

SECTION 1 – DETAILS OF DRAFT TRAINING PACKAGE COMPONENTS

INFORMATION REQUIRED	DETAIL
Training Package title and code	AUM12 Version 1 Automotive Manufacturing Training Package
Number of new or revised qualifications or total number if a whole Training Package review	1 new qualification and 6 revised qualifications
Number of new or revised units or total number if a whole Training Package review	1 new unit, 102 recoded units, 22 new imported units, 2 updated imported units
Sampling size of units	7 qualifications, 1 new unit, 9 recoded units
Summary of comments including a definitive statement on whether the draft endorsed components meet the requirements in Section 2	The draft endorsed components mostly meet the requirements in Section 2 The new unit and the new and revised qualifications are clearly written and compliant with editorial requirements and all editorial issues raised with the developer were resolved to this reviewer's satisfaction. In the sample of the recoded units the developer was made aware of a number of concerns including unnecessary wordiness of performance criteria, inconsistency of terminology, style inconsistencies, repeated information in the required knowledge and skills and highly descriptive range statements. The developer acknowledged that the units need to be reviewed and has committed to reviewing these concerns through the continuous improvement process and the streamlining of Training Packages.
Person completing the Editorial Report and organisation	Tina Berghella, Oggi Consulting Pty Ltd, ISC Panel Member – Editorial, Equity and Quality Assurance
Date completed	15 th March, 2012

SECTION 2 – EDITORIAL CHECKLIST OF DRAFT TRAINING PACKAGE COMPONENTS

EDITORIAL REQUIREMENTS	COMMENTS Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements
GENERAL INFORMATION	
1. Draft endorsed components have been proofread and edited against Training Package Development Handbook policy by the ISC/developer prior to the formal Editorial review.	Yes, the draft endorsed components were proofread and edited against Training Package Development Handbook policy prior to the formal Editorial review. A review of the recoded units revealed a number of concerns including unnecessary wordiness of performance criteria, inconsistency of terminology, style inconsistencies, proofing errors, very generic required skills and knowledge lists and highly descriptive range statements. For example in AUMFQM3003: - range statement contains a highly descriptive entry on 5S - range statement states that there are seven wastes but identifies only six wastes - performance criteria 3.2 and 3.3 are missing the verb 'are' - inconsistent capitalisation of the term 'visual factory' A number of the recoded units sample focused on cross sector skills (e.g. using measuring equipment, working effectively in teams) and it was suggested to the developer that imported units be considered. The developer acknowledged that the recoded units need to be reviewed and has committed to reviewing these concerns through the continuous improvement process and the streamlining of Training Packages.
2. Draft components are compliant with the most recent CAT template OR are in the format agreed between the developer and the Department (check confirmation of agreement if the latter)	Yes, the draft components are compliant with the most recent template.
3. Training Package information is sequenced correctly and is complete	At the time of the review the Training Package information had not been fully collated and therefore the completeness and sequence could not be checked. The developer has committed to making these changes prior to the QA review.
4. Training Package code (and review date if NQC Endorsement Required) is included and confirmed with ISC as being correct	Yes, the Training Package code is included and the rationale for the new Training Package code was provided by the developer.
5. Preliminary pages and 'Introduction' include a. information on changes from the previous Training Package and transition information ie. mapping table b. A modification history c. A description of specific Training Package industry coverage	Yes, the preliminary pages and introduction include the required information.

EDITORIAL REQUIREMENTS	COMMENTS Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements
6. Information on qualifications suitable for VET in schools is included in the Qualification Framework section	No, at the time of the review information on qualifications suitable for VET in schools was only included in the qualification pathways chart. The developer has committed to making these changes prior to the QA review.
7. Information on Australian Apprenticeships is included in the Qualification Framework section	No, at the time of the review information on Australian Apprenticeships was not included. The developer has committed to making these changes prior to the QA review.
ASSESSMENT GUIDELINES	
8. Has any additional industry specific information/ examples been added to the mandatory Assessment Guidelines text? Is this consistent with the mandatory text?	No additional industry specific information/examples have been added.
UNITS OF COMPETENCY	
9. Unit codes and titles are consistent with Training Package Development Handbook policy, and are accurately cross-referenced throughout the mapping documents, packaging rules, Index and any reference to pre or co-requisite units	Yes, unit codes and titles are consistent with Training Package Development Handbook policy and are accurately cross-referenced.
10. Units of competency and their content are inserted in full , including any imported units of competency	Yes, units of competency and their content are inserted in full.

EDITORIAL REQUIREMENTS	COMMENTS Provide brief commentary on the whether the draft endorsed components meet each of the Editorial Requirements
11. Units of competency have all necessary components, including: • Unit descriptor (including licensing/regulatory advice) • Employability skills • Pre-requisite units (optional) • Application of the competency • Competency field (optional) • Sector (optional) • Elements of competency • Performance criteria • Required skills and knowledge • Range statement • Evidence guide, including: • Critical aspects of evidence and assessment; • Conditions under which competency may be assessed; • Relationship to other units, including co-requisites; • Resource implications.	Yes, units of competency have all necessary components.
12. If not using the CAT template, the unit of competency elements and performance criteria are consistent with numbering conventions.	NA

QUALIFICATIONS	
13. Qualification codes and titles are consistent with Training Package Development Handbook policy, and are accurately cross referenced throughout the Training Package and index	Yes, qualification codes and titles are consistent with policy and accurately cross referenced.
14. Packaging rules and contextualisation advice are consistent with Training Package Development Handbook policy	Yes, packaging rules and contextualisation advice is consistent with policy.
15. A qualification pathways chart is inserted	Yes, there is an up to date pathways chart.
SKILL SETS	
16. Skill Sets have been noted in the qualifications framework where applicable	NA
17. Skill Sets do not purport to be qualifications or contain electives	NA
18. Skill Sets clearly identify licensing/regulatory advice where applicable	NA