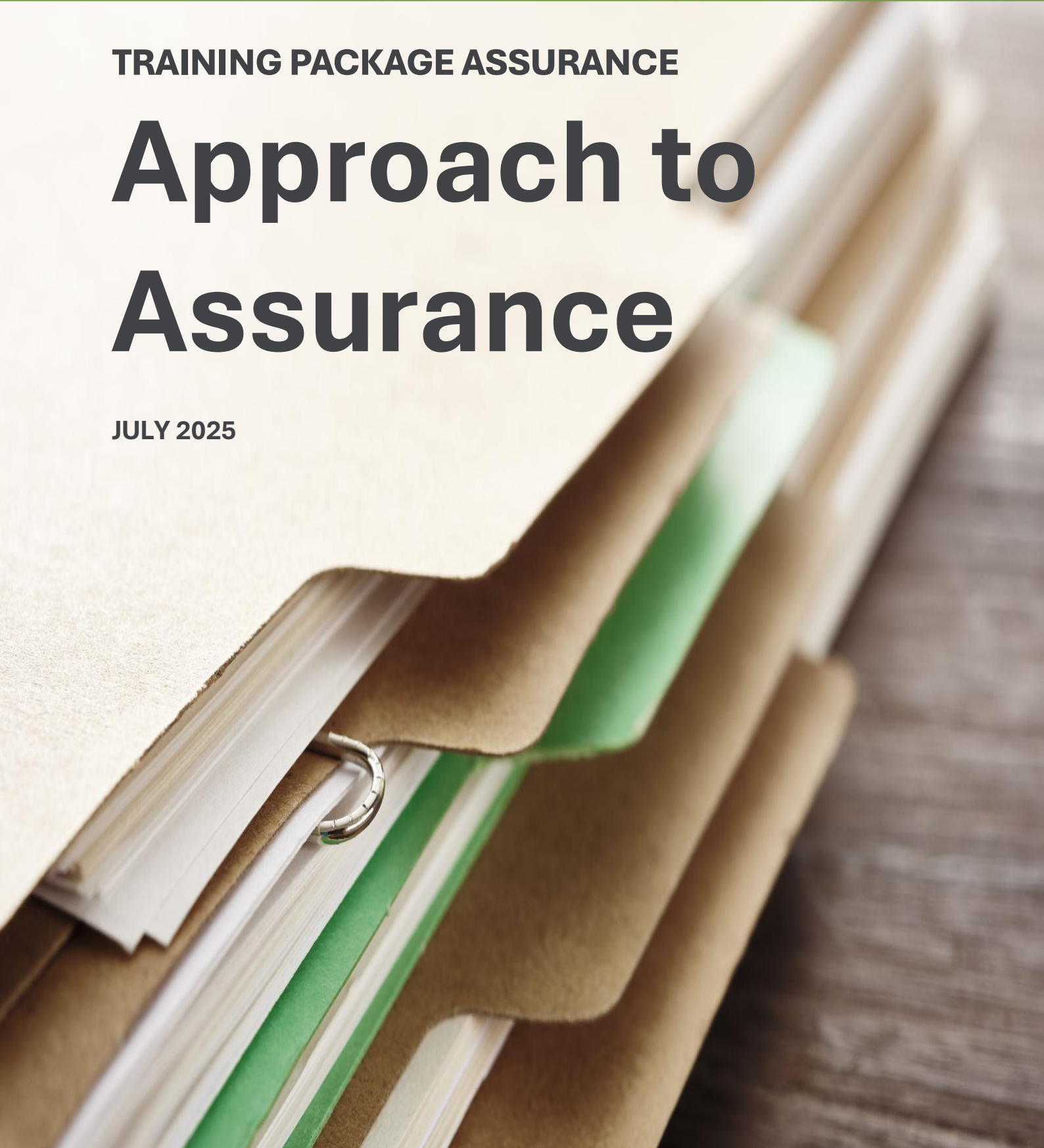Australian Government

Department of Employment and Workplace Relations

TRAINING PACKAGE ASSURANCE

Approach to Assurance

JULY 2025

Document details

Document name	Training Package Assurance - Approach to Assurance		
Document status	Version 2.0	Last updated	1 July 2025
Point of contact	trainingpackageassurance@dewr.gov.au		

Note

This is a controlled document in its electronic form only. Paper copies of this document are not controlled and should be checked against the electronic version prior to use.

Prepared by the Training Package Assurance team, Policy, Performance and Inclusion Division, Department of Employment and Workplace Relations.
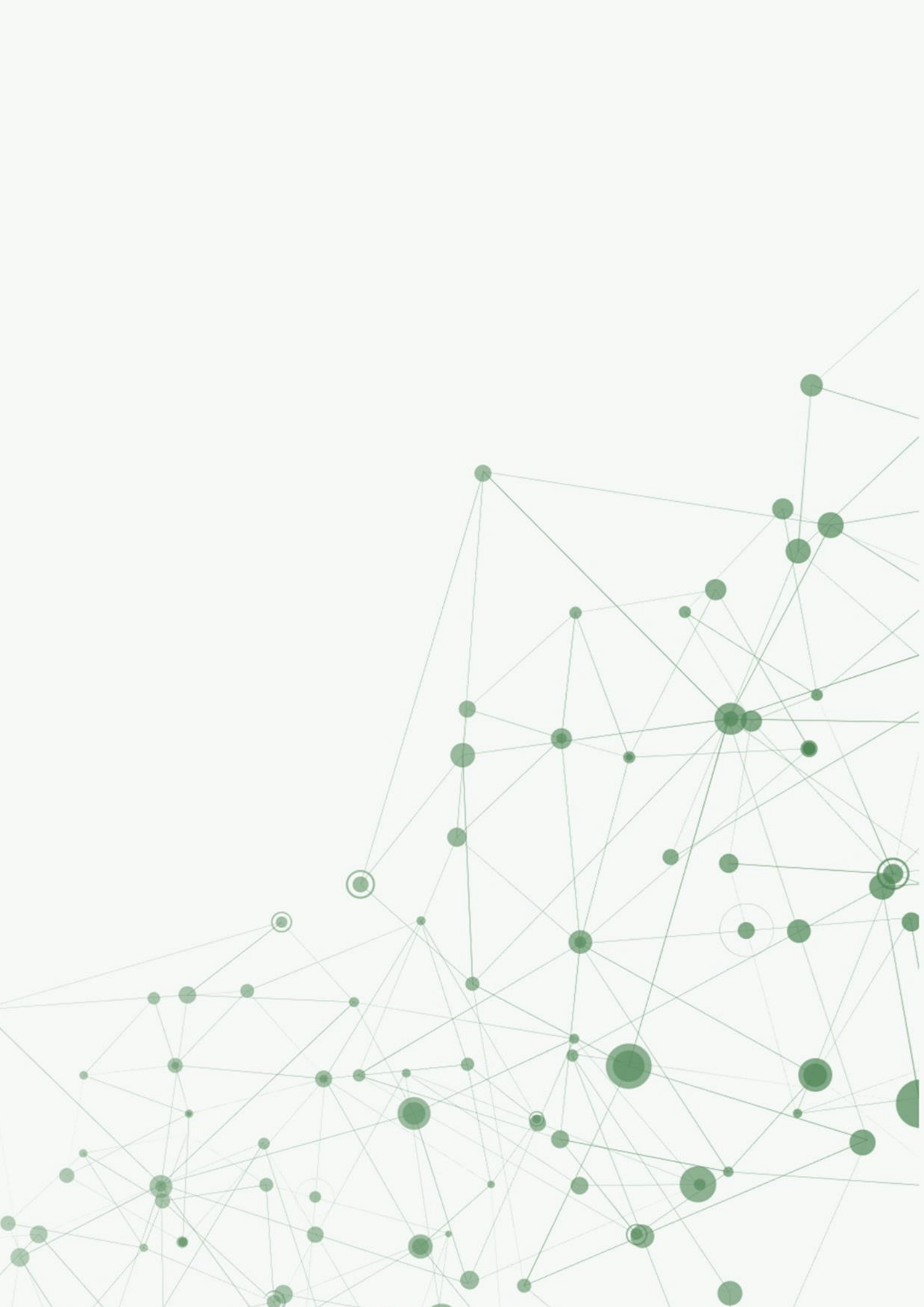
Contents

Section 01

01

Introduction

On 6 December 2024, Skills Ministers agreed to a new, purpose-based approach to vocational education and training (VET) qualifications design that is guided by principles that will improve quality, simplify course design and reduce complexity.

The new approach gives Jobs and Skills Councils (JSCs) and other qualification developers more scope in the way they design qualifications to meet learner and employer needs and ensures that the VET sector continues to deliver quality outcomes for all parties.

The implementation and success of the VET reforms is underpinned by training package product development rules, owned by Skills Ministers, that are reviewed regularly to ensure they remain fit for purpose. These rules, referred to as the Training Package Organising Framework (TPOF) embed the purpose-driven approach to qualification design.

The revised TPOF, which provides the structure and guiding principles for training package product development, gives guidance to all key participants in the qualification design process, especially JSCs.

Assurance Body Role

The role of the Training Package Assurance Body (Assurance Body) is to assess new and/or updated training package products submitted by JSCs.

JSCs must follow the development process described in the TPOF and then prepare a submission, which includes completing a series of questions on a Submission Form and uploading relevant evidence, for consideration by the Assurance Body. This document provides guidance and information about how the Assurance Body will assess the submission.

The Assurance Body has a primary focus on the compliance of training package products against technical elements of the development and design requirements. It delivers a streamlined quality assurance process, that is both transparent and accountable. This is 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 whole of the TPOF, which also includes how the JSC has considered the Qualification Development Quality Principles (Quality Principles) in their qualification design.

Following an assurance assessment, a detailed report is provided to a JSC on the assessment outcomes and a recommendation is produced with supporting rationale for Skills Ministers to inform their endorsement decisions.

The assessment includes whether:

- the Training Product Submission (the submission) contains all required documentation.

- stakeholders have been consulted and broad consensus[1] 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.

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 package products and the training package product development process.

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

---

[1] For training package 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 TPOF Process Requirements)

STEP 1

Initial development

JSCs consult with stakeholders and work with their technical committee to produce an initial draft of the training products.

📅 3-6 MONTHS*

STEP 2

Public and Government Consultation

JSCs undertake public consultation activities including on the training product's impact on industry and issues for training delivery and implementation. Feedback raised through consultations is recorded in a publicly available consultation log.

📅 1 Month*

STEP 3

Incorporating Feedback

JSCs work with stakeholders to resolve disagreements and disputes and determine if further revisions to the training products are needed.

📅 2-4 Months*

STEP 4

Senior Officials Check

All senior officials responsible for skills (Commonwealth, State and Territory), through their departments undertake a check to ensure that identified implementation issues, or issues that have arisen as a result of incorporating feedback on the draft training product, have been addressed appropriately.

📅 1 Month*

STEP 5

Finalisation and Submission for Assurance

JSCs finalise and submit the submission that contains the finalised training products, a signed declaration from the JSC CEO, consultation logs and mapping information.

📅 1 Month*

STEP 6

Assurance Body consideration

The Assurance Body reviews each submission. If compliant, the Assurance Body will recommend that the proposed products be endorsed by Skills Ministers. If not compliant, the Assurance Body will provide guidance on how the JSC can rectify the submission.

📅 3 weeks*

STEP 7

Skills Ministers' endorsement

Skills Ministers provide their endorsement decision. JSCs upload endorsed products to the national VET register within 10 days of majority endorsement. Non-endorsed products are returned to the JSC for action.

📅 3 weeks*

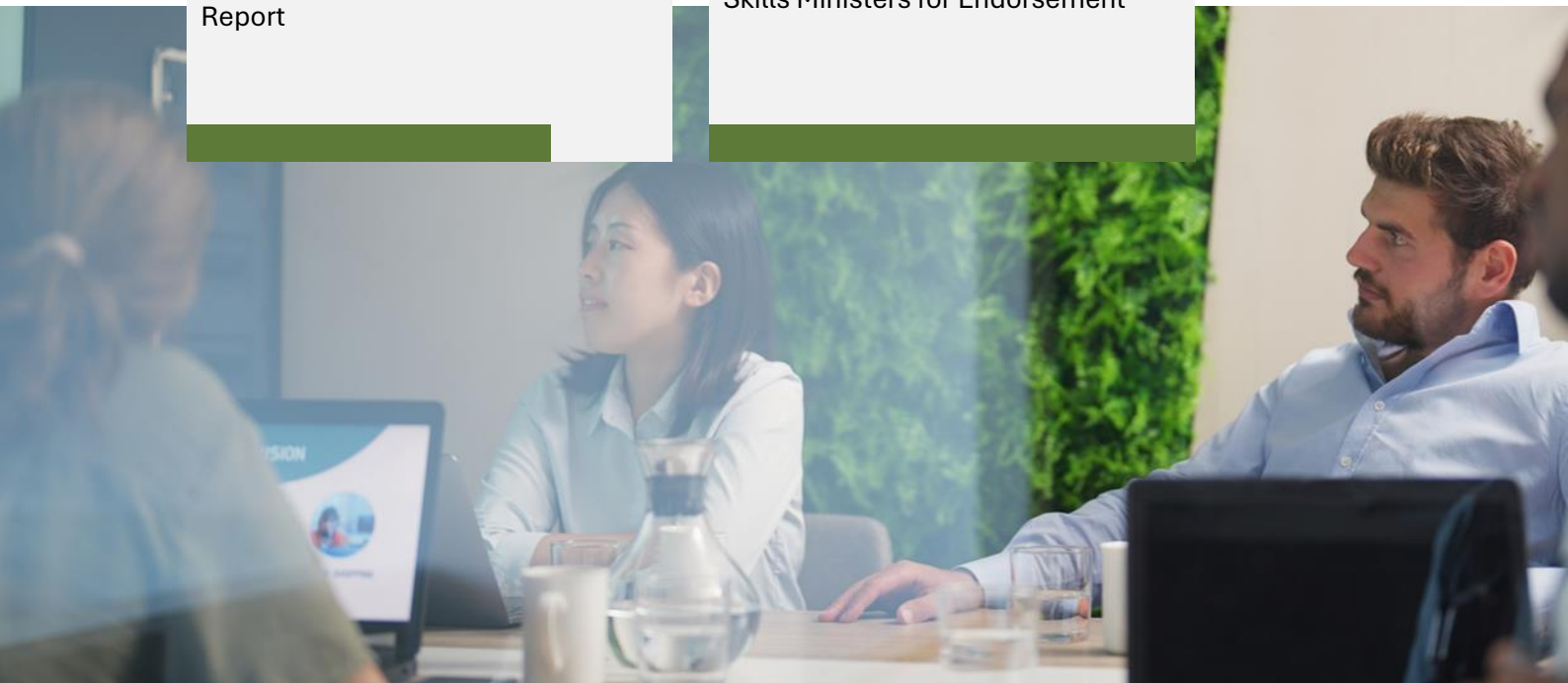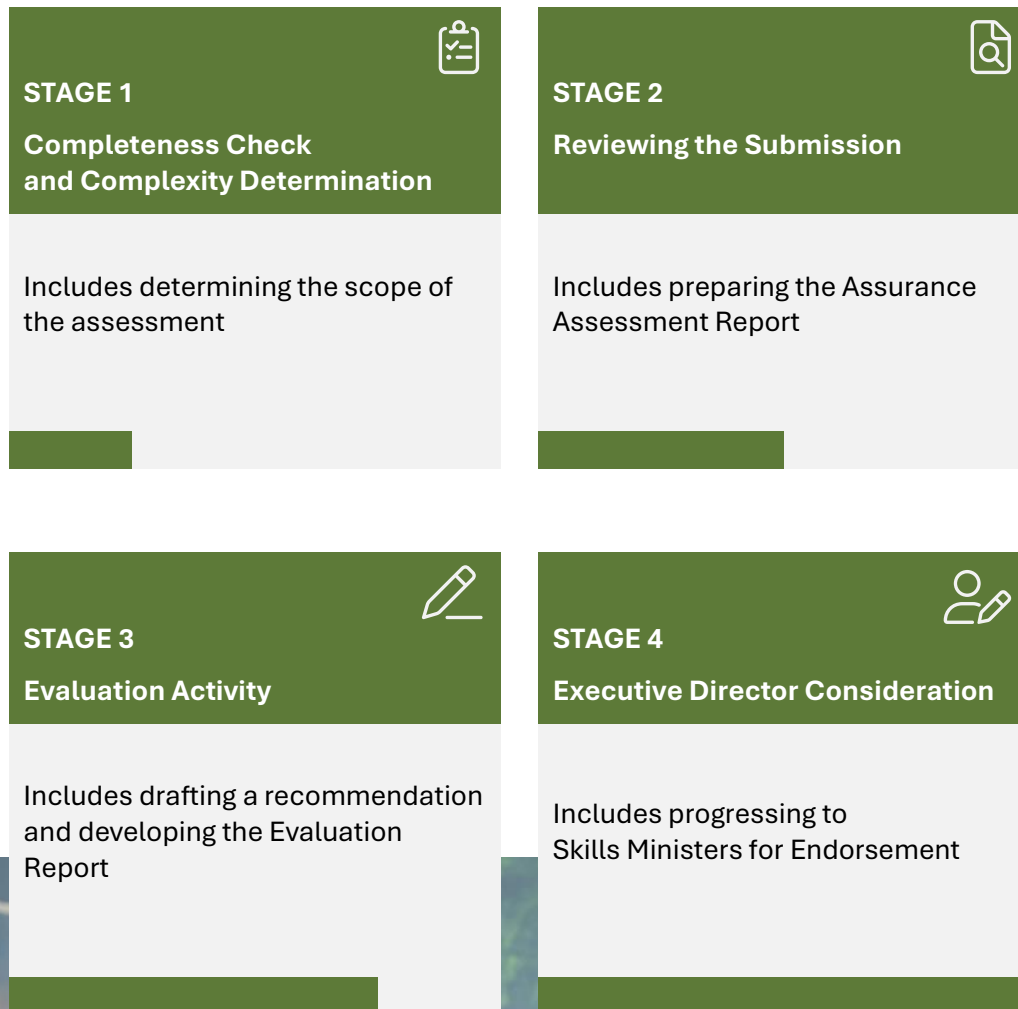*Indicative TPOF timeframe

Section 02

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

STAGE 1

**Completeness Check
and Complexity Determination**

Includes determining the scope of the assessment

STAGE 2

Reviewing the Submission

Includes preparing the Assurance Assessment Report

STAGE 3

Evaluation Activity

Includes drafting a recommendation and developing the Evaluation Report

STAGE 4

Executive Director Consideration

Includes progressing to Skills Ministers for Endorsement

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 Training Package Assurance (TPA) team. The complexity level informs where the particular focus of the assessment should be and identifies the experience the assessor should have.
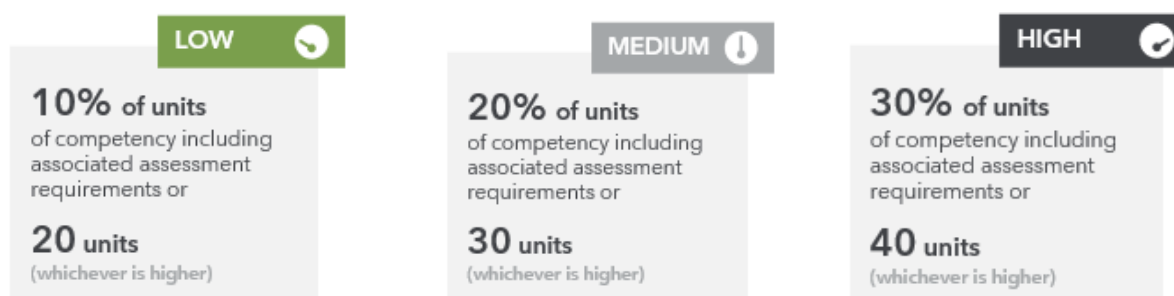
The complexity level is determined by the following factors:

- **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? Have any disputes been identified? Has consensus been reached?

- **Anti-discrimination assessment outcome:** Does the anti-discrimination assessment demonstrate a review of the products has been undertaken to identify any discriminatory elements?

- **Mandatory workplace requirements** Do the products contain mandatory workplace requirements and is there industry 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

LOW
10% of units of competency including associated assessment requirements or
20 units (whichever is higher)

MEDIUM
20% of units of competency including associated assessment requirements or
30 units (whichever is higher)

HIGH
30% of units of competency including associated assessment requirements or
40 units (whichever is higher)

For activities with 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 main components that support the development of quality training package products.

The Assurance Body considers each submission based on its compliance with the TPOF	**Section 1 | Qualification Development Quality Principles** provide guidance and set out the requirements of training package products and their role in meeting the needs of industry, employers, learners and the economy.
	Section 2 | Product Requirements set the overarching design and development requirements and outline the design rules that must be adhered to when developing or modifying a training package product.
	Section 3 | Process Requirements outline the process for developing and seeking the endorsement of nationally recognised training package products.

The Training Product Submission (the submission) requirements, provided at Step 5.1 of the Process Requirements, describes the information and evidence that must be provided to the Assurance Body to undertake an assurance assessment.

There are 7 categories comprising 20 detailed submission items. Each item has been categorised into the following groups:

- CEO Declaration*
- Planning Documents*
- Technical Committee (Group 1)
- Consultation Strategy*
- Consultation Activity (Group 2)
- Compliance with Requirements (Group 3)
- Training Product Content (Group 4)

The Assurance Body has identified 4 groups which form the basis for reporting the assurance assessment. Items marked with an asterisk are reviewed to confirm the completeness of the submission and are assessed only to the extent they support the submission as a whole.

To ensure that the Assurance Body has considered all aspects of the TPOF when conducting the assurance assessment, the Training Product Submission Form has been mapped to the 4 identified assurance assessment groups, the Product and Process Requirements and one or more of the 7 Quality Principles and their associated Key Features.

Submission Mapping
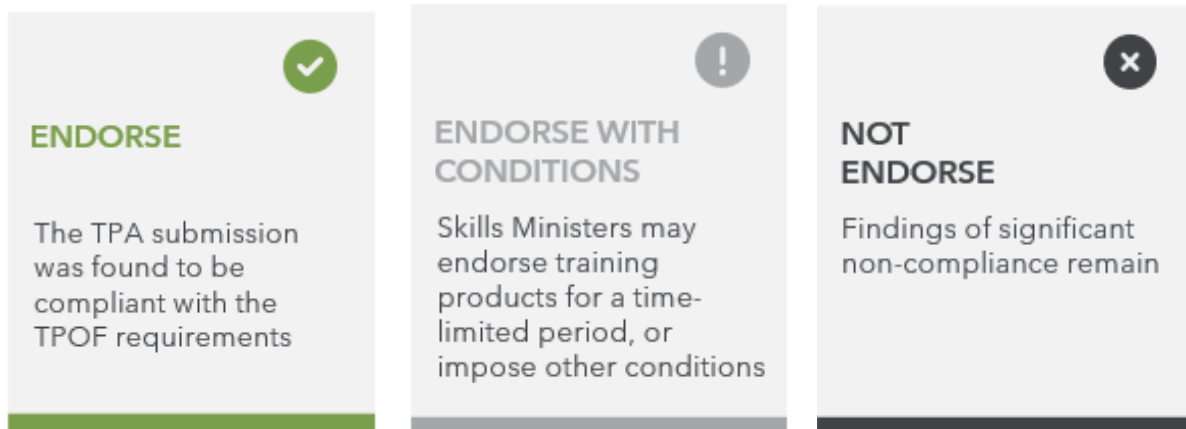
Figure 4 | Assurance Assessment Group Mapping

Group 1
Technical Committee

Quality Principles: 3, 7

Key Features: 6, 15

Product Requirements: Nil

Process Requirements: 1.2, 1.3, 5.1

Group 2
Consultation Activity

Quality Principles: 1, 2, 3, 5, 6, 7

Key Features: 1, 2, 3, 4, 5, 9, 11, 13, 14, 15

Product Requirements: 1.4, 2.5, 2.10

Process Requirements: 1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 5.1,

Group 3
Compliance with Requirements

Quality Principles: 1, 2, 3, 5, 6

Key Features: 1, 2, 5, 7, 8, 9, 11, 12, 13

Product Requirements: 1.4, 2.6, 2.7, 2.8, 3.6, 3.7, 3.9

Process Requirements: 1.4, 2.1, 2.2, 2.3, 5.1

Group 4
Training Product Content

Quality Principles: 3, 4, 6, 7

Key Features: 6, 7, 8, 9, 10, 13, 14, 15

Product Requirements: All

Process Requirements: 1.1, 1.4, 2.1, 3.1, 3.2, 5.1

When the final outcome 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 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

ENDORSE ✓

The TPA submission was found to be compliant with the TPOF requirements

ENDORSE WITH CONDITIONS !

Skills Ministers may endorse training products for a time-limited period, or impose other conditions

NOT ENDORSE ✕

Findings of significant non-compliance remain

Once Ministers have made the endorsement decision, it will be communicated to the JSC and published on the DEWR website, including any conditions associated with the endorsement, or changes to the standard 12 month transition period.

Section 03

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:

WEBINARS	GUIDES
FORMS AND TOOLS	PRESENTATIONS
USER STORIES	FAQs

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 Skills Policy team.

Section 04

04

Terms and acronyms

The following terms and acronyms are 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 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 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.

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
carries out the work of the Assurance Body.

Training Package Organising Framework (TPOF)
comprises the training package product development rules as specified in the Product and Process Requirements.

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 carries out a range of activities to continuously improve its assurance practices. This includes regular moderation activities to promote consistent interpretation of the TPOF. Moderation activities also assist the Assurance Body to clarify the forms of information or 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