

## Principles to transition Training Packages to 'Model 2008' processes

The new model for development and endorsement of Training Packages (the Model - Figure 1) will be progressively implemented from January 2008.

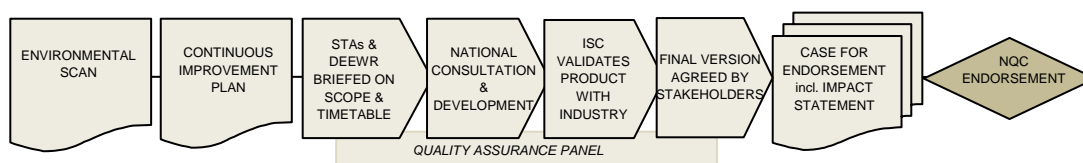


Figure 1. Model 2008

Between December 2007 – June 2008, the ISCs and the Department will work together to determine transition arrangements for any draft units of competency, skill sets<sup>1</sup>, qualifications or Training Packages part-way through development using the old process.

Whether a piece of work is transitioned, how and at what point, is a decision that will be based on the ISC's evaluation of the work and how it measures up against the most compatible stage of the Model. In making a final decision and proposing a stage to which the work should be transitioned, it is critical that:

- The piece of work has already achieved equivalent or better outcomes required of that stage; or that
- Where the piece of work only partially meets the outcomes of the nominated stage, the outstanding issues are part of an agreed action plan to achieve all the required outcomes.

Such decisions will need to be on a case by case basis given that each piece of work will have its own complexities, impact, and be at a different stage of development or validation.

The following 'guiding principles' have been designed to inform decision making:

- The decision to transition a piece of existing work to the Model will be through the joint agreement of the relevant ISC and the Department
- From January 2008, all submissions to the NQC, irrespective of whether they have been developed under the pre 2008 policy, will be submitted using the *Case for Endorsement* template (acknowledging that certain elements, such as the *Impact Statement*, may not be included)
- All existing work, irrespective of its stage of development, will be transitioned to the Model by 1 July 2008
- Ideally, an existing piece of work will be transitioned to its equivalent stage under the Model. Typically, this will mean that:
  - If existing work is in the early stages of development, it should be transferred to the Model for completion without delay

<sup>1</sup> Skill sets using existing units of competency are an *ISC Upgrade* and do not require NQC endorsement. Further information on *Categories of Change* is at page 25 of the *Training Package Development and Endorsement Process 2008* paper.

- A more advanced piece of work will need to consider how well the draft units, skill sets, qualifications or Training Package meet the *Quality Principles for Training Packages* and if the required level of stakeholder engagement has been undertaken
- Where a piece of work is in the final stages of stakeholder sign-off and the NQC submission is under preparation, it may remain under the old process (unless all the requirements of the Model's validation stage onwards have been met and evidenced).

ISCs will take a pragmatic approach to the transition and 'common sense' will be the overriding factor in determining the flow of work to the new process. The flow chart overleaf (Figure 3.) provides broad level guidance on work underway and its transition to the Model.

### HOW TO COMMENCE TRANSITION

Using the layout below (Figure 2. Transition Table), each ISC will develop a list of work currently under development as at [date to be determined] (endorsed components only). The Transition Table should be provided to the nominated Departmental officer on or before that date.

In identifying the stage of the Model to which existing work should be transitioned, ISCs will need to consider the policy document '*Training Package Development and Endorsement Process 2008*' and familiarise itself with the process and outcomes required of each stage.

Once the Table has been submitted, discussions between the Department and the ISC will commence to finalise a schedule for transition.

<b>NO. _1_</b> BRIEF TITLE OF THE ACTIVITY _____				
SCOPE OF WORK - TRAINING PACKAGE AND QUALIFICATION LEVELS INVOLVED	ISSUES FOR CONSIDERATION IN TRANSITION/SENSITIVITIES	EXISTING STAGE OF DEVELOPMENT	STAGE OF MODEL TO WHICH ITS PROPOSED THE WORK BE TRANSITIONED	PROPOSED TIMELINES FOR TRANSITION
<b>NO. _2_</b> BRIEF TITLE OF THE ACTIVITY _____				
SCOPE OF WORK - TRAINING PACKAGE AND QUALIFICATION LEVELS INVOLVED	ISSUES FOR CONSIDERATION IN TRANSITION/SENSITIVITIES	EXISTING STAGE OF DEVELOPMENT	STAGE OF MODEL TO WHICH ITS PROPOSED THE WORK BE TRANSITIONED	PROPOSED TIMELINES FOR TRANSITION
<b>NO. _3_</b> BRIEF TITLE OF THE ACTIVITY _____				
SCOPE OF WORK - TRAINING PACKAGE AND QUALIFICATION LEVELS INVOLVED	ISSUES FOR CONSIDERATION IN TRANSITION/SENSITIVITIES	EXISTING STAGE OF DEVELOPMENT	STAGE OF MODEL TO WHICH ITS PROPOSED THE WORK BE TRANSITIONED	PROPOSED TIMELINES FOR TRANSITION
<i>Repeat rows as required</i>				

Figure 2. Transition Table for ISC advice to the Department on work underway for transition to the Model

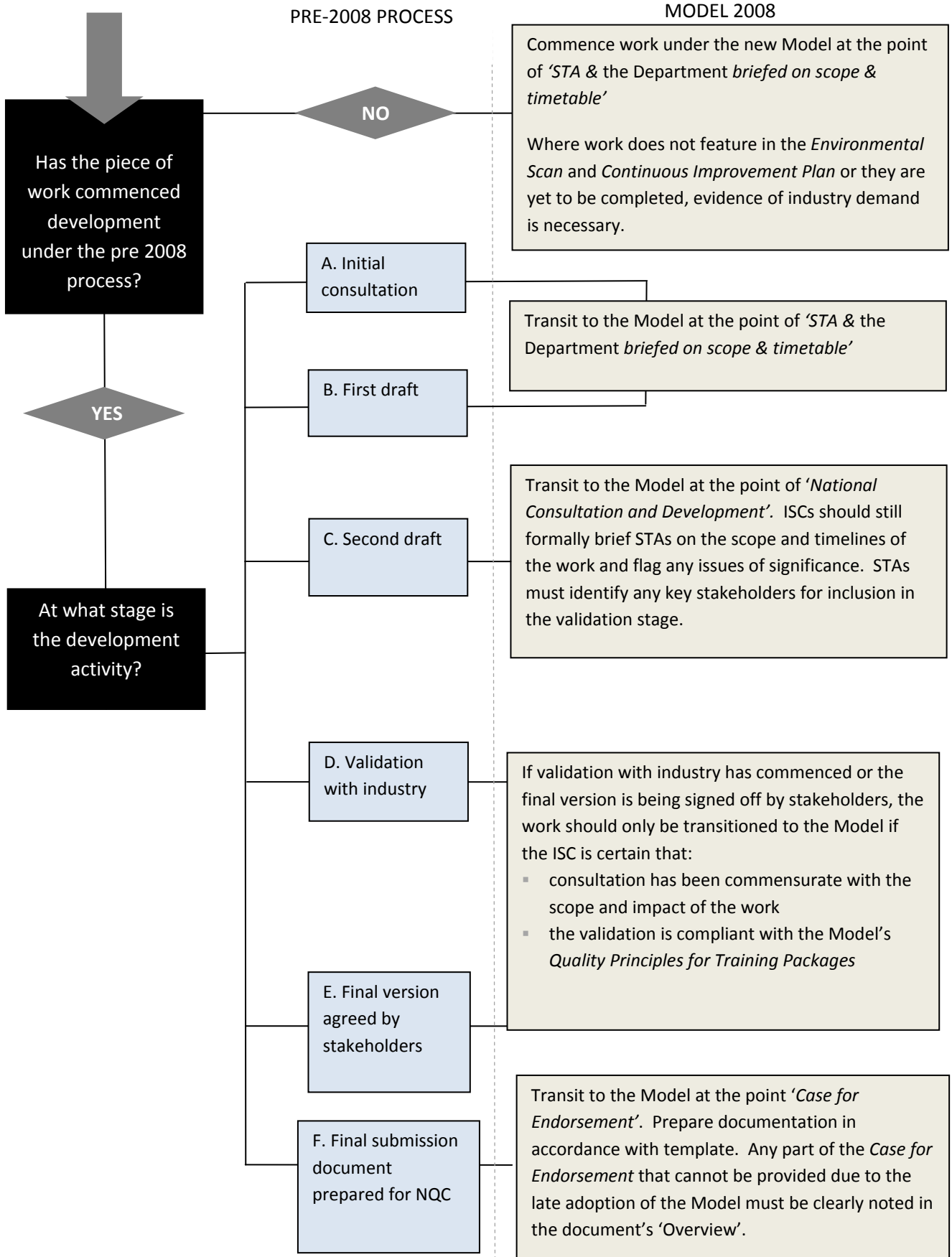


Figure 3. Broad guidance on transition to the Model 2008