NATIONAL SKILLS STANDARDS COUNCIL

STANDARDS FOR TRAINING PACKAGES

NSSC
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COUNCIL

This document is one of three products that form the organising framework of standards that support the development of industry Training Packages.

The Standards for Training Packages were endorsed by the Standing Council on Tertiary Education, Skills and Employment on 16 November 2012.

The Standards for Training Packages and their underpinning policies can be found on the NSSC website: *www.nssc.natese.gov.au/training_packages*

The organising framework of standards includes:

- *NSSC - Standards for Training Packages*
- *NSSC - Training Package Products Policy*
- *NSSC - Training Packages Development and Endorsement Process Policy*

Version: 1.0

Standards for Training Packages

Purpose of the Standards

The purpose of the Standards for Training Packages is to ensure Training Packages are of high quality and meet the workforce development needs of industry, enterprises and individuals.

The Standards for Training Packages apply to the design and development of Training Packages for endorsement consideration by the National Skills Standards Council (NSSC).

Training Packages - products

Standard 1: Training Packages consist of the following:

1. NSSC endorsed components:
   - units of competency;
   - assessment requirements (associated with each unit of competency);
   - qualifications; and
   - credit arrangements.
2. One or more quality assured companion volumes.

Training Packages - policy

Standard 2: Training Package developers comply with the NSSC Training Package Products Policy.

Standard 3: Training Package developers comply with the NSSC Training Package Development and Endorsement Process Policy.

Training Packages - components

Units of Competency

Standard 4: Units of competency specify the standards of performance required in the workplace..

Standard 5: The structure of units of competency complies with the unit of competency template.

Assessment Requirements

Standard 6: Assessment requirements specify the evidence and required conditions for assessment.

Standard 7: Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template.

Qualifications

Standard 8: Qualifications comply with the Australian Qualifications Framework specification for that qualification type.

Standard 9: The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template.

Credit Arrangements

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

Standard 11: A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.

Standard 12: Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.

Unit of Competency Template

UNIT CODE *MANDATORY FIELD*	The unit code contains the three alpha characters identifying the Training Package, followed by alpha and/or numeric characters. It must comply with the length specified in the AVETMIS Standard (no more than 12 characters).
UNIT TITLE *MANDATORY FIELD*	The title concisely describes the unit outcome. It must comply with the length specified in the AVETMIS Standard (no more than 100 characters)
APPLICATION *MANDATORY FIELD*	The application section briefly describes how the unit is practically applied in the industry and in what context(s) the unit may be applied. It Includes: ■ a summary statement of unit content; ■ focused, useful information on how and where the unit of competency could be practically applied and who might use it; and ■ the unit of competency's relationship to any licensing, legislative, regulatory or certification requirements. Where no requirements exist, insert: *No licensing, legislative or certification requirements apply to this unit at the time of publication.*
PREREQUISITE UNIT *OPTIONAL FIELD*	List any unit(s) in which the candidate must be deemed competent prior to the determination of competency in this unit.
COMPETENCY FIELD *OPTIONAL FIELD*	Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to a type of work.
UNIT SECTOR *OPTIONAL FIELD*	Used only when the Training Package developer wishes to categorise a set of units within a Training Package in relation to an industry sector.

ELEMENTS *MANDATORY FIELD*	**PERFORMANCE CRITERIA** *MANDATORY FIELD*
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Elements describe actions or outcomes that are demonstrable and assessable.	1.1 Performance criteria clearly relate to the element. 1.2 They are expressed as a standard. 1.3 They specify the required performance in relevant tasks, roles, and skills. 1.4 They reflect the applied knowledge that enables competent performance.

FOUNDATION SKILLS
MANDATORY FIELD

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Where all foundation skills essential to performance in this unit are explicit in the performance criteria insert:

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

RANGE OF CONDITIONS
OPTIONAL FIELD

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

UNIT MAPPING INFORMATION *MANDATORY FIELD*	Specifies code and title of any equivalent unit of competency. If no equivalent insert: *No equivalent unit.*
LINKS *MANDATORY FIELD*	Link to Companion Volume Implementation Guide.

Mandatory Fields are Highlighed ☐

Assessment Requirements Template

TITLE *MANDATORY FIELD*	Assessment Requirements for [insert Unit of Competency Code and Title]
PERFORMANCE EVIDENCE *MANDATORY FIELD*	■ specifies the required product and process evidence. ■ specifies the frequency and/or volume of product/process evidence. ■ specifies the relationship between the product and process evidence and the performance criteria.
KNOWLEDGE EVIDENCE *MANDATORY FIELD*	■ specifies what the individual must know in order to safely and effectively perform the work task described in the unit of competency. ■ relates directly to the performance criteria and/or range of conditions. ■ indicates the type and depth of knowledge required to meet the demands of the unit of competency.
ASSESSMENT CONDITIONS *MANDATORY FIELD*	■ stipulates any mandatory conditions for assessment. ■ specifies the conditions under which evidence for assessment must be gathered, including any details of equipment and materials, contingencies, specifications, physical conditions, relationships with team members and supervisor, relationship with client/customer, and timeframe. ■ specifies assessor requirements, including any details related to qualifications, experience and industry currency.
LINKS *MANDATORY FIELD*	Link to Companion Volume Implementation Guide.

Mandatory Fields are Highlighed ☐

Qualification Template

QUALIFICATION CODE *MANDATORY FIELD*	The qualification code contains the three alpha characters identifying the Training Package, a numeric character identifying the AQF level, a two numeric character sequence identifier, and two numeric characters identifying the year the qualification was endorsed. It must comply with the length specified in the AVETMIS Standard.
QUALIFICATION TITLE *MANDATORY FIELD*	A unique title that reflects the qualification outcome. It must comply with the length specified in the AVETMIS Standard (no more than 100 characters).
QUALIFICATION DESCRIPTION *MANDATORY FIELD*	A description of the qualification outcomes. Any licensing, legislative, regulatory or certification considerations. Where none exist insert: *No licensing, legislative or certification requirements apply to this qualification at the time of publication.*
ENTRY REQUIREMENTS *OPTIONAL FIELD*	Specifies any mandatory entry requirements
PACKAGING RULES *MANDATORY FIELD*	Specifies the total number of units of competency required to achieve the qualification. Specifies the number of core and elective units. Lists all core and elective unit codes and titles, including prerequisite units where they apply.
QUALIFICATION MAPPING INFORMATION *MANDATORY FIELD*	Specifies code and title of any equivalent qualification. If no equivalent insert: *No equivalent qualification.*
LINKS *MANDATORY FIELD*	Link to Companion Volume Implementation Guide.

Mandatory Fields are Highlighed

Credit Arrangements Template

CREDIT ARRANGEMENTS FOR *[insert Training Package Code and Title]* *MANDATORY FIELD*		
QUALIFICATION CODE *MANDATORY FIELD*	**QUALIFICATION TITLE** *MANDATORY FIELD*	**CREDIT ARRANGEMENT DETAILS** *MANDATORY FIELD*
		Specifies existing credit arrangements between Training Package qualifications and Higher Education qualifications in accordance with the AQF. Where there are no direct credit arrangements in place the following statement is inserted here: *At the time of endorsement of this Training Package no national credit arrangements exist.*
LINKS *MANDATORY FIELD*	Link to Companion Volume Implementation Guide.	

Mandatory Fields are Highlighed ☐

Companion Volume Implementation Guide Template

COMPANION VOLUME IMPLEMENTATION GUIDE FOR *[insert Training Package Code and Title]* *MANDATORY FIELD*	
OVERVIEW INFORMATION *MANDATORY FIELD*	▪ Version control and modification history. ▪ List of AQF qualifications, Skill Sets and units of competency in the Training Package. ▪ Unit mapping information, including equivalence table linking old to new units of competency. ▪ Qualification mapping information, including equivalence table linking old to new qualification. ▪ List of imported and prerequisite units in the Training Package. ▪ Key work and training requirements in the industry. ▪ Regulation and licensing implications for implementation.
IMPLEMENTATION INFORMATION *MANDATORY FIELD*	▪ Information on the key features of the Training Package and the industry that will impact on the selection of training pathways. ▪ Industry sectors and occupational outcomes of qualifications ▪ Explanation of any mandatory entry requirements for qualifications ▪ Pathways advice, particularly in line with requirements of the AQF Pathways Policy. ▪ Access and equity considerations. ▪ Foundation Skills. ▪ Advice on any health and safety implications in the industry. ▪ Resource and equipment lists relevant to the Training Package. ▪ Legal considerations for learners in the workplace/on placements. ▪ Other information relevant to implementation of the Training Package.

LINKS
OPTIONAL FIELD
	Resources supporting the companion volume implementation guide.
	
	▪ Other companion volumes as required including:
	
	    ▪ Learning strategies guidance, describing the diversity of learners and learning strategies
	
	    ▪ Knowledge guidance, identifying contextual information such as knowledge requirements and resources
	
	    ▪ Assessment strategies, providing guidance on implementation of assessment requirements.
	
	▪ Training Package developer's quality assurance process for companion volumes.

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