

Template - Editorial Report

REMEMBER ...

- The purpose of the *Editorial Report* is to confirm that the draft endorsed components being submitted to the National Quality Council have met the agreed requirements for editing set out in the *Editorial Report* at Appendix A.
- Prior to undertaking *Editorial Report*, the ISC must ensure that the draft endorsed components have been **proof read** and **edited**. This may be done in-house by the ISC or by contracting a member of the ISC Quality Assurance Panel (the Panel). **Only when the draft endorsed components have been proof read and edited may an *Editorial Report* be undertaken.**
- The *Editorial Report* may be completed by a member of the Panel or an ISC specified person where the person's capability is equivalent to the skills required of Panel members. However, the ISC should consider the benefits derived from using a Panel member if the editing process to date has been undertaken in-house.
- The ISC must provide the completed *Editorial Report* to the Panel member undertaking the *Quality Report* on the draft endorsed components. Where the *Editorial Report* has been prepared by a Panel member, the ISC must attach brief documentation or commentary on any negative findings and/or provide succinct reasons why a recommendation has not been fully actioned.
- ISCs are responsible for managing the timing and sequence of the equity and editorial engagement and reporting. ISCs may choose to synchronise equity and editorial involvement throughout development to avoid conflicting report outcomes.
- Further information on the *Editorial Report* and its role may be found in the policy document – '*National Quality Council Policy for the Training Package Development and Endorsement Process 2008- Principles, Processes & Key Documents*'.

COMPLETING AN EDITORIAL REPORT

The *Editorial Report* (Appendix A) comprises two sections. Section 2 is the Editorial Checklist.

The Checklist ensures a transparent and consistent approach across the Panel and ISCs.

The Checklist is completed using:

- sampling of units of competency (for the purposes of efficiency)
- direct checking of nominated aspects of the draft components
- discussion with developers.

A full copy of the draft endorsed components (as they would appear post endorsement on the National Register) may be of most benefit to the editor.

APPENDIX A – EDITORIAL REPORT TEMPLATE FOR DRAFT TRAINING PACKAGE**Template SECTION 1 – DETAILS OF DRAFT TRAINING PACKAGE COMPONENTS**

INFORMATION REQUIRED	DETAIL
Training Package title and code	
Number of new or revised qualifications or total number if a whole Training Package review	
Number of new or revised units or total number if a whole Training Package review	
Sampling size of units ¹	
Summary of comments including a definitive statement on whether the draft endorsed components meet the requirements in Section 2	
Person completing the Editorial Report and organisation. ²	
Date completed	

¹ *The size of sample should be commensurate with the number of units of competency being put forward for endorsement and be drawn from the breadth of qualifications involved in the submission. Typically, this should mean that where there are: less than 10 units of competency – sample all units; between 10 – 100 units of competency – sample a minimum of 10 units; between 100 – 250 units of competency – sample 10% of units; greater than 250 units of competency – sample 5% - 10% of units. The exact number of units to be sampled must be confirmed with the ISC before commencing the work.*

² *Persons not a member of the Panel are required to provide the following additional information: demonstrated experience in editing technical and industry publications, preferably including education and/or training; demonstrated commitment by the applicant to ongoing professional development; details of relevant qualifications and/or professional membership(s).*

SECTION 2 – EDITORIAL CHECKLIST OF DRAFT TRAINING PACKAGE COMPONENTS

EDITORIAL REQUIREMENTS	COMMENTS <i>Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements</i>
GENERAL INFORMATION	
1. Draft endorsed components have been proofread and edited against Training Package Development Handbook policy by the ISC/developer prior to the formal Editorial review.	
2. Draft components are compliant with the most recent CAT template OR are in the format agreed between the developer and the Department (check confirmation of agreement if the latter)	
3. Training Package information is sequenced correctly and is complete	
4. Training Package code (and review date if NQC Endorsement Required) is included and confirmed with ISC as being correct	
5. Preliminary pages and 'Introduction' include <ul style="list-style-type: none"> a. information on changes from the previous Training Package and transition information ie. mapping table b. A modification history c. A description of specific Training Package industry coverage 	

EDITORIAL REQUIREMENTS	COMMENTS <i>Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements</i>
6. Information on qualifications suitable for VET in schools is included in the Qualification Framework section	
7. Information on Australian Apprenticeships is included in the Qualification Framework section	
ASSESSMENT GUIDELINES	
8. Has any additional industry specific information/ examples been added to the mandatory Assessment Guidelines text? Is this consistent with the mandatory text?	
UNITS OF COMPETENCY	
9. Unit codes and titles are consistent with Training Package Development Handbook policy, and are accurately cross-referenced throughout the mapping documents, packaging rules, Index and any reference to pre or co-requisite units	<i>[Undertake sampling in accordance with template guidance]</i>
10. Units of competency and their content are inserted in full , including any imported units of competency	<i>[Undertake sampling in accordance with template guidance]</i>

EDITORIAL REQUIREMENTS	COMMENTS <i>Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements</i>
<p>11. Units of competency have all necessary components, including:</p> <ul style="list-style-type: none"> • Unit descriptor (including licensing/regulatory advice) • Employability skills • Pre-requisite units (optional) • Application of the competency • Competency field (optional) • Sector (optional) • Elements of competency • Performance criteria • Required skills and knowledge • Range statement • Evidence guide, including: <ul style="list-style-type: none"> • Critical aspects of evidence and assessment; • Conditions under which competency may be assessed; • Relationship to other units, including co-requisites; • Resource implications. 	<p><i>[Undertake sampling in accordance with template guidance]</i></p>
<p>12. If not using the CAT template, the unit of competency elements and performance criteria are consistent with numbering conventions.</p>	<p><i>[Undertake sampling in accordance with template guidance]</i></p>

QUALIFICATIONS	
13. Qualification codes and titles are consistent with Training Package Development Handbook policy, and are accurately cross referenced throughout the Training Package and index	
14. Packaging rules and contextualisation advice are consistent with Training Package Development Handbook policy	
15. A qualification pathways chart is inserted	
SKILL SETS	
16. Skill Sets have been noted in the qualifications framework where applicable	
17. Skill Sets do not purport to be qualifications or contain electives	
18. Skill sets clearly identify licensing/regulatory advice where applicable	