



Glossary

Activity order	An order issued by the Commonwealth to the SSO, under the direction of an IRC, to perform the development or review of a training package, qualification or unit of competency.
Australian Industry and Skills Committee (AISC)	Committee of industry leaders appointed to advise governments on the skills and knowledge industry needs, now and into the future. The AISC provides this industry perspective to ministers through the Council of Australian Governments (COAG) Industry and Skills Council. This helps make sure the national training system provides the qualifications, knowledge and skill sets that industry needs meets industry needs.
AISC Secretariat	Secretariat assisting the functioning of the AISC, within the Australian Government Department of Education and Training.
Australian Qualifications Framework	National policy for regulated qualifications in Australian education and training. Incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Case for change	Part of the IRCs' skills forecasts. Sets out evidence for proposed changes to a training package, including the scope of the research, analysis and industry engagement undertaken to collate the evidence base. Prepared by an SSO under direction of an IRC. Assessed by the AISC Secretariat then submitted to the AISC.
Case for endorsement	Sets out the rationale for proposed changes to a training package, including evidence of consultation with the states and territories and evidence that all stakeholder views have been considered. Prepared by an SSO under direction of an IRC. Submitted to the AISC through the AISC Secretariat.
Council of Australian Governments (COAG) Industry and Skills Council	One of the inter-jurisdictional, ministerial-level Councils that support COAG. Responsible for industry competitiveness, productivity and labour market pressures, and skills development and national training arrangements. https://www.coag.gov.au/coag-councils

Industry Reference Committee (IRC)	Formal channels for considering industry skills requirements when developing training packages. The AISC relies on advice from around 60 IRCs, made up of experts in different industry sectors from across Australia. IRCs advise the AISC about their industry sector skills needs, oversee development and review of training packages and promote vocational education and training with their sector.
Industry sector	Groups of similar or related business that share common markets, technologies and worker skills needs.
National schedule	Details all training package review and development work currently underway, as commissioned by the AISC following advice from its network of IRCs. Source of information for industry stakeholders, governments and vocational education and training regulators. www.aisc.net.au/content/national-schedule
National training system	Australian system for vocational education and training.
Registered Training Organisations	Training providers registered by the Australian Skills Quality Authority (or in some cases, a state regulator) to deliver vocational education and training. Defined under the <i>National Vocational and Education Training Regulator Act 2011 (Commonwealth)</i> . https://www.asqa.gov.au/about/australias-vet-sector/about-rtos
Skills forecast and proposed schedule of work	An IRC's four-year skills forecast and proposed schedule of work. Covers industry analysis, analysis of new and emerging skills and associated training needs for the IRC's industry sector, as well as a proposed plan for reviewing and developing the relevant training products. Prepared by an SSO under direction of an IRC.
Skills Service Organisation (SSO)	Independent, professional service organisations that support IRCs in their work developing and reviewing training packages. Funded by the Australian Government Department of Education and Training to provide services to IRCs, including secretariat support and preparing documentation. Also a key access point for other industry stakeholders who want to play a part in the development of training packages.
Skills set	Single unit of competency or logical groupings of units of competency from an endorsed training package, linked to a licensing or regulatory requirement, or defined industry need.
Standards for Training Packages 2012	Standards to ensure all training packages are of high quality and meet the workforce development needs of industry, enterprises and individuals. Apply to the design and development of training packages for endorsement consideration COAG Industry and Skills Council. https://docs.education.gov.au/node/43076
Training packages	Specify the skills and knowledge required to perform effectively in the workplace. Consist of occupational skills standards, set out in units of competency. Reflect nationally consistent qualifications required for particular occupations.
Training Package Development and Endorsement Process Policy	Sets out the key principles for training package development and endorsement and provides guidance for training package developers in relation to Standard 3 from the Standards for Training Packages 2012. https://docs.education.gov.au/node/43181



Training Package Products Policy	A document, amended from time-to-time, developed for the purpose of Standard 2 of the Standards for Training Packages 2012. https://docs.education.gov.au/node/43081
Quality Assurance Panel	Panel of quality assurance experts who ensure changes to training packages comply with the requirements of the Training Package Products Policy, Training Package Development and Endorsement Process Policy and Standards for Training Packages 2012.
Unit of competency	Defines the skills and knowledge to operate effectively in a workplace context. Smallest unit that can be assessed and recognised.
VETNet	A national repository system to store documents relating to Vocational Education and Training (VET). It provides a central storage facility for relevant current and historical materials relating to the national VET sector, in particular companion volumes implementation guides. https://vetnet.education.gov.au/Pages/default.aspx
Vocational education and training (VET)	National system that delivers workplace-specific skills and knowledge covering a wide range of careers and industries including trade and office work, retail, hospitality and technology. Qualifications are recognised across Australia, and align with the Australian Qualifications Framework (Certificate I to Graduate Diploma) and industry recognised skill sets.

