



Australian Government  
Department of Industry

# Skills

## Training Package Products Policy

The following publication was endorsed by the National Skills Standard Council (NSSC).  
The NSSC was dissolved by the COAG Industry and Skills Council on 3 April 2014.

This publication remains current and applicable to the VET sector.

NATIONAL SKILLS STANDARDS COUNCIL

# TRAINING PACKAGE PRODUCTS POLICY

**NSSC** NATIONAL  
SKILLS  
STANDARDS  
COUNCIL

This document is one of three products that form the organising framework of standards that support the development of industry Training Packages.

The Training Package Products Policy was agreed to by the National Skills Standards Council on 5 September 2012.

The Standards for Training Packages and their underpinning policies can be found on the NSSC website:

**[www.nssc.natese.gov.au/training\\_packages](http://www.nssc.natese.gov.au/training_packages)**

The organising framework of standards includes:

- *NSSC - Standards for Training Packages*
- *NSSC - Training Package Products Policy*
- *NSSC - Training Packages Development and Endorsement Process Policy*

**Version: 1.0**

© 2012 Commonwealth of Australia



With the exception of the NATESE and NSSC Logos, any material protected by a trademark and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia license: <http://creativecommons.org/licenses/by/3.0/au/>

The details of the relevant license conditions are available on the Creative Commons website as is the full legal code for the CC BY 3.0 AU license: <http://creativecommons.org/licenses/by/3.0/au/legalcode>

The document must be attributed as the *NSSC - Training Package Products Policy*.

# Training Package Products Policy

## Contents

Training Package Products Policy	3
Training Packages	4
Units of Competency	5
Qualifications	6
Skill Sets	7

# Training Packages

This document forms the NSSC Training Package Products Policy for the purposes of Standard 2 of the Standards for Training Packages.

## Training Packages - coding and titling

- Each Training Package must be identified by a three alpha character code followed by a unique and concise title reflecting the industry covered.
- The words 'Australian' or 'National' cannot be used in the title.
- Use 'Z' as the first letter in enterprise Training Packages.

## Access and Equity

- Training Package developers, and the National Skills Standards Council (NSSC) in endorsing Training Packages, must meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations.
- Training Package developers must ensure that Training Packages are flexible and that they provide guidance and recommendations to enable reasonable adjustments in implementation.

## Foundation Skills

- Training Package developers must ensure that foundation skills are explicit and recognisable within the Training Package. These requirements are expressed within the Foundation Skills field of the unit of competency template.
- Foundation skills in Training Packages must reflect and not exceed the foundation skills required in the workplace.

# Units of Competency

## Units of competency - coding and titling

- Each unit of competency must be uniquely identified by the combination of its code and title.
- **Code:** Each unit of competency must have a unique code that conforms to the following:
  - Training Package identifier—three alpha characters
  - Alpha and/or numeric characters that comply with the length specified in the AVETMIS standard (no more than 12 characters)
- **Title:** Training Package developers must ensure each unit title concisely describes the unit outcome. It must comply with the length specified in the AVETMIS standard (no more than 100 characters).

## Units of competency - coding maintenance

- Training Package developers must observe the following when making any changes to units of competency post endorsement:
  - For ISC Upgrades such as minor typographical changes, do not change the code.
  - For NSSC Endorsement Required changes assign a new code and change the title.
- Where a pre-requisite unit of competency is removed, replaced or added to a unit of competency, the code of the unit of competency must be changed and the unit without the pre-requisite unit (or with a new or different pre-requisite unit) submitted as a NSSC Endorsement Required change.

## Units of competency – imported from other Training Packages

- Where an imported unit of competency has a pre-requisite requirement, the pre-requisite must remain with the unit when imported into another Training Package.
- Where the pre-requisite is removed, the unit must be re-coded for inclusion in the importing industry Training Package.
- Where units of competency are imported into a Training Package, developers must retain the source Training Package's endorsed unit code and title.
- Training Package developers must ensure that the status of imported units in Training Packages is checked through continuous improvement processes, and that imported units are kept current through these processes.

## Units of competency – mapping

- Developers must include an equivalence table within the Companion Volume Implementation Guide in which the equivalence status of each unit of competency is shown according to the following categories:
  - **E = Equivalent** - the outcomes of old and new units are equivalent.
  - **N = Not Equivalent** - the outcomes of old and new units are not equivalent.
- The developer's determination that the outcomes of an old and new unit are equivalent: (i) only applies to workplace contexts and for AQF qualifications purposes, including RPL; and (ii) does not apply to implications for training delivery and/or assessment purposes.
- Developers must provide a list of units with any relationships to their predecessors clearly identified in the Companion Volume Implementation Guide. Information must be sufficient for users to see what has changed and to assist them in determining matters such as resourcing, impacts on training for particular competency profiles and any transition arrangements.

## Qualifications - Coding and Titling

- Each qualification must be uniquely identified by the combination of its code and title.
- **Code:** Each Training Package qualification must have a unique code that complies with the AVETMIS standard and conforms to the following:
  - Training Package identifier - three alpha characters.
  - AQF level identifier - single numeric character identifying the AQF level.
  - Sequence identifier - two numeric characters identifying the sequence of that qualification at that qualification level in the Training Package.
  - Version identifier - two numeric characters identifying the year in which the qualification was endorsed.
- **Title:** Training Package developers must ensure qualification titles meet the requirements of the AQF Qualifications Issuance Policy and comply with the length specified in the AVETMIS standard (no more than 100 characters).

## Qualifications - coding and titling maintenance

- Qualification codes and titles remain the same when:
  - one or more units are added to or deleted from the electives.
- The qualification code's version identifier is changed but the title of the qualification remains the same, when:
  - one or more units are added to or deleted from the core.
  - a new elective group is added to a qualification.
  - there is a change in the number of units required for a qualification.

## Qualifications - entry requirements

- Where entry requirements are identified, these are mandatory and must be clearly justified in the Companion Volume Implementation Guide.
- Entry requirements:
  - Must be achieved prior to commencing the qualification.
  - Must be specific to the knowledge, skills or experience required to commence the qualification.

## Qualifications - mapping

- Training Package developers must list all qualifications included in the Training Package in code order, with any relationships to their predecessors clearly identified in the Companion Volume Implementation Guide. Information must be sufficient for users to see what has changed and to assist them in determining matters such as resourcing, impacts on training for particular qualifications or job profiles, and any transition arrangements.

## Qualifications – packaging rules

- Training Package developers must ensure that units of competency are packaged so that the resulting qualifications include a range of relevant competencies that industry agrees are sufficient for a broad range of typical jobs in that industry.
- Training Package developers must give consideration to the useability and overall clarity of packaging approaches used in Training Packages for the purposes of implementation.
- All units of competency in qualifications are to be described as either 'core' or 'elective.'
- Combinations of electives that result in particular specialisations are to be called 'Groups' and labelled alphabetically e.g. Group A, Group B.
- The proportion of elective choice in all qualifications must be one third or more of the total units required to achieve the qualification, rounded up or down to the nearest whole unit. Qualifications for licensed occupations and traditional trades are exempt from this requirement.
- The proportion of electives in all qualifications that can be sourced from other qualifications within the host Training Package, another Training Package, or from accredited courses, must be one sixth or more of the total units required to achieve the qualification, rounded up or down to the nearest whole unit. Qualifications for licensed occupations and traditional trades are exempt from this requirement.

## Qualifications – pathways advice

- Training Package developers must provide advice on qualification pathways, such as Australian Apprenticeships and VET in Schools, within the Training Package Companion Volume Implementation Guide.
- If a qualification cannot be achieved through an Australian Apprenticeship, an explanation must be included in the Training Package Companion Volume Implementation Guide.

# Skill Sets

- Training Package developers must determine the need for Skill Sets in Training Packages.
- Skill Sets are not qualifications and are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licensing or regulatory requirement, or a defined industry need.
- Skill Sets must include:
  - advice about logical clustering of units for the Skill Set in meeting industry needs.
  - advice about a Skill Set's relationship with a qualification.
  - suggested title for a statement of attainment.
- Skill Sets must not include elective units.





[nssc\\_enquiries@natese.gov.au](mailto:nssc_enquiries@natese.gov.au)  
[www.nssc.natese.gov.au](http://www.nssc.natese.gov.au)