



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_2526_001
Project Title:	Fatigue Management Training Update

Provide a brief description of the project.

The National Heavy Vehicle Regulator (NHVR) and the National Transport Commission (NTCO) have reviewed the Heavy Vehicle National Law (HVNL) undertaken by resulting in the HVNL Amendment Bill 2025 and the Heavy Vehicle National Amendment Regulations 2025 (the 2025 Amendment package).

The new HVNL is scheduled to commence on 1 August 2026. The following Units of Competency were affected by the amendments:

- TLIF0005 Apply a fatigue risk management system (now TLIF0030). Which covers the skills and knowledge required by drivers to manage fatigue risks.
- TLIF0006 Administer a Fatigue Risk Management System (now TLIF0031). Which covers the skills and knowledge required by schedulers to administer their organisation's fatigue risk management system.

The two units of competency are used by the NHVR for fatigue management accreditation. RTOs delivering the units for the purposes of accreditation must be approved by NHVR. This approval includes NHVR reviewing their training and assessment resources.

The two Units of Competency have been revised and updated to reflect amendments to the HVNL Fatigue requirements. Amendments were minor to reflect some changes to terminology. In addition, the units have been switched from passive to active voice, and tidied

up for clarity, reduce duplication and improve alignment between elements, performance criteria and evidence requirements. However, outcomes of the revised units are unchanged and they are equivalent to the versions they supersede.

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	5	5
Unit(s) of competency:	2	0	2
Skill Set(s):			1

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

To avoid unnecessary churn, updates to qualifications and skill sets the two units appear in will be spread across three releases of the TLI Training Package. This approach was discussed with the assurance body in a meeting 20 April 2026 and it was supported by the Assurance Body.

Release 17.0 (this release)

One of the two units appear as a General Elective in the following Qualifications, and Skill Set. A minor update of these will be completed as part of Release 17.0.

- TLI21221 Certificate II in Driving Operations (contains TLIF0030)
- TLI30325 Certificate III in Supply Chain Operations (contains TLIF0031)
- TLI31222 Certificate III in Driving Operations (contains TLIF0030)
- TLI40521 Certificate IV in Traffic Control Room Operations (contains TLIF0031)
- TLI50224 Diploma of Logistics (contains TLIF0031)
- TLISS00233 Heavy Vehicle Driver Training Skill Set (contains TLIF0030)

Release 18.0

Both of the units appear as General Electives in TLI40122 Certificate IV in Specialist Driving Operations. The units will be updated when this qualification is updated in Release 18.0 of the TLI Training Package later in 2026 as part of the Dangerous Goods Driver training project.

Release 19.0

One of the two units appear as a Specialist Elective in the following Qualifications. A major update of qualifications is required to update a Specialist Elective group so these qualifications will be included in consultation for Release 19.0 of the TLI Training Package which will occur early in 2027 as part of the Skilling Heavy Vehicle Drivers and Licensing Update project.

- TLI20221 Certificate II in Road Transport Terminal Operations (contains TLIF0030)
- TLI41225 Certificate IV in Motor Vehicle Driver Training (contains TLIF0030)
- TLI40324 Certificate IV in Supply Chain Operations (contains TLIF0031)



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.

Click here to enter text.

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.

Louise Bilato, NT Road Transport Assn resigned from the committee as HVNL does not apply in the NT.

Sharon Middleton, Whiteline Transport, resigned from the committee due to competing commitments.

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 27 May 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 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	24 April 2026 – 22 May 2026 (4 weeks). This was a fast track project and only one period of consultation was conducted.
Incorporating feedback (additional consultation if required)	22-27 May 2026. Very little feedback was received. This was not surprising given the primary purpose of the units is to support compliance with NHVL which is quite specific.
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 ISA make available one-on-one meetings for any stakeholder that request one 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 started with engagement with the National Heavy Vehicle Regulator (NHVR) about changes to Heavy Vehicle National Law (HVNL). The NHVR uses the two units for accreditation purposes. They had undertaken a mapping activity aligning changes to HVNL to the performance criteria in the two units of competency. This activity identified that amendments to the two units would be limited to updating terminology and tidying up for clarity to support alignment with the revised HVNL.

The project Technical Committee (TC) had two meetings before public consultation.

- The first meeting (24/3/2026) ran for three hours. It included: an introduction to the project and role of the technical committee; briefing from HNVR on the relevant changes to HVNL; then two hours spent reviewing the first unit.
- The second meeting (31/3/2026) was two hours and reviewed the second unit.

Both units were updated by ISA in accordance with direction from the NHVR and 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 24 April 2026 – 22 May 2026 (4 weeks). Because this was a fast-track project only one period of consultation was conducted. Very little feedback was received, which was expected given the primary purpose of the units is to support compliance with NHVL which is very specific so not open to interpretation. Only three items of feedback were received (two from transport companies and one from an RTO). All commented that the two units looked good and were clearer than the units they were superseding. One item suggested a minor change to wording. ISACNT provided a response from their NT stakeholder consultation on the drafts and reported no concerns.

The NHVR provided contact details for the appropriate person at each of the State/Territory Heavy Vehicle regulators. ISA circulated the draft units to them for review and feedback. Responses received indicated no concerns with the draft content.

The final meeting of the TC (27/5/2026) considered and responded to feedback from public consultation and approved the updated units 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.

Evidence is provided in the consultation log.

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.

Click here to enter text.



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 only implementation issues related to the training products is that HVNL does not apply in the NT or WA. Those jurisdictions are aware of this and acknowledge that there are four other fatigue management units in the TLI Training Package that they can use if they wish.

It was identified during the project that three of the other four fatigue units should be reviewed in the near future to rationalise content to ensure all industry scenarios where fatigue risk needs to be managed are adequately covered and any duplication across units is removed. They weren't looked at in this project because the two units reviewed in the project needed to be done urgently to support implementation of revised HVNL.



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 these units is not difficult because their primary purpose is to support compliance requirements withing Heavy Vehicle National Law (HVNL). As such there is not much room for variation in the content.

The units are written in a way that references, rather than duplicates, HVNL. This is done to ensure adjustments to the law, and the master code which provides guidance on compliance with it, can be made in future without needing to amend the units. This also avoids any interpretation of the law being included in the units.

For example, the following two performance criteria relate to the number of work and rest hours required/permitted in HVNL which is contentious, and was discussed at length between industry and NHVR members of the Technical Committee.

4.2 Comply with relevant work hours and rest breaks in accordance with HVNL and workplace procedures

5.4 Record work diary/records after each work and rest change in accordance with HVNL

By not including details about work hours and rest breaks, but pointing to HVNL, the contentious issue is removed from the unit and stakeholders were happy that any disputes are related to the requirements of the Law, rather than the content of the units.

The technical committee which included broad representation of stakeholders with an interest in the two units worked well on the content and there were no disputes. There was minimal feedback received during the consultation period, and the submissions that were received mainly noted that the units were 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 two units relate to specific job roles within the supply chain and chain of responsibility. They appear in qualifications that provide pathways, but the units themselves can't.

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 two units relate to specific job roles within the supply chain and chain of responsibility. Their primary purpose is to ensure compliance with HVNL. They are used in accreditation processes by the NHVR. Rationalisation of them is not possible.

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.

Whilst not required for this project as no qualifications or Skill Sets were being worked on, we have mapped the units to the ACSF and will include the outcomes of that mapping in the TLI Foundation Skills Companion Volume.

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:	27/07/2026
Full Name:	Dr 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. Industry and the regulator NHVR 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.	☒		https://industryskillsaustralia.org.au/project/fatigue-management-training-product-update/
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	☒	☐	This submission relates to Heavy Vehicle National Law. A letter of support from the National Heavy Vehicle Regulator is included with this submission. Folder 12
13	Evidence of engagement with other relevant JSCs	☐	☒	NA
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 National Heavy Vehicle Regulator is included with this submission. Folder 18.1

Q.	Submission Requirement	Uploaded	N/A	 Evidence Reference
19	The Anti-Discrimination Assessment	☒		Fatigue Management 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