

Template - Case for Endorsement

REMEMBER ...

- The primary audience for *Case for Endorsement* is the NQC. It is a comprehensive evidence-based document and the basis on which the NQC will make its decision to endorse proposed units of competency, qualifications or Training Package.
- Developed by the ISC for each submission, the *Case for Endorsement* must evidence that the Training Package meets the *Training Package Quality Principles*; that industry's needs have been met; and industry's involvement in the consultation and validation process has been commensurate with the impact and need for the new units of competency, skill sets, qualifications or Training Package. It must also demonstrate a direct link back to the ISC *Continuous Improvement Plan*. Objective, factual and 'to the point', the *Case for Endorsement* must be written as a compelling, coherent and plain English document.
- For the period of NQC/Ministerial consideration, the *Case for Endorsement* must be posted on the ISC's website. The full units of competency (all content), qualifications, skill sets or Training Package must also be posted on the website during this time.
- Only when industry and the ISC is satisfied that the draft units of competency, qualifications or Training Package is fit for purpose from both a content and quality perspective, is it forwarded to the NQC Secretariat for distribution to the NQC. The ISC must advise the NQC Secretariat of the pending submission a minimum of 14 calendar days prior to forwarding.
- Further information on the *Case for Endorsement* 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*'.

Template

COVER

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OVERVIEW

- Provide a short overview of the submission being put forward for endorsement by the NQC. This should be no more than two pages and give members a comprehensive picture of what is being put forward for endorsement and its importance to industry. It should also identify any issues of importance regarding the submission.

Note: Work being submitted under the Model, but which commenced development under the pre-2008 process, must provide a statement in the *Case for Endorsement* to that effect and outline at what stage the work was transferred. It should also note any missing components required by the template, for example, if the work has been transitioned to the Model late in development it may not be possible to provide a comprehensive *Impact Statement*.

SECTION 1— RESPONSIVENESS & RECOGNITION QUALITY PRINCIPLES

- Provide evidence that the units of competency, skill sets¹, qualifications or Training Package being put forward for endorsement:
 - reflect contemporary work organisation and job profiles
 - are driven by industry’s needs
 - respond to government broad policy initiatives
 - recognise convergence and connectivity of skills
 - support movement of skills within and across organisations and sectors
 - promote national and international portability
 - reflect licensing and regulatory requirements.
- Provide a ‘report by exception’ (only if required) on stakeholder consensus to flag where a stakeholder or individual holds a significantly differing viewpoint² from the majority. It should provide an objective view of the issue and steps taken by the ISC to resolve the matter or that reasonable measures have been taken to respond to stakeholder concerns.

¹ Skill sets using current endorsed units of competency are an *ISC Upgrade* and do not require NQC endorsement. Further information on *Categories of Change* is in the *Training Package Development and Endorsement Process 2008* document.

² ‘Significant’ is where the issue is of such an importance that it will impact on the product’s ability to be implemented. The ‘viewpoint’ relates directly to the *content* and/or *structure* of the draft endorsed components.

SECTION 2 — FLEXIBILITY & FUNCTIONALITY QUALITY PRINCIPLES

- Provide evidence that the units of competency, skill sets³, qualifications or Training Package being put forward for endorsement:
 - meet the diversity of individual and enterprise needs
 - support equitable access and progression of learners
 - support learner transition between education sectors
 - support implementation across a range of settings
 - support Sound Assessment Practice
 - do not impose structural barriers to implementation.

- Attach a copy of the *Quality Report* completed by a holistic quality assurance member of the ISC Quality Assurance Panel (the Panel).

- If the *Quality Report* has identified areas where the draft endorsed components have not met the Training Package Quality Principles, the ISC must confirm that it has responded to the recommendations. Where the ISC has not adopted a recommendation, it must provide commentary and full justification in the *Case for Endorsement*.

SECTION 3 – COMPONENTS FOR ENDORSEMENT

Provide a copy of:

- Qualification titles and packaging rules
- Unit titles and codes (do not provide the content of the units of competency. This will already have been agreed by industry during the validation stage and considered by State/Territory Training Authorities (STAs).
- Advice on occupational and licensing requirements or assessment specific to the units of competency and qualifications being submitted for endorsement
- Mapping information between old and replacement units of competency and qualifications
- Training Package modification history.

Note: When submitting the draft endorsed components, *do not provide text which has been approved for insertion in all Training Packages*, for example, Assessment Guidelines mandated text.

APPENDIX A – IMPACT STATEMENT

- Attach a copy of the *Impact Statement*

³ Skill sets using current endorsed units of competency are an *ISC Upgrade* and do not require NQC endorsement. Further information on *Categories of Change* is in the *Training Package Development and Endorsement Process 2008* document.