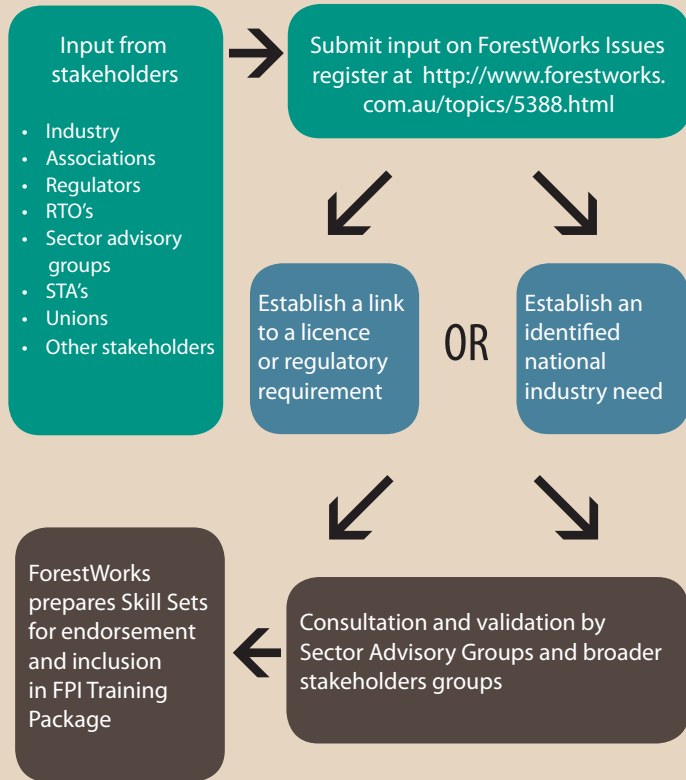


## Skills Sets Development Process



### For more information on Skill Sets visit:

- <http://www.forestworks.com.au>
- <http://www.tpdh.deewr.gov.au>
- <http://www.tpatwork.com>
- <http://www.training.com.au>

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# SKILL SETS



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for the good of industry

## What are Skill Sets?

Many workers learn skills by carrying out functions in the workplace or they may learn them by training for a full qualification within the Australian training system. Skill Sets however provide an opportunity for workers to be formally recognised for part of a qualification, without needing to complete a full qualification. Skill Sets are based on an industry need or a licence or regulatory requirement. They are not a qualification but do contribute to achieving a qualification.

## Benefits of using Skill Sets for employees

- provides you with formal recognition for specific sets of skills that can lead to a qualification
- enables you to meet a licensing or regulatory requirement through Skill Set training
- Skill Set training statements of attainment allow you to show an employer exactly what competencies and skills you have achieved.

## Benefits of using Skill Sets for employers

- allows you to train your people for a specific job or Skill Set such as forklift driving or timber drying to meet an immediate training need
- assists you to more efficiently achieve your organisation's goals and objectives by providing training in a Skill Set applicable to your immediate business needs
- is an efficient way to confirm that your employees have training in any applicable licensing and regulatory requirements
- provides you with greater training flexibility as Skill Sets can be drawn from one or more training packages.

## How do Skill Sets work?

Skill Sets need to be identified within Training Packages and have industry support before they can be endorsed by the National Quality Council and listed separately in Training Packages.

## Forest, wood and timber products and Skill Sets

Currently no Skill Sets appear in the Forest and Forest Product Training Package FP105. However a number of areas have been identified in the ForestWorks Issues Register that lend themselves to be developed as Skill Sets.

Proposed Skill Sets have been identified for the following sectors:

### **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.

### **Harvesting and Haulage**

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

People working in all sectors of the forest, wood and timber products industry are welcome to identify possible Skill Sets. Please visit the Issues Register on the ForestWorks website [www.forestworks.com.au/topics/5388.html](http://www.forestworks.com.au/topics/5388.html) and by following the prompts you can suggest a Skill Set. Please note that it must meet licensing, regulatory requirements or another industry need.

Please refer to the Skill Set website for examples of what Skill Sets look like: [www.forestworks.com.au/topics/5748.html](http://www.forestworks.com.au/topics/5748.html).

## Contribute to the Skill Sets project

As part of the continuous improvement process, ForestWorks welcomes feedback and suggestions

For more information please contact Mary Holmes on (03) 9321 3504 or email [mholmes@forestworks.com.au](mailto:mholmes@forestworks.com.au).