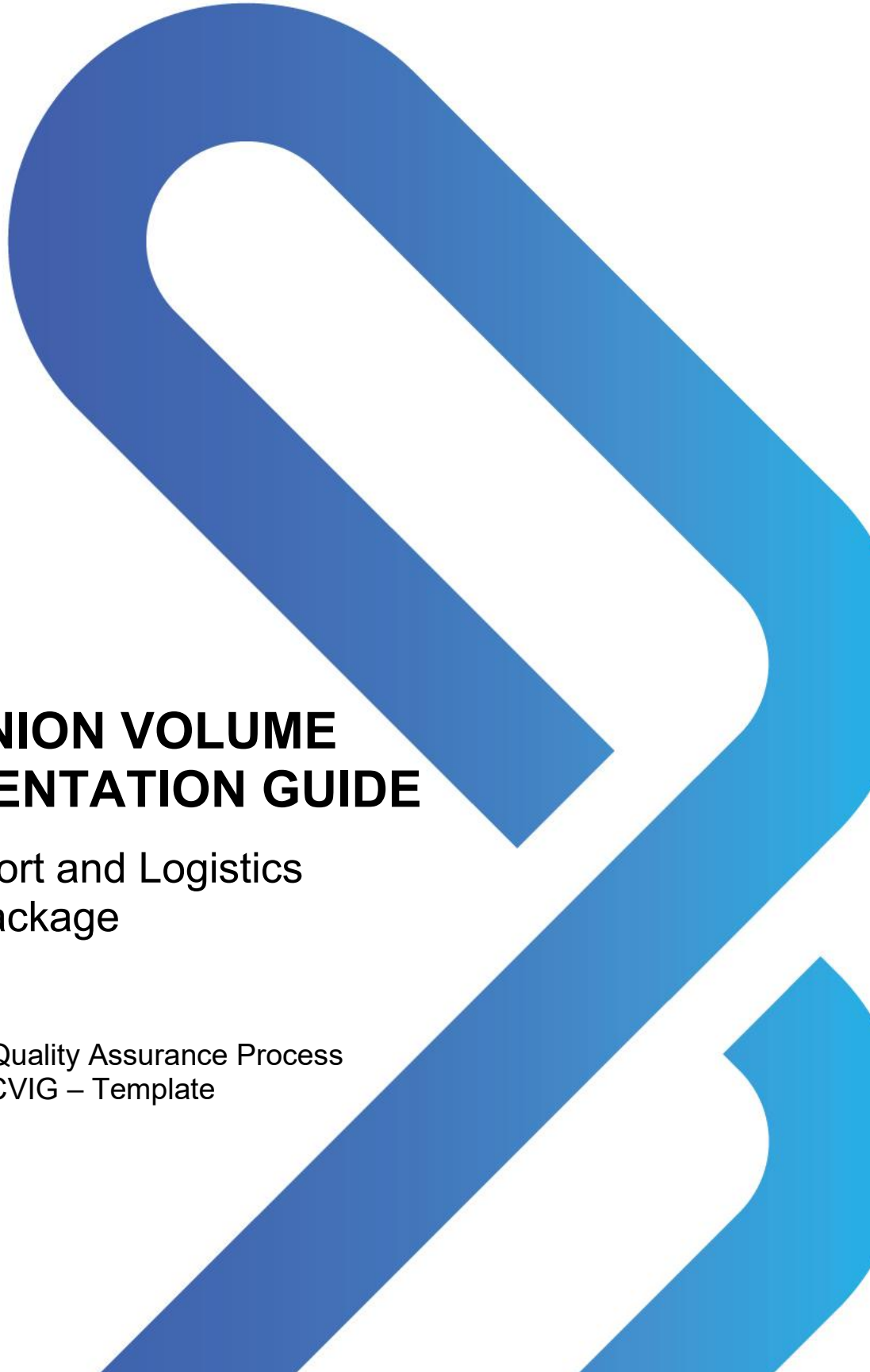




COMPANION VOLUME IMPLEMENTATION GUIDE

TLI Transport and Logistics
Training Package

Release 16.0

Attachment G: Quality Assurance Process
Attachment H: CVIG – Template

The following Companion Volume Implementation Guides (CVIG) Attachments are kept in separate files for ease of access. Attachment breakdown below.

ATTACHMENT A-C:

- Qualification Mapping
- Skill Sets Mapping
- Units of Competency Mapping

ATTACHMENT D:

- Summary of Qualification Licensing/Regulatory information

ATTACHMENT E:

- Training Package pathways advice

ATTACHMENT F:

- TLI Implementation Advice – TLIA - TLIB
- TLI Implementation Advice – TLIC – TLID
- TLI Implementation Advice – TLIE– TLIK
- TLI Implementation Advice – TLIL – TLIP
- TLI Implementation Advice – TLIR – TLIX

ATTACHMENT G-H:

- CVIG – Quality Assurance Process
- CVIG - Template

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About Industry Skills Australia 1

Attachment G: Cvig – Quality assurance process 2

 Quality Assurance Process 2

Attachment H: CVIG - Template 3

ABOUT INDUSTRY SKILLS AUSTRALIA

Industry Skills Australia (ISA) has been appointed as the Jobs and Skills Council for the nation's Transport and Logistics, Rail, Aviation and Maritime industries and the emerging sectors of Omnichannel Logistics and Distribution, and Air and Space Transport and Logistics.

Jobs and Skills Councils have **four (4) broad roles**:

1. **Industry Stewardship** which involves gathering industry intelligence to reliably represent the views and needs of industry back to the VET system and its decision-makers
2. **Workforce Planning** which enables industry to identify its workforce development issues and design high-impact solutions, which are then captured in the Committee's national Workforce Plan for the industry
3. **Training Product Development** which focusses on improving the quality, speed to market and responsiveness of training products to employer and workforce needs
4. **Implementation, promotion and monitoring** which involves supporting training providers, promoting careers and monitoring how well the system is meeting the needs of industry and learners.

Jobs and Skills Councils replace and subsume the work of previous Industry Reference Committees, Skills Service Organisations and Skills Organisations.

ISA was established in early 2023, 28 years after its predecessor the Transport and Logistics Industry Skills Council (TLISC) was established in 1996 and Australian Industry Standards (AIS) in 2016. More information about ISA can be found at www.industryskillsaustralia.org.au.

ATTACHMENT G: COMPANION VOLUME IMPLEMENTATION GUIDE

Quality Assurance Process

A CVIG is initiated in accordance with the requirements of the Standards for Training Packages.

The steps in the Quality Assurance (QA) process as they apply to the CVIG are:

1. The CVIG is developed by ISA in accordance with Standards 11 and 12:
 - **Standard 11:** A quality assured CVIG produced by the Training Package developer is available at the time of endorsement and complies with the CVIG template
 - **Standard 12:** Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required
2. The Implementation Guide is designed to assist assessors, trainers, training providers and enterprises to deliver nationally endorsed industry training packages.
3. Content is validated and amended as part of the validation stage in the implementation of the Standards.
4. The CVIG is submitted for QA with the Training Package changes, to ensure it is available at the time of endorsement.
5. The CVIG is reviewed by ISA to ensure mapping tables are updated and any additional information is added as required. Proposed changes are subject to industry validation as part of the endorsement process.
6. Where changes are made to a Training Package and minor amendments are required for the CVIG, ISA includes amendments as part of the validation phase and incorporates the reference in the version control modification history at the front of the CVIG.

ATTACHMENT H: CVIG - TEMPLATE

COMPANION VOLUME IMPLEMENTATION GUIDE FOR TLI TRANSPORT AND LOGISTICS TRAINING PACKAGE	
Mandatory field	
Overview information Mandatory field	• Version control and modification history. • List of AQF qualifications, skill sets and units of competency in the Training Package. • Unit mapping information, including an equivalence table linking old to new units of competency. • Qualification mapping information, including an equivalence table linking old to new qualification. • List of imported and pre-requisite units in the Training Package. • Key work and training requirements in the industry. • Regulation and licensing implications for implementation. • Where units that form part of skill sets include pre-requisite units, list these pre-requisite units.
Implementation information Mandatory field	• Information on the key features of the Training Package and the industry that will impact on the selection of training pathways. • Industry sectors and occupational outcomes of qualifications. • Explanation of any mandatory entry requirements for qualifications and skill sets. • Pathways advice, particularly in line with requirements of the AQF Pathways Policy. • Access and equity considerations. • Foundation Skills. • Advice on any health and safety implications in the industry. • Advice about a skill set's relationship with a qualification/s. • Resource and equipment lists relevant to the Training Package. • Legal considerations for learners in the workplace/on placements. • Other information relevant to implementation of the Training Package.

COMPANION VOLUME IMPLEMENTATION GUIDE FOR TLI TRANSPORT AND LOGISTICS TRAINING PACKAGE

Mandatory field

Links

Optional field

Resources supporting the companion volume implementation guide.

- Other companion volumes as required including:
 - Learning strategies guidance, describing the diversity of learners and learning strategies
 - Knowledge guidance, identifying contextual information such as knowledge requirements and resources
 - Assessment strategies, providing guidance on implementation of assessment requirements.
- Training Package developer's quality assurance process for companion volumes.