

SKILL SETS PROJECT FOR THE COMMUNICATION AND PROMOTION OF SKILL SETS IN TRAINING PACKAGES

Draft
Progress Report One

ForestWorks Industry Skills Council
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Improving industry's capacity to develop and maintain a skilled workforce

Executive Summary

This report summarises what has occurred in Stage 1 of the Skill Sets Project - Identification and Development - within the Forest and Forest Products Training Package FPI05.

Stage 1 as outlined in Schedule 1 requires ForestWorks to:

- Identify current Skill Sets within the Forest and Forest Products Training Package FPI05
- Scope and desk top research demand for Skill Sets
- Analyse the Continuous Improvement Issues Register
- Interview enterprises and RTOs
- Circulate the draft Skill Sets report to industry for comment
- Finalise the report and send to ForestWorks membership for comment and feedback.

Up to 31st December 2008 ForestWorks has completed the following Stage 1 work:

- Forest and Forest Products Training Package FPI05 was examined to identify current Skill Sets
- Research was undertaken to scope demand for Skill Sets including an analysis of the Issues Register
- Interviews and discussions with RTOs and enterprises were held
- A web-site resource and an industry focused brochure was developed
- The draft Skill Sets Report was posted on the ForestWorks website for comment.

Introduction

In June 2008 ForestWorks Industry Skills Council signed an agreement with Department of Education, Employment and Workplace relations (DEEWR) to identify, develop, communicate and promote Skill Sets in the Forest and Forest Products Training Package FPI05.

This agreement was as a result of the decision by the National Quality Council (NQC) in June 2006 when the acknowledgement of Skill Sets was approved and COAG requirements were noted to include skills clusters within national Training Packages.

ForestWorks Industry Skills Council undertook the *Skill Sets Project for the Communication and Promotion of Skill Sets in Training Packages* and is guided by the key principles for Training Package Development and Endorsement:

- Open and inclusive industry-driven maintenance, validation and endorsement of Training Packages
- Strong and clear stakeholder roles with critical points of intervention and consultation
- Continuous improvement with full Training Package reviews required
- Highly responsive process capable of meeting industry's needs and priorities for new skills
- Industry Skills Councils' responsibility and accountability for the quality and relevance of Training packages.

Along with the 6 sectors of the forest, wood and timber products, ForestWorks Industry Skills Council supports the inclusion of Skill Sets in Training Packages and the formal recognition given to these skill clusters that meet skill, regulatory or licensing needs of industry.

As ForestWorks did not commence operating as an Industry Skills Council until April 2008, work did not formally commence on Stage 1 of the project until October 2008. ForestWorks is planning for Stage 2 of the project - communication and promotion - to commence in early 2009.

Report

1.0 Training Packages that include developed Skill Sets

Forest and Forest Products Training Package FPI05 does not currently contain any Skill Sets.

2.0 Research and analysis of CIP register on Skill Set demands

Since the approval of FPI05, Forest and Forest Products Employment Skills Company Ltd, now known as ForestWorks, had received and compiled the issues raised by industry.

These issues were analysed and arising from this analysis a number of possible skill sets were identified and included in the Continuous Improvement Plan.

The Skill Sets scope of work as outlined in the Continuous Improvement Plan relates to 4 sectors and includes:

Timber Manufactured Products

- licensing for installation in the frame and truss industry and external industries
- estimation, detailing and design skills required in the frame and truss industry.

Sawmilling and Processing

- skills and technical knowledge for drying timber
- wood processing technology and computerisation skills.

Timber Merchandising

- customer care, marketing and selling skills
- industry and product knowledge including product
- product application and care and product certification.

Harvesting and Haulage

- fire salvage operations skills
- skills for a harvesting team leader.

Further research and discussion into Skill Sets and the areas identified for development was undertaken at a National ITAB Meeting held in November, a Victorian Providers Network Meeting in December and at the Forest Industry Assessment Plan System (FIAPS) National Conference in June. Copies of the Skills Sets were available at each of these forums.

Feedback from these forums supported having Skill Sets available in the Forest and Forest Products Training Package and endorsed the development and promotion of those Skill Sets identified in the Continuous Improvement Plan. The Continuous Improvement Plan is also posted on the ForestWorks website and feedback is encouraged. To date no feedback has been received.

Based on this research, ForestWorks Industry Skills Council has decided to examine, develop, communicate and promote the above listed Skill Sets under the Skill Sets Project for the Communication and Promotion of Skill Sets in Training Packages.

3.0 Communicating with Industry

Though included in Stage 2 of Schedule 1 of The Agreement, it was identified that industry required clear and concise information about Skill Sets. This information has been developed in Stage 1 and is available on the ForestWorks website and a brochure has been developed for distribution to all industry sectors.

3.1 Sector Advisory Groups

6 Sector Advisory Groups will be established early in 2009 to provide ongoing holistic advice on the development of the identified Skill Sets, Training Package issues and the development of resources to support the implementation of the Training Package.

These Sector Advisory Groups will play an integral part in the national consultation and development process of the National Quality Council Policy for the Training Package Development and Endorsement Process 2008.

The role of these Sector Advisory Groups will be to ensure:

- Industry relevance
- Stakeholder support is gained
- Training Package Quality Principles are applied – responsiveness, recognition, flexibility and functionality
- Consultation occurs and beyond each sector advisory group and/or working group
- Provision of quality technical information to inform new or revised units of competency, skill sets, qualifications

The State ITABS are in the process of providing contact details of enterprises, SMEs, employer and employee representations to ensure the widest possible national stakeholder support and

feedback.

3.2 Development of Skill Set information on website

The website information is designed to raise awareness of Skill Sets and to encourage industry to be involved in the development of the Skill Sets.

The information available on the ForestWorks website is the same as that developed in the brochure (see below) with the addition of 2 examples showing how Skill Sets might look. The background to Skill Sets and an acknowledgement of the funding provided by DEEWR for the *Skill Sets Project for the Communication and Promotion of Skill Sets in Training Packages* is also included on the website.

See Attachment 1 or <http://www.forestworks.com.au/topics/5748.html>

On the ForestWorks home page a notice has been placed in Latest News highlighting the project and encouraging industry people to be involved in the development and communication of skill sets.

3.3 Development of a brochure

The brochure is designed to raise awareness of Skill Sets and to encourage industry to be involved in the development of the Skill Sets. They will be mailed and emailed to industry, providers and employer and employee groups requesting they feedback.

The brochure is being widely distributed and made available to all industry sector groups and is designed to specifically explain:

- Skill Sets and how they work
- The benefits for employers and employees
- The proposed Skill Sets to be developed and promoted
- How to contribute to the development of the skills sets

See Attachment 2 or <http://www.forestworks.com.au/multiversions/5911/FileName/2008-11-10-Brochures-Skills%20Sets%20Brochure.pdf>

4.0 Details on the skill sets report created and feedback received

The Skill Sets Report One has been posted on the ForestWorks website and feedback has been requested. To date no feedback has been received on the report.