

## Fact sheet 7(ii)

### Continuous improvement – managing change

Changes can be made to Training Packages as part of continuous improvement and the impact of those changes will determine the complexity of the endorsement process. DEST has a current focus in streamlining the endorsement process, but RTOs have concerns about the difficulty of delivering qualifications when there are regular and frequent changes. GSA is in the process of developing a policy for managing changes to its Training Packages to ensure that they will be responsive to the changing needs of industry but at the same time, apply a strategic approach to the timing and processes for introducing changes.

#### Category 1

The simplest endorsement requirements fall under Category 1 changes. Category 1 changes must have little impact on the Training Package outcomes. These changes are usually 'bundled' and processed as part of a group of changes. These changes require an internal DEST evaluation only, with notification provided to State Training Authorities. Category 1 changes do not affect the version identifier of the Training Package itself.

Category 1 changes can include:

- Correcting typographical, spelling and grammar errors.
- Correcting codes of units of competency and any text which refers to the code.
- Amending unit content where the structure and overall outcomes of the unit remain consistent with the original unit outcomes.
- Replacement of an imported endorsed unit with a later version of the same unit  
Inserting clarification text in the body of the document which supports more accurate interpretation.
- Addition of one already endorsed unit per qualification at any one time.
- Deletion of one already endorsed unit from the non-core bank of units for a qualification.  
Maximum of one unit per qualification at any one time.
- Inclusion of complete detail of a unit of competency which is imported but which was previously only referenced and not included in the published hard copy of the Training Package.
- Additional Training Package guidance material. Additional information to be consistent with original intent and not to impose additional restrictions.

#### Category 2

Changes falling within Category 2 are those which impact on the Training Package and training delivery. These require a full DEST and STA evaluation, with changes submitted to the NTQC for endorsement and subsequent consideration by Ministers.

Category 2 changes can include:

- Additions/deletions to the requirements for a qualification involving core units of competency.
- Addition of multiple already endorsed units of competency to a qualification.
- Deletion of multiple already endorsed units of competency from a qualification.
- Amendments to content of existing units of competency resulting in a change in outcome and hence a different unit code.
- Splitting or combining existing units of competency.
- Any modification to the assessment guidelines that affects delivery conditions for qualifications.
- Addition of an entire new industry sector resulting in new units of competency and qualifications.
- Addition of new qualifications.
- Replacement of existing qualifications.
- Inclusion of an imported qualification to replace an existing qualification.
- Addition of completely new units of competency.