

Template - Continuous Improvement Plan

REMEMBER ...

- Developed by the ISC and updated annually, the *Continuous Improvement Plan* sets out the work to be undertaken on the endorsed components of Training Packages to meet the existing and emerging skill needs of industry. The deliberative process and authorising environment for finalisation of the Plan is a matter for each ISC's Board and business processes, however, it must ensure that the Plan provides realistic goals for the resources available and prioritises competing industry demands.
- The Plan is informed by findings of the *Environmental Scan*. It is a three-year plan although years two and three may be less well defined and subject to refinement over time as industries react to external pressures and re-prioritise their skill needs.
- It will also inform STAs and RTOs of timelines and scope of activities which is likely to impact on the existing delivery of Training Packages/accredited courses. The Plan must be posted on the ISC's website.
- Analysis undertaken for the *Environmental Scan* informs the Plan. In development of the *Continuous Improvement Plan*, it is likely that the following stakeholders will be involved: enterprises, employer and employee representatives, licensing and regulatory bodies, STAs, the Department and RTOs.
- The Plan must incorporate sufficient information on the immediate year's activities to assist negotiation of the ISC's funding agreement with the Department and provide the Department with sufficient information to monitor activities. This level of detail must be balanced with the need for the Plan to be sufficiently flexible so as to incorporate responses to industry's evolving needs.
- Further information on the *Continuous Improvement Plan* 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

Clearly set out each piece of work so that it informs the reader and does not presume prior knowledge of the issue. Provide the information using the matrix at Figure 2. Where pieces of work are large in scale and not readily expressed through a single line entry, use the table as appropriate bearing in mind its audience and intent. For example, an ISC could depict a large piece of work in logical stages similar to the project plan or timescale for the activity. Where the piece of work will not result in its submission to the NQC, such as a scoping project, simply insert 'not applicable' where the column heading is irrelevant.

TRAINING PACKAGE _____ (Title and code)		BRIEF TITLE OF THE ACTIVITY _____		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NQC
1.0				
1.1	<i>Repeat rows as required</i>			
TRAINING PACKAGE _____ (Title and code)		BRIEF TITLE OF THE ACTIVITY _____		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NQC
2.0	<i>Repeat rows as required</i>			
TRAINING PACKAGE _____ (Title and code)		BRIEF TITLE OF THE ACTIVITY _____		
No	SCOPE OF WORK, INDUSTRY, SECTOR AND OCCUPATIONS/SKILLS INVOLVED	INDUSTRY IMPERATIVES FOR THE WORK	LIKELY QUALIFICATION LEVELS AFFECTED	TIMELINES FOR START OF WORK & SUBMISSION TO NQC
3.0	<i>Repeat rows as required</i>			

Figure 2. Template for Continuous Improvement Plan