



Australian  
Industry and  
Skills Committee



# NAME OF PROJECT

Case for Change

Name of allocated IRC(s):

Name of the SSO:

**NOTE:** Please use template as provided. Do not make structural changes, such as adding branding/logos or changing headings.

**NOTE:** The completed template, excluding attachments, is to no more than 5 pages long.

# Instructions

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- This template provides clear instructions regarding the information the AISC looks for in a Case for Change. The AISC will only commission work where it is satisfied with the evidence provided.
- When drafting a Case for Change refer to the *Training Package Development and Endorsement Process Policy*.
- The completed template should be no more than 5 pages in length, but may have attachments.
- One Case for Change template needs to be completed for each project (i.e. one project is a fast-tracked update, and one project is a grouping of qualifications that are to be progressed together as a routine update).

**\*\*\*PLEASE DELETE INSTRUCTIONS PAGE AND GREEN TEXT PRIOR TO SUBMISSION\*\***

## 1. Administrative information

For a list of the products proposed to be reviewed as part of this project, please see **Attachment A**.

Name of IRC(s):

Name of SSO:

### 1.1 Name and code of Training Package(s) examined to determine change is required

## 2. The Case for Change

For information on the job roles to be supported through the proposed qualifications updates, enrolments data, completion rates, and the number of RTOs delivering these qualifications please see **Attachment B**.

### 2.1 Rationale for change

- Briefly articulate the reasons for updating or developing the training products at this time, clearly demonstrating what has changed in relation to job roles supported that requires updated training products at this time.
  - For example, what has changed in the industry to warrant the work? Is technology changing job roles? Has the regulatory environment changed? Is the work needed in response to a Royal Commission/Inquiry finding? Is there need to train for a new function and/or new job role? Has a cross -sectoral need been identified that needs to be addressed?
- What would be the implications of not making the change?
- Include justification if reviewing products within 12 months of last update/change

### 2.2 Evidence for change

- What is the evidence that the IRC has drawn on to identify the need for change. This should include for example, evidence of employment growth in the industry concerned and evidence of employer demand for the new skills. This evidence should build upon analytics from the NSC and include evidence from the tailored IRC report showing the categorisation of training products by priority (routine, fast-track, complex).
  - Where an industry or line of work is emerging and specific employment data is not available, evidence of industry growth or the emergence of new businesses, evidence of raised levels of investment or other support for industry growth should be provided.

### 2.3 Consideration of existing products

- Where there are existing training products similar to new products proposed through the Case for Change, clearly explain why these existing products are unsuitable for this purpose.
- Include a detailed analysis of each existing product's outcome compared to the proposed product (include as an attachment where required).

### 2.4 Approach to streamlining and rationalisation of the training products being reviewed

- Describe how consideration of streamlining and rationalisation of training products will occur through this review.
  - This must demonstrate that consideration of the streamlining and rationalisation of training products will be a key consideration during the project.

### 3. Stakeholder consultation

#### 3.1 Stakeholder consultation undertaken in the development of Case for Change

*For a full list of industry-specific stakeholders that actively participated in the stakeholder consultation process undertaken to develop the Case for Change, please see **Attachment C**.*

- Describe:
  - how Industry-specific stakeholders were targeted for consultation during the development of the Case for Change (i.e. these are those stakeholders, including employers, with a direct interest in the training products being reviewed)
  - the strategies used to undertake industry consultation (e.g. online surveys, focus groups, consultation through IRC networks)
  - how the consultation strategy supported participation by relevant stakeholders in rural, regional and remote (where appropriate) areas, and across states.

#### 3.2 Evidence of Industry Support

*For a list of the issues raised by stakeholders during consultation and the IRC's response to these, please see **Attachment D**.*

- Outline evidence of industry support for the proposed changes provided through the consultation process.
- Evidence should include the level of participation as well as who participated and how their input has been used.

#### 3.3 Proposed stakeholder consultation strategy for project

*Note: For a full list of industry-specific stakeholders who are planned to be contacted to participate in the stakeholder consultation process undertaken for this project, please see **Attachment E**.*

- Outline the proposed stakeholder consultation strategy for the project:
  - how relevant industry stakeholders will be targeted for participation
  - how the opportunity to contribute will be promoted
  - what consultation mechanisms will be used
- Describe how the consultation strategy will support participation by stakeholders in rural, regional and remote (where appropriate) areas, and in smaller jurisdictions (where appropriate).

## 4. Licencing or regulatory linkages

- Include a point explaining linkages between the training products being reviewed and any regulatory or licencing arrangements, and how they will be considered.

## 5. Project implementation

### 5.1 Prioritisation category

- It is proposed that this review/update/product development is progressed as a fast-track/routine/complex project.
- Provide a clear rationale for the suggested approach to project implementation (fast-track/routine/complex).
- The IRC recommendation should be informed by the report provided by the AISC Secretariat showing the recommended prioritisation category of qualifications in their remit based on usage and need (note: the information in the report is to be considered alongside industry intelligence to inform the recommended prioritisation category).

### 5.2 Project milestones

- Key project milestones include (see examples included below):
  - *AISC project approval – XXX 2021*
  - *Draft 1 consultation – XXX – XXX 2021*
  - *Stakeholder validation – XX - XXX 2021*
  - *Quality Assurance – XXX – XX 2021*
  - *Final consultation with states and territories – XX - XX 2021*
  - *CfE submitted for approval – XXXX 2021*

Note: Project milestones must demonstrate that the project can be completed within the timeframes associated with the nominated project category (see timeframes in the *Training Package Development and Endorsement Process Policy*). Where additional time is suggested, a clear rationale must be provided which demonstrates the need for the additional time.

### 5.3 Delivery or implementation issues

- Provide a description of any delivery or implementation issues which have been raised by stakeholders and explain how these issues will be considered as part of the update/review (e.g. RTO delivery issues, student access to workplaces required to support mandatory work placement requirements, resources, etc.)

## 6. Implementing the Skills Minister's Priority reforms for Training Packages (2015 and October 2020)

Highlight how the case for change will address the following priorities:

- Ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices
- Ensure the training system better supports individuals to move more easily between related occupations
- Improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors
- Foster greater recognition of skill sets and work with industry to support their implementation

This Case for Change was agreed to by the [name] IRC

Name of Chair

Signature of Chair

Date


## Attachment A: Training Package components to change

[Insert SSO Name]

Contact details: [Insert contact details]

Date submitted: [Insert date submitted]

Project number	Project Name	Qualification/ Unit / Skillset	Code	Title	Details of last review <i>(endorsement date, nature of this update transition, review, establishment)</i>	Change Required
						New
						Update
						Delete



### Attachment B: Job role, enrolment information, the number of RTOs currently delivering these qualifications

Please set out the job roles to be supported through the updated qualifications, enrolment data over the past three years in which data is available for each qualification, completion rates for each qualification, and the number of RTOs delivering these qualifications.

Job role	Qualification to be updated to support the job role	Enrolment data (for the past three years)	Completion rates (for the past three years)	Number of RTOs delivering (for the past three years)



### Attachment D: Issues Raised by Stakeholders during consultation on the development of the Case for Change

Stakeholder Type	Issues Raised	IRC's Response to Issues Raised
Industry Reference Committee (IRC) Representatives		
Peak Industry Bodies		
Employers (Non-IRC)		
Regulators		
Registered Training Organisations (RTOs)		
Training Boards/Other		
State and Territory Training Authorities (STAs)		
Unions		
<i>Please add other categories as appropriate</i>		

