



Training Product Submission

This form facilitates [Step 5.1 Submission of draft training products to the Assurance Body](#) of the Training Package Organising Framework (TPOF) Process Requirements.

Completing this form and submitting the required information, including the attachments, provides the Training Package Assurance (TPA) team with the necessary information to assess your Training Product Submission (the submission) against the TPOF. This is an opportunity to describe how the processes you have applied to develop your products and the products themselves comply with the requirements of the TPOF.

Refer to the Training Package Assurance (TPA) Submission Compliance Guide for detailed information about the evidence required for your submission.

Components of the submission include:

- this form
- completed attachments including the Companion Volume Implementation Guide.

About this form

There are three sections to this submission form:

Section 1: Submission Details

Section 2: Submission Evidence

Section 3: CEO Declaration

Unless otherwise indicated, you must provide a response to each part of each question.



This symbol has been used to indicate where attachments and/or additional information must be uploaded with the submission.

Submission to the Assurance Body

To submit your project for assurance please:

1. Upload this completed submission form and supporting evidence into the relevant project folder in the TPA GovTEAMS Community.
2. Ensure all training package products are entered into Training Product Central (TPC) with the product drafting status set to 'Ready for Submission' and the project status set to 'Assurance Body Consideration'.
3. Publish the submission on your website. This includes:
 - Training Product Submission Form
 - Attachment A – Training Products submitted for assurance
 - Anti-discrimination Assessment
 - Consultation Log
 - Consultation Strategy
 - Technical Committee Details (including Terms of Reference)
 - Training Package Products
 - Companion Volume Implementation Guide (CVIG)
4. Email the TPA team at TrainingPackageAssurance@dewr.gov.au with the Project ID and Title to advise the submission is ready for assurance.

Incomplete submissions, including where there is insufficient or missing detail in the submission form and/or attachments, will be returned to you and the assurance process will be paused until the required information is received.

One form of evidence may satisfy multiple questions. A checklist is provided at the end of this document to assist you to ensure your submission is complete. You can use the column titled 'Evidence Reference' in the checklist to identify the document title of the specific evidence in your submission, alternatively, you may prefer to produce your own cover sheet to accompany the submission.

Assistance completing this form

Please refer to the TPA Submission Compliance Guide TPOF 1 July 2025 for information about how the TPA team will review the submission, noting that the examples of evidence provided are only a guide and not intended to be an exhaustive list.

If you need help completing this form, please contact TrainingPackageAssurance@dewr.gov.au.

Refer to the department's website and the TPA Community in GovTEAMS for further information about the Training Package Assurance process.

Section One: Submission Details

1. Jobs and Skills Council Details

Jobs and Skills Council Name:			
Industry Skills Australia			
Contact person: (the person the Training Package Assurance team will liaise with during the assessment process; you can identify more than one person here if required)			
Name(s):	Paul Humphreys	Position:	Project Specialist
Phone:	0429 670 588	Mobile:	0429 670 588
Email(s):	paul.humphreys@isajsc.org.au		

2. Project Details

Project ID:	ISA_ANN_2425_002
Project Title:	LivestockTransport Training

Provide a brief description of the project.

Industry Skills Australia was approached by the Australian Livestock and Rural Transporters Association (ALRTA) to develop nationally consistent training for livestock transporters.

Jobs and Skills Australia's study into Food Supply Chain Capacity, also included a recommendation for improved delivery and uptake of formal livestock transport training for truck drivers in its final report – An Essential Ingredient: The Food Supply Chain Workforce.

The livestock transport industry sector has unique skill requirements associated with the safe handling and transport of livestock. Heavy vehicle drivers are required to have the skills and knowledge to meet both their animal welfare and heavy vehicle operation obligations.

A new Skill Set was proposed using existing industry identified units of competency from the TLI and AHC Training Packages to provide a benchmark for nationally consistent training and industry best practice.

It was determined during the project that one TLI unit of competency needed to be updated to ensure industry's needs could be met.

In addition, to ensure regional differences can be met, implementation guidance for the revised unit has been included in the TLI CVIG

3. Scope of the submission

Provide the total number of Qualifications, Units of Competency, and Skills Sets included in the proposed release of the Training Package. This may include any minor changes that will be made in the proposed release.

While the assurance assessment focuses on products that require endorsement by Skills Ministers (i.e. major changes), understanding the context for the entire release may be helpful to the Assurance Body.

Refer to the Categories of Change tables in the TPOF for the definition of major and minor changes.

	Major	Minor	Total
Qualification(s):	0	2	2
Unit(s) of competency:	1	0	1
Skill Set(s):			1

If applicable, provide an overview of minor change updates that will be included in this release.

Publishing the following new Skill Set:

- TLISS00242 Livestock Transport Driver Skill Set

Updates to codes of general electives in the following TLI qualifications:

- TLI20221 Certificate II in Road Transport Terminal Operations
- TLI31222 Certificate III in Driving Operations

Training Products related to a separate submission for Fatigue Management will be included in this Release 17.0 of the TLI Training Package.



Complete and upload *Attachment A – Products submitted for assurance*

4. The Annual Training Product Development Plan

Provide a link to the published plan on your website.

Link/URL:	https://admin.industryskillsaustralia.org.au/sites/default/files/2026-03/Annual Training Product Development Plan - March 2026.pdf
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If the activity is not listed in the plan, provide an overview of the unforeseen or urgent need addressed by the activity.

Click here to enter text.

4.1 Where the submission contains major changes to a qualification/s, has the Purpose of any of the products changed from what is recorded in the Annual Training Product Development Plan (ATPDP)? Answer 'Yes' where the Purpose of the products is not included in the ATPDP.

☐ Yes ☒ No (go to Q5)

If yes, provide details of the changes OR where the purpose of the qualification/s contained in the project is not included in the ATPDP, please provide details below.

No major changes to any qualifications in this submission

Section 2 – Submission Evidence

Technical Committee

5. Technical Committee Composition



Upload details of the membership of the technical committee and their expertise as per Step 1.2 of the TPOF Process Requirements including the Terms of Reference for the committee

Has the composition of the technical committee changed from that published at the pre-submission stage?



Yes



No (go to Q6)

If yes, provide a reason for the change describing any impact of the change on the development activity.

Tamika Horan was replaced by Justin Thompson from the Queensland Trucking Assn (QLD STA nominated TC member).

There was no impact on the project from any of these changes.

6. Technical Committee Statement

Provide a statement that the technical committee has reviewed the final draft training package products. Include information about the process for the technical committee review (for example, whether the review was completed during a meeting or out of session).

The Technical Committee reviewed the final training products at their last meeting 10 June 2026. Quorum was achieved for this meeting. Committee members in the meeting unanimously supported that the units were fit for purpose and should be submitted to the Assurance Body.

Committee members who were apologies for the final meeting were emailed the final drafts and asked to review them and provide support or advise if they had concerns with the final drafts. No concerns were received.

Consultation Activity

7. Stakeholder Consultation Strategy



Upload a copy of the stakeholder consultation strategy

Did the consultation undertaken deviate from the stakeholder consultation strategy (including changes to identified stakeholders, and any delays or changes to consultation timeframes)?

Refer to pg 24-26 of TPA Submission Compliance Guide.

☐

Yes

☒

No (go to Q8)

If yes, provide a summary of what changed and why.

Click here to enter text.

8. Consultation Timeframes

Provide an overview of when the consultation activities were undertaken.

You can enter more than one set of dates for each consultation phase as required.

Consultation Phase	Dates
Public and government consultation	First: 2 December 2025 – 13 January 2026 (6 Weeks) Second: 13-29 May 2026 (2 weeks)
Incorporating feedback (additional consultation if required)	Technical committee considered feedback and recommended amendments which ISA made to draft training products at their meetings: - 15 January 2026 - 26 February 2026 - 10 June 2026
Senior Officials Check	23 June – 6 July 2026 (2 weeks)

9. Vulnerable and Minority Cohorts

Describe how consultation activities have been responsive to the needs of vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

Information should include how vulnerable or minority stakeholders were identified and how consultation activities were tailored to respond to the needs of those stakeholders.

Refer to pg 26 of the TPA Submission Compliance Guide.

The selection of the Technical Committee ensured representation from all relevant stakeholder groups, including those working in remote areas. ISA's website is accessible and made available 1 on 1 meetings for any stakeholder that requested to ensure any needs are met.

10. Consultation Log



Upload the consultation log including the high-level summary
(an example consultation log is provided in GovTEAMS)

Include information about all consultation activities undertaken, how feedback has been logged, and how feedback has been addressed. For example, if a workshop was conducted and no individual feedback was gathered, describe how the results of the workshop were considered in the project.

Provide as much detail as possible to support the Assurance Assessor's understanding of the consultation process including the treatment of feedback. This detail may be provided in the high-level summary or below.

Refer to pg 27-32 of the TPA Submission Compliance Guide.

Consultation for this project commenced with the Australian Livestock and Rural Transporters Association (ALRTA) who initially requested development of the Skill Set. They had identified the key skill and knowledge areas that drivers transporting livestock required.

ISA mapped existing units of competency to the skills and knowledge identified by ALRTA. ISA then met with representatives from Skills Insight to discuss suitability of units from the AMP and AHC Training Packages.

A project launch webinar was conducted on 14 August 2025 to outline the project and generate interest

There is very little training in the VET system currently occurring, so the Technical Committee (TC) was largely comprised of representatives from ALRTA's state branches and several

livestock transport companies. ISA was able to find a couple of RTO representatives with experience transporting livestock, and who were currently delivering more general driver training.

The ALARTA representatives were able to engage with their members throughout the project for input on requirements.

The project Technical Committee (TC) had two meetings before public consultation. The first meeting (7/10/2025) ran for two hours. It included an introduction to the project and role of the technical committee; then discussion about skill set coverage. Possible Skill Set units were considered; key content areas were confirmed and ISA committed to mapping the key areas to possible units before the next meeting.

The second meeting (6/11/2025) reviewed mapping completed by ISA and confirmed four units to be included in the skill set. At this meeting the TC decided that to best achieve required outcomes updates to the unit TLID0002 Care for livestock in transit were required to:

- add content on compliance with animal welfare standards and biosecurity requirements
- reflect current practice
- strengthen content on livestock handling
- restructure elements to accommodate loading and unloading
- remove content on veterinary and medication requirements as this was considered outside of what a driver would do

The unit and Skill Set were drafted by ISA in accordance with direction from the TC then placed in a SharePoint folder that only the TC had access to for them to review and provide further feedback on. Feedback was actioned and the TC given a further period to confirm drafts were ready for public and government consultation.

Public and government consultation ran 2 December 2025 – 13 January 2026 (6 weeks to accommodate public holidays over this period). Submissions included:

- a question if bees were covered by the unit - they are not
- a concern that the training would be made mandatory – it will not be
- suggested amendments from the NT department of agriculture
- feedback from the Cattlemen's association about context and breadth of coverage
- substantial feedback from the ISACNT reflecting the views of several NT operators that focussed mainly on regional differences in livestock transport.

The TC met on 15 January 2026 to consider feedback and recommended amendments to the unit in response to feedback from the NT department of agriculture. It was decided to develop CVIG guidance to support contextualisation when implementing in the different contexts in which livestock transport may occur. No amendments to the Skill Set requirements were necessary.

The TC met again on 26 February 2026 to review amendments to the unit and CVIG content and finalise for the second round of consultation.

The second round of consultation ran 13-29 May 2026 (2 weeks). Minimal feedback was received, but correspondence from ISACNT indicated they were pleased that their concerns about regional differences had been addressed.

The final meeting of the TC was on 10 June 2026 reviewed final drafts and approved the updated training products for submission to the assurance body.

11. Senior Officials Check



Upload evidence that the Senior Responsible Officer (SRO) check was undertaken

Engagement with SROs must be recorded in the Consultation Log.

Use this space to record any additional information about the SRO check to support the Assurance Assessor's understanding of the submission.

Support was received from Victoria, Northern Territory, New South Wales, ACT, South Australia, Tasmania Western Australia and The Commonwealth SROs.

12. Support from Regulatory and Licensing Bodies

Do any of the products in the submission include occupational licensing, certification or regulation requirements related to **the person** undertaking the work described in the product?

☐

Yes

☒

No (go to Q12.1)

If yes, ensure the requirement is described in the 'Legislative/Licensing/Regulatory' field in TPC and include information about implementation in the Companion Volume Implementation Guide.



Identify products that contain regulatory, licensing or legislative implications in *Attachment A – Products submitted for assurance*



Upload evidence of support from all relevant national/state and territory regulatory and/or licensing bodies

12.1 Other regulatory/legislative information

Is there regulatory/legislative information in the products relevant to the workplace/enterprise?

☐

Yes

☒

No (go to Q13)

If yes, **do not** include the requirement in the 'Legislative/Licensing/Regulatory' field in TPC. You may include this information in the 'Description' of the qualification or 'Application' of the unit of competency. You must include information about implementation implications in the Companion Volume Implementation Guide.

13. Engagement with other Jobs and Skills Councils

Are any of the products in this submission imported into training package products managed by other Jobs and Skills Councils?

☒

Yes

☐

No (go to Q14)

If yes, list the Jobs and Skills Council(s) impacted and describe how you have consulted with them. Briefly describe the impact on relevant qualifications.

Refer to pg 29 and 31 of the TPA Submission Compliance Guide.

Skills Impact (SI) was the only JSC impacted by the project. Given the subject matter being covered ISA met with SI at the commencement of the project to discuss impact and also seek advice.

SI was advised that the unit in the project was a general elective in the following qualifications:

- AHC30122 Certificate III in Agriculture
- AMP20126 Certificate II in Meat Processing
- AMP31116 Certificate III in Meat Processing (Livestock Handling)

And is also in AMPSS00055 Transport Livestock Skill Set.

Response from SI appears in the consultation log advising they had no concerns with amendments to the unit.



Upload evidence of engagement with all listed Jobs and Skills Councils

Note: where any products in this submission impact other training packages managed by your JSC, describe the impact on those other products at *Q15 Implementation Issues*.

14. Rationale for mandatory workplace requirements

Are any Mandatory Workplace Requirements (MWRs) included in the submitted products?

☐

Yes

☒

No (go to Q15)



Identify products that contain MWRs in *Attachment A – Products submitted for assurance*

If yes, describe the process undertaken to determine the inclusion of MWR. Consider the process set out in the good practice guide on MWR: On the Mark: 5 Good Practice Principles when completing this section.

Click here to enter text.

14.1 Support for mandatory workplace requirements



Upload evidence of support for proposed requirements (including from small to medium sized enterprises), and employer willingness to support learner work placements

Use this space to record any additional information about how employer support for learner work placements was gained.

Note: support is required to be demonstrated for all training package products containing MWRs in the scope of the submission, regardless of whether they have been changed as a result of the development project. Confirmation of ongoing support for MWR including employer support for work placement needs to be gathered through the consultation process.

Refer to pg 29-32 of the TPA Submission Compliance Guide.

Click here to enter text.

15. Implementation Issues

Use this space to record information about implementation issues raised throughout the development process. Please include:

- What intelligence was gathered from stakeholders about implementation of the training package products
- How any implementation issues raised through the consultation process were addressed
- Whether any other training package products within your responsibility are affected by the project.

Refer to pg 30-31 of the TPA Submission Compliance Guide.

The main concerns about implementation related to the regional differences described in the consultation log section of this submission and stakeholder concerns were addressed by development of CVIG guidance.



Include detail about implementation in the *Consultation Log* including information about the stakeholders involved

16. Disputes

Note: This section refers to disputes as described in the Model Dispute Resolution Policy outlined in the TPOF Process Requirements.

Were any disputes recorded during the development activity?

☐

Yes

☒

No (go to Q18)

If yes, describe the dispute/s and how you applied your internal dispute resolution process to resolve the matter.

Click here to enter text.



Include detail about the dispute/s in the *Consultation Log* including information about the stakeholders involved (See example Attachment B Consultation Log - Dispute Resolution tab)

17. Alternative Dispute Resolution (ADR)

Was an Alternative Dispute Resolution (ADR) practitioner engaged?

☐ Yes ☒ No (go to Q18)

If yes, provide a summary of any disputes that were escalated to ADR. Include the recommendations produced, the final position of the Jobs and Skills Council, and a justification where the ADR practitioner's recommendations were not adopted.

Click here to enter text.



Upload a copy of the ADR practitioner's advice

18. Evidence of broad consensus

Has broad consensus been reached on all products?

☒ Yes (go to 18.1) ☐ No (go to 18.2)



Upload evidence of support (e.g. letters of support)

18.1 Provide a summary of how broad consensus has been determined.

Refer to pg 35-36 of the TPA Submission Compliance Guide.

Reaching consensus on the Skill Set requirements was not difficult because the industry had already discussed and agreed upon what was required prior to the project. No concerns about the proposed skill set units was received in either consultation period.

Consensus on revised unit content was achieved by developing CVIG guidance that supported implementation in different regional contexts.

The technical committee included appropriate industry representation to ensure the training products are fit for purpose.

18.2 Where broad consensus is not reached, provide a justification for why the product has been submitted for endorsement, including how you attempted to gain consensus.

Click here to enter text.

Compliance with Requirements

19. Anti-Discrimination Assessment

Provide an assessment that demonstrates that the products meet anti-discrimination legislation, and associated standards and regulations, including the Disability Standards for Education 2005.

Refer to pg 38–40 of the TPA Submission Compliance Guide.



Upload a copy of the Anti-Discrimination Assessment

20. Pathways

Describe the process undertaken to ensure the training package products have pathways that facilitate movement between education sectors and employment.

Refer to pg 41–42 of the TPA Submission Compliance Guide.

Note: Pathways advice must be included in the Companion Volume Implementation Guide.

The purpose of the Skill Set is to provide a pathway for existing drivers into livestock transport. A diving unit has been included so it can be delivered to cover regional driving conditions (e.g. unsealed roads), and it is expected that candidates will already hold an appropriate Heavy Vehicle Licence prior to commencing the Skill Set.

21. Rationalising and Streamlining

Describe the process undertaken to rationalise and streamline the training package products.

Include information about any units and/or qualifications to be deleted and the results of any analysis of cross sector units and/or other existing units.

Refer to pg 43-44 of the TPA Submission Compliance Guide.

The unit reviewed relates to a specific job role within the livestock sector. Content in it was tidied up to remove any previous duplication and overprescription.

The unit had not had any enrolments in it since 2020. It is hoped that the updates to it, and including it in a Skill Set the industry intends on promoting will improve use of it.

21.1 Has the analysis identified any overlap with existing units?

☐ Yes (go to 21.1) ☒ No (go to Q22)

21.2 Provide a justification for why existing products are not suitable.

Click here to enter text.

22. Request to change transition period

Is a change to the standard transition period (12 months) proposed for any products in this submission?

☐

Yes

☒

No (go to Q23)



Identify products where a change to the transition period is proposed in
Attachment A – Products submitted for assurance

Provide a rationale for the proposed transition period. Include information about the consultation undertaken to identify the need for a changed transition period.

Click here to enter text.

Training Product Content

23. Training Package Products

The Training Package Assurance team will review qualifications, units of competency and Skill Sets through Training Product Central.

Note: The drafting status of each training product must be set to 'Ready for Submission' and the project status must be set to 'Assurance Body Consideration'.



Upload a copy of the Companion Volume Implementation Guide

24. Pre-requisites

Does the submission include any units of competency that contain pre-requisites?

☐ Yes ☒ No (go to Q25)

If yes, describe the process undertaken to ensure the use of pre-requisites is minimised.

Click here to enter text.

Were there any issues raised about pre-requisites through the consultation process?

☐ Yes ☐ No (go to Q25)

If yes, provide a summary of the issue/s raised and how the issue/s have been resolved.

Click here to enter text.

25. Foundation skills

How did you determine the required level of performance for each of the ACSF core skills areas?

Refer pg 51-52 of the TPA Submission Compliance Guide.

Desktop mapping of the Skill Set Units to the ACSF was conducted and validated by the Technical Committee. Mapping was also included in the second round of consultation.

26. Stand-alone Units

Does the submission include any stand-alone units of competency?

Note: stand-alone units refer to units of competency that are not packaged into a qualification.

☐ Yes ☒ No (go to Q27)

If yes, provide justification for the use of a stand-alone unit. Explain why it cannot be immediately packaged into a qualification and the proposed plan for embedding it in a qualification in future updates to the training package.

Refer pg 52 of the TPA Submission Compliance Guide.

Click here to enter text.

26.1 Support for Stand-alone Unit/s



Upload evidence of industry need and support for each stand-alone unit

Section 3 – CEO Declaration

27. Submission declaration

- ☒ This submission and proposed training package products were developed in accordance with all components of the Training Package Organising Framework (TPOF).
- ☒ I confirm the training package product/s align with their intended purpose and are structured to meet the needs of industry, employers and learners.
- ☒ I confirm all required attachments are included with this submission.
- ☒ I confirm the final draft products are accurately entered into Training Product Central and are ready for assurance assessment.

Jobs and Skills Council Chief Executive Officer			
Signature*:	Redacted	Date:	29/07/2026
Full Name:	Vanda Fortunato		

* Options for capturing the CEO signature include: copy and paste an electronic signature above; upload a separate signed document which includes the required declarations to GovTEAMS; send an email from the CEOs email address to TrainingPackageAssurance@dewr.gov.au which includes the required declarations.

27. CEO summary statement

Include a summary from the CEO describing how they have ensured that the submission has been developed in accordance with the requirements set out in the TPOF.

I have been briefed by the GM of Operations (acting). He explained that this project has followed the TPOF process to ensure that ISA are compliant with development and review of the TLI training package product. Peak bodies, employers and RTOs were engaged throughout the project and we also gave stakeholders opportunities to review and provide feedback.

Submission Checklist

To avoid a delay in the processing of your submission, please ensure that your submission is complete. Submissions that are not accompanied by the required attachments will be returned for completion. Confirm the following documents have been uploaded where applicable.

Q.	Submission Requirement	Uploaded	N/A	 Evidence Reference
Other	Publish submission to JSC website as per Step 5.1 of the TPOF. Refer to page 2 for minimum required documents.	☒		Click here to enter the URL/link to the published submission.
3	Attachment A – Products submitted for assurance	☒		Included with the submission Folder 03
5	Technical committee membership details	☒		TC membership details are included with the submission Folder 05
7	A copy of the stakeholder consultation strategy	☒		Stakeholder consultation strategy is included with the submission Folder 07
10	The consultation log	☒		Consultation Log is included with the submission Folder 10
11	Evidence that the SRO check was undertaken	☒		Included in Consultation Log Folder 11
12	Evidence of support from all relevant national/state and territory regulatory and/or licensing bodies	☐	☒	NA
13	Evidence of engagement with other relevant JSCs	☒	☐	Included in the consultation log Folder 10
14.1	Evidence of support for proposed MWRs including employer willingness to support placements	☐	☒	NA
17	The Alternative Dispute Resolution practitioner's advice	☐	☒	NA
18	Evidence to support broad consensus	☒		A letter of support from the Australian Livestock and Rural Transporters Association has been promised and we are chasing it. Will add to submission folder once received.

Q.	Submission Requirement	Uploaded	N/A	 Evidence Reference
19	The Anti-Discrimination Assessment	☒		Livestock Transport Training Project – Antidiscrimination Assessment Checklist is included with the submission Folder 19
23	Training Package products submitted in Training Product Central	☒		
	The Companion Volume Implementation Guide	☒		CVIG is included with the submission Folder 23
26.1	Evidence of identified industry need and support for stand-alone units	☐	☒	NA