

Template - Environmental Scan

REMEMBER ...

- The Scan is not a re-creation or compilation of existing data or economic analyses found elsewhere. Nor is it a strategic plan. Its focus, and what sets it apart from other reports in the VET system, is its capacity to operate as an early warning system by alerting the ISC, NQC and Skills Australia to potentially significant issues at a product, operational and systemic level. This level of immediacy is its key characteristic and relies on real-time industry views and evidence captured from across Australia. It is expected that this intelligence would largely be collected as part of an ISC's on-going activities throughout the preceding period.

- Developed annually by the ISC, the Scan enables the NQC and Skills Australia to gain a more strategic understanding of existing and emerging skill shortages, and provides the context and driving force behind the continuous improvement of Training Packages for the forthcoming year. It should leave readers with a clear understanding of the factors currently shaping and impacting on workforce development and how Training Packages, and the system more broadly, are currently responding.

- The primary audience for the Scan is the NQC and Skills Australia. It must therefore be written as a concise, readable document with an indicative length of 20 pages (excluding appendices). Its level of insight and predictive capabilities may also inform ISC Board deliberations on future direction setting and broader promotional activities.

- In developing the *Environmental Scan*, it is likely that the following stakeholders will be involved: enterprises, employer and employee representatives, licensing and regulatory bodies, STAs and RTOs.

- Further information on the *Environmental Scan* 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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SECTION 1 - LATEST INTELLIGENCE

- Based on recent intelligence gathered by the ISC, provide a broad analysis of changes, evolving trends and new factors in the three primary environments which impact and shape workforce development in the industry:
 - a. Market ... the VET environment, VET stakeholders and peak organisations.
 - b. Industry ... enterprises, professional and industry associations and other key stakeholders. This should include emerging cross industry trends and synergies.
 - c. Macro-environment ... broad factors and emerging trends across and between industries, and global trends or changes which impact directly or indirectly on the need and nature of skills.

Note: This section may be presented as a sector by sector analysis or as a ‘whole of coverage’ analysis. The chosen approach should be that which most coherently conveys the ISC’s intelligence to the NQC.

- Provide an analysis on how well Training Packages and the VET system are currently responding to these emerging trends and factors.

SECTION 2 - IDENTIFIED WORKFORCE DEVELOPMENT NEEDS

- Based on recent intelligence gathered by the ISC, provide a broad analysis of current and emerging skill gaps. A comprehensive analysis is not required but where specific skill shortages, skills needs, and regional requirements are identified these should be supported by available data. Other regional or local analysis may be supported by less comprehensive data or anecdotal information.
- Provide advice on opportunities for boosting skill levels to meet identified skill shortages.

SECTION 3 - CURRENT IMPACT OF TRAINING PACKAGES

- Provide an insight into how Training Packages are currently being used to enable readers to fully appreciate the impact of the existing units of competency and qualifications. This should consider activity within the publicly funded delivery system, but also illustrate the broader uses of Training Packages by industry, such as job design or recruitment. It may also provide an insight into the extent of activity within the non-publicly funded delivery system if such information is readily available and does not entail the ISC undertaking primary data collection.
- Provide advice on how existing Training Packages are being used in the broader workforce development agenda by industry and across the training system but which fall outside of the national data collections. Outline the increased flexibility being built into Training Packages and their alignment with licensing and regulation.

- Provide advice, where appropriate, on the changing profile of the learner. For example, if formal training of existing workers is becoming an increasing priority for the industry or if certain sectors are seeking to recruit and train mature aged workers.
- Provide a summary on the uptake of Training Packages across the delivery system using the national data collections.

SECTION 4 - FUTURE DIRECTIONS FOR ENDORSED COMPONENTS OF TRAINING PACKAGES

- Provide an insight into how Training Packages and the VET system need to respond to industry’s workforce priorities.
- Provide directions (short and medium term priorities) for the endorsed components of Training Packages in response to the latest intelligence and analysis in Section 3.
- Identify other key directions for VET at an operational and systemic level (including any major barriers) considered critical in responding to the latest intelligence and analysis in Section 3.

APPENDIX A - REPORT ON PREVIOUS CONTINUOUS IMPROVEMENT ACTIVITY

- Provide a ‘stocktake’ of physical changes made to the endorsed components of Training Packages over the preceding 12 months. Identify any new sectors and units of competency that have been endorsed and any refinements made to existing content through ‘ISC Upgrades’. Provide advice on where stakeholders may access more detailed information on these changes. Present the information as an attachment (using the matrix at Figure 1.) to allow its submission twice a year, once as part of the Scan, and six months later as a standalone document.

TRAINING PACKAGE	(Title and code)			
BRIEF SUMMARY OF CHANGE	INDUSTRY IMPERATIVES/ RATIONALE FOR CHANGE	DATE SUBMITTED TO NQC SECRETARIAT	DATE ENDORSED BY NQC/ or ISC UPGRADE	DATE MADE PUBLIC THROUGH NTIS
For example, addition of qualifications in XX,				
For example, enhancement of units of competency covering XX				
<i>Repeat rows as required</i>				
TRAINING PACKAGE	(Title and code)			
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Figure 1. Template for Attachment A of the Case for Endorsement