GLASS AND GLAZING UNIT

Case for Endorsement

1. Administrative details of the Case for Endorsement

*Refer to **Attachment A** for the title and code for each of the training package components that are submitted for approval, and an indication of whether these are updated (including equivalence or non-equivalence status), new or deleted products*

1.1 Case for Change details

This Case for Endorsement responds to Activity Order IBSA/TPD/2020-21/003, executed in May 2021.

Industry requested that IBSA reinstate the content of unit *MSFGG2010 Fabricate and install insect and security screens* into the elective banks of one qualification, *MSF30418 Certificate III in Glass and Glazing*.

There is 1 revised qualification and 1 new unit of competency presented for endorsement in this submission as detailed in Attachment A.

1.2 Timeframes and delays

The Case for Endorsement is submitted within the agreed timeframes for December 2021. Key project milestones include:

- Initial research and analysis – May 2021
- Round 1 Public consultation – July – August 2021
- Round 2 Public consultation – August – September 2021
- Quality Assurance – September 2021
- Consultation with State and Territory Training Authorities – October 2021
- Case for Endorsement submitted to AISC for approval – November 2021

2. Changes to training products and how these will meet the needs of industry

*Refer to **Attachment B** for information on how the proposed updates to qualifications will better support job roles in industry.*

In 2020, *MSFGG2010 Fabricate and install insect and security screens* was superseded by *MSFSS3005 Assemble non-security and security screens and grilles*. Subsequent industry feedback found that essential skills for glaziers were not adequately covered by MSFSS3005 and that it was essential that MSFGG2010 (or the same content) be restored to the qualification. If this industry need is not addressed there was a risk that workers will lack required skills. Current and future students may be disadvantaged through

- lack of fabrication skills and knowledge
- lack of apprenticeship opportunities due to the above requirements

Priorities for industry as expressed in the Case for Change related to the need for training package content to better support Australian businesses in the fabrication and installation of windows and security screens. The removal of these skills creates a lack of current capability and skill in this area and is contributing to issues around the skills of glaziers.

The new unit submitted for endorsement, *MSFGG2017 Fabricate and install insect and security screens*, has been updated and included as an elective in the Certificate III in Glass and Glazing. The qualification has changed code to reflect the inclusion of the new unit in the Group D (Glazing) specialisation and imported units have been updated, including a core HLTAID coded unit. Input was sought from industry experts and through public consultations to confirm changes.

3. Stakeholder consultation strategy

*Refer to **Attachment C** for:*

- *list of stakeholders that actively participated in consultation on the project*

- *summary feedback provided by stakeholder type and the IRCs response to this feedback*

- *summary of issues raised during stakeholder consultation and the IRCs response to these issues*

3.1 Identification of stakeholders

The IRC has directly overseen the development process for the Glass and Glazing qualification and unit. Consultation activities throughout the project have been commensurate with the scope of the project. A stakeholder map was developed to identify technical industry experts, industry associations, regulators, and training providers. A range of small, medium, and large employers in glass and glazing, window and door manufacture and installation and RTOs have been consulted on this project. Nominations from a range of stakeholders were considered by the IRC to form a Technical Advisory Committee (TAC), to provide technical input to the review and development of the training components and make recommendation to the IRC.

Key individual and group stakeholders, as identified by the IRC, were also consulted during the development of this project.

3.2 Strategies for engaging stakeholders

IBSA Manufacturing follows a training package development model which includes the development of two drafts and two rounds of public consultation, supported by a series of webinars. Below is an overview of the process.

- Details about the project are made available on the IBSA Manufacturing website https://www.ibsa.org.au/consultation-project/glass-and-glazing-unit/current projects page.

- There were two rounds of public consultation where draft components were available for review and comment via the IBSA Manufacturing website. More than 800 stakeholders were alerted to the availability of the draft content for review and given the opportunity to provide feedback.

- During the consultation period the project web page had:

    o 124 discrete page views during Round 1 public consultation (Monday, 12 July - Friday 06 August 2021)

    o 284 discrete page views during Round 2 public consultation (Monday, 23 August – Monday, 06 September 2021)

- The Furnishing IRC nominated Technical Advisory Committee members who:

    o provided specific subject-matter advice and technical expertise for the development and review of the training package components. The TAC is made up of industry – representing the broad range of users – and RTO representatives.

- attended regular meetings throughout the project to discuss draft documents, consider issues presented by stakeholders and through public consultation, and to provide expert advice. The meetings were held on:
    - 10 June 2021
    - 13 August 2021
    - 09 September 2021
  - were actively engaged throughout the project and met several times by video conference to discuss draft documents, consider issues presented through public consultation and to provide expert advice.
  - developed the draft training package components.
- Stakeholder consultation strategies included:
  - Promoting the project via the IBSA Manufacturing website, newsletters and email notifications to subscribed stakeholders and industry groups at key stages of the project.
  - Undertaking industry surveys to obtain feedback about:
    - the job roles of people involved in glass and glazing
    - the key tasks performed in the workplace and the skills and knowledge required to complete the tasks competently
    - whether skills and knowledge have changed over time
    - the amount of evidence industry would want to see to know that a person is competent and ready to perform in the workplace.
  - Running a series of public webinars to discuss the drafts both at round 1 and round 2.
  - Undertaking targeted consultation in NSW, SA and WA where the *MSF30418 Certificate Ill in Glass and Glazing* has been included on the list of free courses under Job Trainer.
  - Notifying Standards Australia that the unit, which aligns to AS5039-2008 security screen doors and security window grilles, is being reinstated and updated.
  - Conducting broader consultation with industry through engagement and meetings with stakeholders, across several jurisdictions to collect industry intelligence to inform training package development work.
- Consulting with state and territory training authorities (STAs) throughout the project through:
  - an initial briefing and maintaining open dialogue throughout the project.
  - requesting feedback on round 1 and round 2 Validation draft components.
  - providing opportunity for STAs to review the components and provide feedback at the conclusion of the project, as provisioned for in the Training Package Development and Endorsement Process Policy.
- Feedback received during public consultations was tabled in an Issues Register and considered by the TAC.

All feedback has been considered, and competing views dealt with through consultation. The outcomes have been approved in IRC meetings.

3.3 Participation by different types of stakeholders

Relevant industry stakeholders were recommended by the IRC, industry bodies, STAs, ITABs, and other relevant industry partners. Consultation was undertaken nationwide. A list of stakeholders that actively participated in stakeholder consultation and provided feedback on the project is at Attachment C.

The consultation strategy provided the opportunity for regional, rural and remote stakeholders to participate via consultation webinars as well as the opportunity to provide written feedback during public consultation periods.

4.   Evidence of industry support

4.1 Industry support

There is strong industry support for changes to training package components as evidenced in this Case for Endorsement.

The Australian Glass & Window Association (AGWA) is the peak association covering glass and glazing and associated industries, with national coverage of over 1,000 employer members. There are 3,000[1] glazing service businesses across Australia, therefore AGWA represents at least 30% of employers in the sector. The AGWA have consulted broadly with employers of glass and glazing apprentices and training providers that deliver the Certificate III in Glass and Glazing as an apprenticeship about the proposed changes. There is strong support from industry and RTOs as evidenced in Attachment G.

 Extracts from key stakeholders' letters of support include the following:

•   "The MSFSS3005 unit focuses on the assembling of screens but does not include the fabrication and installation of screens. This means that our apprentices are receiving less underpinning knowledge and skills than they learn in MSFGG2010." - Glass 24/7; Glazing and Property Maintenance; Protec Aluminium and Glazing; and Liverpool Glass Company

•   "As this unit (MSFGG2010) is delivered by RTOs across Australia, it is in the industry's interest to have this decision (the deletion of the unit) reversed and the unit reinstated." - TAFE NSW

•   "Taking out and replacing the only Fabricate and Install unit left in our Glass and Glazing Qualification is not in the best interest of our industry." - TAS TAFE

For a list of the issues raised by stakeholders during consultation and the IRC's response to these, as well as letters of support, please see Attachment G.

A fully constituted IRC approved the draft components for submission to the AISC for endorsement. A letter of support from the IRC Chair is included in Attachment G.

4.2 Engagement of States and Territories

IBSA Manufacturing has actively engaged with all State Training Authorities (STAs) throughout the project: providing an initial briefing, maintaining open dialogue, and requesting feedback on round 1 and round 2 Validation draft components.

At the conclusion of the project, STAs were given a further opportunity to review the components and provide feedback, as provisioned for in the Training Package Development and Endorsement Process Policy. Support was received from the STAs of New South Wales, Northern Territory, Western Australia, Tasmania, Queensland, Victoria and South Australia.

4.3 Mitigation strategies
N/A
4.4 Letters of industry support
Letter of support from the Chair on behalf of the IRC at Attachment G.

5.   Dissenting views

5.1 Dissenting views/issues raised
N/A
5.2 Rationale for approval
N/A

6.   Reports by exception

There are no reports by exception by state and territory jurisdictions.

7.   Mandatory Workplace Requirements

*Refer to **Attachment D** for a list of the units of competency, the MWR, the rationale for this, and evidence of employer support for this requirement.*

There are no units with mandatory workplace requirements.

8.   Implementation of the new training packages

8.1 Implementation issues
RTOs will need to review their Training and Assessment Strategy (TAS) documentation to take the new unit into consideration. There is no impact on funding or on other training products.
8.2 Potential for traineeship or apprenticeships
The revised MSF30421 Certificate III in Glass and Glazing has been determined 'equivalent'. The IRC recommends that the traineeship/apprenticeship pathways apply to the qualification submitted for endorsement.
8.3 Occupational and licensing requirements
• *Licensing of glazing work applies in Queensland, NSW and South Australia.*
8.4 Extension to transition period
Where the need for an extension to the transition period is identified for training products that are the subject of this Case for Endorsement, the SSO will apply to the relevant regulator for an extension to transition, to mitigate the identified impact on other training products, particular student cohorts or industry business needs
There is no request for an extension to the transition period.

9.   Quality Assurance

The Case for Endorsement meets the following requirements:	
Standards for Training Packages 2012	**Yes**
Training Package Products Policy	**Yes**
Training Package Development and Endorsement Process Policy	**Yes**
Companion Volume Implementation Guide is available and quality assured.	**Yes**
*Copies of quality assurance reports are included in **Attachment F**.*	

10. Implementation of the Minister's priorities in training packages

*Refer to **Attachment E** for information on no enrolment and low enrolment qualifications reviewed as part of this project, and the outcomes of this review (i.e. product proposed for deletion or retention). Attachment D also includes the rationale for retaining no and/or low enrolment products when this is the proposal.*

Please include an explanation of how approval of the proposed training products will support the reform priorities for training packages agreed by skills ministers in November 2015 and October 2020:

Streamlining/rationalisation of training products	All existing products were considered, and none were suitable. This project adds a new unit to the specialisation Group D (Glazing) elective bank. The number of units required to complete the qualification has not changed.
Ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices	The unit content has been updated to ensure clarity and greater consistency in delivery.
Ensure the training system better supports individuals to move more easily between related occupations	The qualification allows for application in diverse work contexts in the Glazing Industry and enables movement to higher duties and other related occupations where these transferrable skills can be further utilised and applied.
	While not specific to this submission, MSF qualifications provide a range of pathways in existing qualifications as described in the MSF Companion Volume Implementation Guide, Release 7.0

Improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors *Foster greater recognition of skill sets and work with industry to support their implementation*	The unit has been written with a future focus in mind, using language that avoids specification of specific technologies or systems. The new unit addresses current knowledge and skills gaps in Certificate III in Glass and Glazing and other qualifications which may import the unit, relating to fabrication and installation of screens and support glazing/window and door industry employers with apprenticeship obligations.

11. A link to the full content of the proposed training package component(s)

The AISC should be provided with a link to the full, developed training package component(s) to be approved under the Case for Endorsement.

A link to the training package components proposed for endorsement is included here.

This Case for Endorsement was agreed to by the Furnishing IRC

Name of Chair	**Kristian Stratton**
Signature of Chair	
Date	**08 October 2021**

Attachment A: Training products submitted for approval

Please set out in the table below, the training products submitted for approval, including showing whether this is an updated, new or deleted product.

Training Product Name		Type	For existing products, equivalence/non-equivalence status	For updated products, rationale for equivalence/non-equivalence status
Qualifications				
Certificate III in Glass and Glazing	**MSF30421**	**Updated**	Equivalent	There is no change to the vocational outcome.
Units of competency				
Fabricate and Install Insect and Security Screens	**MSFGG2017**	**New**	N/A	N/A

Attachment B: How qualification updates support job roles

Please use the table below to demonstrate how the proposed updates to qualifications will better support job roles

Job role	Qualification	Proposed updates and how these better support the job role
Flat Glass Worker	Certificate III in Glass and Glazing	• address current knowledge and skills gaps in Certificate III in Glass and Glazing and other qualifications which may import the unit, relating to fabrication and installation of screens • support glazing/window and door industry employers with apprenticeship obligations
Stained Glass and Leadlight Assistant	Certificate III in Glass and Glazing	As above
Glass and Glazing Tradesperson	Certificate III in Glass and Glazing	As above
Glass Processing Tradesperson	Certificate III in Glass and Glazing	As above
Stained Glass and Leadlight Tradesperson	Certificate III in Glass and Glazing	As above
Glazier	Certificate III in Glass and Glazing	As above
Glass cutter	Certificate III in Glass and Glazing	As above
Glass edge worker/processor	Certificate III in Glass and Glazing	As above

Leadlighter	Certificate III in Glass and Glazing	As above

Attachment C: Stakeholder consultation

List of stakeholders that actively participated in stakeholder consultation for the project:

Name	Organisation	Title	Industry	Representation Type	State
Rachel Driessen	G.James Australia Pty Ltd	Director	Industry / RTO	Furnishing IRC member	QLD & NSW
Melissa Baker	Australian Glass & Window Association	National Training & Safety Manager	Association	Peak body	National
Paul Land	Trainer	G.James Australia Pty Ltd	RTO	Industry/ RTO	QLD & NSW
Mark Nicholls	TAFE New South Wales	Head Teacher	RTO	RTO	NSW
Stephen Quirk	Blind Manufacturers' Association of Australia (BMAA)	Director	Association	Furnishing IRC member	National
Stephen Quirk	The Frontline Group	Director	RTO	RTO	National
Suzanne Seinor	Department of Training and Workforce Development	Senior Program Officer	Government	STA	WA
Teresa Signorello	Holmesglen Institute	Curriculum Maintenance Manager (CMM)	Government	STA	VIC
Frances Parnell	Department of Training and Workforce Development	Manager, Training Curriculum Services	Government	STA	WA
Keith Phasey	NT Blinds	Director	Industry	Furnishing IRC member	VIC/NT

Nelson Brown	Northern Territory Government of Australia	Policy Officer	Government	STA	NT
Brooke Reece	Gimbal Training	Compliance Manager	Training	RTO	QLD
Steve Meeny	Progressive Training	Trainer/Assessor	Training	RTO	WA
Sue Wells	Department of Education and Training	Training Products	Training	STA	VIC
Neil Griffiths	TAFE NSW	MSF Product Manager	Training	RTO	WA
Mike Hidderley	North Metro TAFE	Glazing lecturer	Training	RTO	WA
Wayne Lee	AiGroup	Queensland Industry Skills Adviser	Training	STA	QLD
Kay Gerard	Food Fibre & Timber Industries	Chief Executive Officer	Government	IRC	VIC
Marilyn Ng	New South Wales Education	Manager Policy, Skills Policy | Reform and External Policy	Government	STA	NSW

Summary of Feedback by Stakeholder type:

Stakeholder Type	Key Feedback Points	Actions Taken to Address Feedback
Industry Reference Committee (IRC) Representatives	*Rachel Driessen (Furnishing IRC member) submitted a formal request on behalf of the Australian Glass and Windows Association (AGWA) for the unit MSFGG2010 Fabricate and Install Insect, and Security Screens to be reinstated as an elective in the Certificate III in Glass and Glazing.* • *MSFGG2010 Fabricate and install insect and security screens covers fabrication,*	Review, update and reinstate the content of the superseded unit *MSFGG2010 Fabricate and install insect and security screens.* (via a new unit, MSFGG2017) Update the Certificate III in Glass and Glazing to include the new unit, *MSFGG2017 Fabricate and install insect and security screens* This will:

	assembly and installation. It was superseded by *MSFSS3005 Assemble non-security and security screens and grilles* which doesn't cover fabrication and installation of screens and security screens and in addition stipulates emergency egress security screens which is not a mandatory requirement under Australian Standards AS5039-2008 Security screen doors and security window grilles.	- address current knowledge and skills gaps in Certificate III in Glass and Glazing and other qualifications which may import the unit, relating to fabrication and installation of screens - support glazing/window and door industry employers with apprenticeship obligations.
Peak Industry Bodies	• As Above	As above
Employers (Non-IRC)	- Employers identified that fabrication and installation skills have been lost from the Certificate III in Glass and Glazing due to the removal of unit *MSFGG2010 Fabricate and Install Insect, and Security Screens.* - MSFSS3005 focuses on the assembling of screens but does not include the fabrication or installation of screens. That means apprentices are receiving less underpinning knowledge and skills than they learn in MSFGG2010.	As above
Regulators	• N/A	
Registered Training Organisations (RTOs)	• Training providers raised concerns that the removal of the unit *MSFGG2010 Fabricate and Install Insect, and Security Screens* has left a critical skill gap in the Glass and Glazing qualification and is not in the best	As above

	interest of our (Glass and Glazing) industry.	
Training Boards/Other	• N/A	
State and Territory Training Authorities (STAs)	• N/A	
Unions	• N/A	
Please add other categories as appropriate	• N/A	

Summary of Issues raised during stakeholder consultation

Issue raised	Key Feedback Points	Actions Taken to Address Feedback
Performance Evidence	• Needs to cover greater range of standard tasks - include hinged and sliding doors, window, and measurement	Suggested actions were done.
Performance Criteria	• Only mentions apply WHS for *fabrication* of product	Added WHS for *installation.*

Attachment D: Mandatory Workplace Requirements in Training Products

Please set out in the table below training products which include a mandatory workplace requirement (i.e. which must be completed in a workplace)

Code/title	Description of the Requirement (e.g. work placement, assessment requirement)	Rationale for Inclusion	Evidence of employer support
N/A	N/A	N/A	N/A

Attachment E: No enrolment and low enrolment training products

No Enrolment:

Please set out in the table below those training products that have had no enrolments over the past three years for which data is available

Units of Competency		
Name of Unit/Unit Code	**Proposed for retention/deletion**	**Rationale for Retention**
N/A		
Qualifications		
Name of Qualification/ Qualification Code	**Proposed for retention/deletion**	**Rationale for Retention**
N/A		

Low Enrolment:

Please set out in the table below those training products that have had low enrolments over the past three years for which data is available[1]

Units of Competency		
Name of Unit/Unit Code	**Proposed for retention/deletion**	**Rationale for Retention**
N/A		
Qualifications		
Name of Qualification/ Qualification Code	**Proposed for retention/deletion**	**Rationale for Retention**
N/A		

Attachment F: Quality assurance reports

- Independent Quality Report
- Editorial and Equity Report

Attachment G: Letters of Support

- Letter of support from the Chair on behalf of the IRC at Attachment G.

---

[1] Low enrolment training products are qualifications or units of competency that have had less than 42 enrolments in each of the past three years *(this is the maximum no. of enrolments for the bottom 25% of qualifications based on average enrolments over 2016 - 2018)*

Attachment F: Quality assurance reports

Training Package Quality Assurance

Quality Report Template

Section 1 – Cover page

Information required	Detail
Training Package title and code	MSF Furnishing Training Package Release R7.0
Number of new qualifications and their titles[1]	Nil
Number of revised qualifications and their titles	1 revised qualification • MSF30421 – Certificate III in Glass and Glazing
Number of new units of competency and their titles	1 unit • MSFGG2017 Fabricate and install insect and security screens
Number of revised units of competency and their titles	Nil
Confirmation that the panel member is independent of: • the Training Package or Training Package components review ('Yes' or 'No') • development and/or validation activities associated with the Case for Endorsement ('Yes' or 'No') • undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report ('Yes' or 'No')	Yes - I confirm that I am independent of: • the Training Package or Training Package components review (YES) • development and/or validation activities associated with the Case for Endorsement (YES) • undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report (YES).
Confirmation of the Training Packages or components thereof being compliant with the *Standards for Training Packages 2012*	Yes - I confirm that the Training Package components submitted in the Case for Endorsement are compliant with the Standards for Training Packages 2012.
Confirmation of the Training Packages or components thereof being compliant with the *Training Package Products Policy*	Yes - I confirm that the Training Package components submitted in the Case for Endorsement are compliant with the *Training Package Products Policy.*
Confirmation of the Training Packages or components thereof being compliant with the *Training Package Development and Endorsement Process Policy*	Yes - I confirm that the Training Package components submitted in the Case for Endorsement are compliant with the *Training Package Development and Endorsement Process Policy.*
Panel member's view about whether: • the evidence of consultation and validation process being fit for purpose and commensurate with the scope • estimated impact of the proposed changes is sufficient and convincing	It is my view that evidence of the consultation and validation processes undertaken by the developer (IBSA Manufacturing) are fit for purpose and commensurate with the scope of the Case for Endorsement (CfE). The estimated impact of the proposed changes is outlined sufficiently in the CfE.

---

[1] When the number of training products is high the t*itles can be presented as an attached list.*

Training Package Quality Assurance

Information required	Detail
Name of panel member completing Quality Report	**Sue Hamilton**
Date of completion of the Quality Report	**7 October 2021**

Training Package Quality Assurance

Section 2 – Compliance with the Standards for Training Packages 2012

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 1 Training Packages consist of the following: 1. AISC endorsed components: • qualifications • units of competency • assessment requirements (associated with each unit of competency) • credit arrangements 2. One or more quality assured companion volumes	*Yes*	The proposed components of the MSF Furnishing Training Package Release 7.0 meet the requirements of Standard 1. The Training Package components in the Case for Endorsement (CfE) include: • 1 updated qualification • 1 new unit of competency (with associated assessment requirements) Credit arrangements for MSF qualifications to Higher Education are not applicable. The MSF Furnishing Companion Volume Implementation Guide – Release 7.0 (MSF CVIG) has been updated to include the new and revised components.
Standard 2 Training Package developers comply with the *Training Package Products Policy*	*Yes*	IBSA Manufacturing has complied with Standard 2 – Compliance with the *Training Package Products Policy*. Supporting evidence includes: • Compliance with coding and titling of units of competency proposed for endorsement • Foundation skills are explicit and recognisable in the unit of competency • There are no entry requirements specified for the Certificate III qualification • One prerequisite unit included in an imported unit is listed in the appropriate field • Imported units have been checked and updated to reflect current unit codes and titles • Modification history and mapping information clearly indicates the equivalence status of the unit and qualification. The information relating to the reinstated unit indicates a newly created unit based on advice from DESE/TGA • The MSF CVIG provides: o an overview of Foundation Skills (based on the Australian Core Skills Framework and Employability Skills) and advises that training package users must consider them part of the delivery and assessment for each unit

Training Package Quality Assurance

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
		o guidance to ensure that learners are not discriminated against and guidance around 'reasonable adjustment' and 'unjustifiable hardship' to accommodate learners with disabilities or particular needs including a link to the Disability Standards for Education, 2005. o advice on pathways between MSF qualifications and relevant job roles.
Standard 3 Training Package developers comply with the AISC *Training Package Development and Endorsement Process Policy*	*Yes*	Information provided in the CfE indicates that IBSA Manufacturing has complied with the *Training Package Development and Endorsement Process Policy* and the work undertaken aligns to the AISC Activity Order. The CfE details the consultation undertaken and communication strategies used to involve a range of stakeholders. These include: • availability of draft materials on the IBSA Manufacturing website for the duration of the project to enable feedback • direct contact with industry and other stakeholders via online meetings, webinars, and email communication • wider communication with stakeholders listed in IBSA Manufacturing's database. An issue's register, listing feedback from stakeholders was sighted during this review. The process followed indicates that consultation and validation commensurate with the scope and impact of the components has been undertaken.
Standard 4 Units of competency specify the standards of performance required in the workplace	*Yes*	The unit of competency reviewed specifies the standard of performance required in the workplace.

Training Package Quality Assurance

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 5 The structure of units of competency complies with the unit of competency template	*Yes*	The structure of the unit complies with the unit of competency template: • **Coding** and **titling** are appropriate. • The **Application** field covers required content. There are no specific licensing or certification requirements for this unit. • The unit does not include **prerequisite** unit/s. • The **elements** and **performance criteria** are clearly specified. • **Foundation skills** are explicit in the performance criteria, particularly numeracy skills. • The optional **Range of Conditions** field is not used. • **Mapping** information is described appropriately. The unit states: *MSFGG2010 Fabricate and install insect and security screens* was superseded by *MSFSS3005 Assemble non-security and security screens and grilles* in May 2020, but a subsequent review indicated that the content of MSFGG2010 should be restored to the qualification. MSFGG2017 has the same title and similar content to MSFGG2010. As MSFGG2010 was superseded, MSFGG2017 is considered a newly created unit. • **Appropriate links** are provided to the MSF CVIG.
Standard 6 Assessment requirements specify the evidence and required conditions for assessment	*Yes*	The associated assessment requirements for the unit specify the performance evidence and knowledge evidence to be demonstrated for assessment, along with required conditions for assessment. The performance evidence is clearly written describing suitable volume and frequency of workplace tasks. The knowledge evidence links to the performance criteria and indicates the type and depth of knowledge required.
Standard 7 Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template	*Yes*	The unit's assessment requirements comply with the assessment requirements template.

Training Package Quality Assurance

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 8 Qualifications comply with the Australian Qualifications Framework specification for that qualification type	*Yes*	The qualification packaging rules, which specify the number of core units and the rules for selecting electives, are structured to ensure the AQF outcome and relevant occupational outcome/s for included specialisations are met. This includes providing guidance on selecting imported units at the appropriate AQF level. The MSF CVIG also provides AQF advice for the Certificate III in Glass and Glazing.
Standard 9 The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template	*Yes*	This QA review confirms the statement in the Editorial Report. *The revised qualification complies with the qualification template with all mandatory fields completed.* • *Coding and titling are appropriate.* • *The packaging rules are clearly articulated.* • *The prerequisite unit is listed as required.* • *The equivalence of the revised qualification to the previous version is stated in the qualification mapping information section.*
Standard 10 Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template	*Yes*	Nationally agreed credit transfer arrangements do not exist for the MSF Furnishing Training Package qualifications and Higher Education qualifications.
Standard 11 A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.	*Yes*	The training package components in this submission are accompanied by an updated CVIG: *MSF Furnishing Training Package Companion Volume Implementation Guide – Release 7.0* The MSF CVIG complies with the companion volume implementation guide template included in the 2012 Standards and has been quality assured in line with IBSA Manufacturing's processes.
Standard 12 Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.	*NA*	Not applicable

Training Package Quality Assurance

Section 3 – Compliance with the training package quality principles

Note: *not all training package quality principles might be applicable to every training package or its components. Please provide a supporting statement/evidence of compliance or non-compliance against each principle.*

Quality principle 1. Reflect identified workforce outcomes

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance/non compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Driven by industry's needs	Yes	The CfE clearly outlines the requirements of the Activity Order, and the final work completed and submitted for endorsement. This includes an explanation for developing MSFGG2017 to reinstate content previously covered in a unit which is now superseded. The unit has been added to a specialisation elective group within the updated Certificate III in Glass and Glazing. The CfE provides information about the extent of industry consultation and stakeholder engagement. There is evidence in the CfE that the developer has addressed industry's requirements and has undertaken appropriate stakeholder consultation.
Compliant and responds to government policy initiatives Training package component responds to the COAG Industry and Skills Council's (CISC) training package-related initiatives or directions, in particular the 2015 training package reforms. Please specify which of the following CISC reforms are relevant to the training product and identify supporting evidence: • ensure obsolete and superfluous qualifications are removed from the system • ensure that more information about industry's expectations of training delivery is available to training providers to	Yes	The components respond to the COAG Industry and Skills Council's (CISC) training package reforms, specifically: **Removal of obsolete or superfluous content** • Not applicable **Inclusion of advice about industry's expectations of training delivery** • The MSF CVIG provides advice on industry expectations relating to delivery and assessment and specific advice on the specialisation groups within the Certificate III in Glass and Glazing **Support for individuals to move easily from one related occupation to another** • The MSF Furnishing Training Package supports the movement of individuals between related occupations and includes imported units, from ten Training Packages (BSB, CPC, CUA, HLT MEM, MSA, MSF, MSM, TAE, and TLI) **Creation of units that can be owned and used by multiple industry sectors**

improve their delivery and to consumers to enable more informed course choices • ensure that the training system better supports individuals to move easily from one related occupation to another • improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors • foster greater recognition of skill sets		• MSF coded units of competency are used across multiple sectors in the furnishing industry. *MSFGG2017 Fabricate and install insect and security screens* has the potential to be used in the glass and glazing, furnishing, and blinds, awnings, security screens and grilles sectors. • The Certificate III qualification provides elective group options leading to different occupational / specialisation roles relating to glass processing, glazing and designed glazing. **Skill set recognition** • Not applicable. **Foster greater recognition of skill sets** • Not applicable.
Reflect contemporary work organisation and job profiles incorporating a future orientation	Yes	The components submitted for endorsement have been updated to reflect contemporary work organisation and activities. • *MSFGG2017 Fabricate and install insect and security screens*, reflects tasks from a previous/superseded unit and incorporates updated industry requirements • MSF and imported unit codes and titles have been checked and updated, where required, to ensure the most current versions, endorsed by industry and reflecting contemporary practices are applied. The CfE outlines the stakeholder engagement process including communication strategies and contributing personnel to provide evidence of industry support.

Training Package Quality Assurance

Quality principle 2: Support portability of skills and competencies including reflecting licensing and regulatory requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support movement of skills within and across organisations and sectors	Yes	The unit of competency and associated assessment requirements is written in a manner that allows the unit to be contextualised to meet the various needs of a range of workplace contexts and as stated in the Equity Report '*is written with a future focus in mind, using language that avoids specification of specific technologies or systems.*' The qualification provides considerable flexibility allowing for a general qualification or the option to select a specialisation appropriate for the workplace and/or sector.
Promote national and international portability	Yes	The CfE indicates consensus from stakeholders in the development of the proposed components. The MSF CVIG and the Certificate III in Glass and Glazing provide advice to users relating to licensing requirements in relevant jurisdictions.
Reflect regulatory requirements and licensing	Yes	Advice is provided to users of the *Certificate III in Glass and Glazing* that some jurisdictions include licensing requirements. *In some states and territories there may be licensing requirements that link to this qualification, and other licensing requirements where the individual is required to work onsite. Depending on the jurisdiction, licensing or regulatory requirements may also apply to the use of some units in this qualification. Licensing of glazing work applies in Queensland, NSW and South Australia. Local regulations should be checked for details.* The MSF CVIG provides advice to users in a detailed section about regulation and licensing implications, including for glazing.

Training Package Quality Assurance

Quality principle 3: Reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Reflect national consensus	Yes	The CfE outlines the national consultation and validation processes and participants involved. Attachment C details the range of respondent stakeholders including industry participants (employers and representatives of associations), government representatives and RTO training practitioners. There are no reports by exception and a letter of support from the Chair of the Furnishing IRC is included in the submission.
Recognise convergence and connectivity of skills	Yes	Units listed in the Certificate III in Glass and Glazing include imported units from ten other nationally endorsed training packages, and all unit codes and titles have been checked to ensure the use of the most current units.

Quality principle 4: Be flexible to meet the diversity of individual and employer needs including the capacity to adapt to changing job roles and workplaces

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Meet the diversity of individual and employer needs	Yes	The Certificate III in Glass and Glazing includes a range of elective choices, many including both MSF and imported units, to enable the qualification to be packaged to suit different workplace settings, occupational specialisations and employer and individual needs. In addition, the Equity Report comments that flexibility is addressed in the unit, in that '*The unit has been written with a future focus in mind, using language that avoids specification of specific technologies or systems.*' The assessment conditions in the unit specifies that '*Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies*', thereby enabling assessment to meet the diversity of individual and employer needs.

Training Package Quality Assurance

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support equitable access and progression of learners	Yes	The components submitted for endorsement support equitable access and progression of learners. The Certificate III in Glass and Glazing provides skills transferable to other MSF qualifications and supports movement to higher duties and related occupations. There are no entry requirements associated with the qualification. The MSF CVIG includes a section on industry information impacting training pathways and an overview of occupational outcomes linked to MSF qualifications. Pathways into and skill advancement from qualifications is supported by existing skill sets.

Quality principle 5: Facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support learner transition between education sectors	Yes	Information on occupational outcomes and pathways for the revised MSF qualification is included in the MSF CVIG. The Equity Report states that '*Qualifications in the training package support occupational outcomes ranging from workers below trade level through to trade and technician levels.*' The Furnishing IRC has determined that the Certificate III in Glass and Glazing is recommended as suitable for apprenticeship/traineeship delivery. It is not listed as a qualification suitable for delivery to secondary school students in the MSF CVIG.

Training Package Quality Assurance

Quality principle 6: Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support implementation across a range of settings	Yes	The MSF CVIG provides implementation advice to support delivery across a range of contexts, covering: • selecting qualifications and electives for occupational pathways/outcomes • prerequisite units • credit transfer and articulation between qualifications • entry requirements (not relevant to MSF30421) • delivery and assessment, including workplace assessment and simulation.
Support sound assessment practice	Yes	The assessment requirements for *MSFGG2017 Fabricate and install insect and security screens* are succinct and clearly written. The performance evidence requirements reflect reasonable volume/frequency of realistic workplace processes applicable across a range of contexts. The knowledge evidence links to the performance criteria and indicates the type and depth of knowledge required.
Support implementation	Yes	The MSF CVIG provides guidance to ensure that learners are not discriminated against, and guidance around reasonable adjustment to accommodate learners with disabilities or particular needs. It outlines how Foundation Skills have been addressed in units of competency and emphasises that RTOs must consider these skills as part of the training and assessment for each unit. The Equity Report states that *'Foundation skills are explicit and recognisable in the unit of competency. They do not exceed the skills expected in the workplace.'* The components submitted are ready for publication on the National Register/TGA. All components contain links, as required by the templates, to the updated MSF CVIG 7.0. The MSF CVIG has been quality assured through IBSA Manufacturing and the editorial processes and will be ready for publication on the National Register/TGA.

Editorial Report Template

1. **Cover page**	
Information required	**Detail**
Training Package title and code	MSF Furnishing Training Package Release R7.0
Number of new qualifications and their titles [1]	There are no new qualifications associated with MSF Furnishing Training Package Release R7.0
Number of revised qualifications and their titles	MSF30421 – Certificate III in Glass and Glazing
Number of new units of competency and their titles	One new unit *MSFGG2017 Fabricate and install insect and security screens*
Number of revised units of competency and their titles	Note: MSFGG2010 Fabricate and install insect and security screens was superseded by MSFSS3005 Assemble non-security and security screens and grilles in May 2020, but a subsequent review indicated that the content of MSFGG2010 should be restored to the qualification. This unit, MSFGG2017, has the same title and content (with minor updates) as MSFGG2010. However, as MSFGG2010 has already been superseded, MSFGG2017 is a new unit. It does not supersede any other unit.
Confirmation that the draft training package components are publication-ready	Yes
Is the Editorial Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide a name.	No[2]
Date of completion of the report	**5 October 2021**

---

[1] *When the number of training products is high the titles can be presented as an attachment.*

[2] *Persons not a member of the panel are required to demonstrate relevant knowledge and experience in editing technical and industry publications, including details of relevant qualifications and/or professional membership(s).*

Training Package Quality Assurance

2. Content and structure

Units of competency

Editorial requirements	Comments
Standard 5: • The structure of units of competency complies with the unit of competency template.	The 1 new unit of competency complies with the unit of competency template.
Standard 7: • The structure of assessment requirements complies with the assessment requirements template.	The structure of the assessment requirements for the new unit of competency complies with the assessment requirements template.

Qualifications

Editorial requirements	Comments by the editor
Standard 9: • The structure of the information for qualifications complies with the qualification template.	Yes The revised qualification complies with the qualification template with all mandatory fields completed. • Coding and titling are appropriate. • The packaging rules are clearly articulated. • The prerequisite units are listed as required. • The equivalence of the revised qualification to the previous version is stated in the qualification mapping information section.
Standard 10: • Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.	Currently, no nationally agreed credit transfer arrangements exist between the MSF Furnishing Training Package and tertiary qualifications.

Companion Volumes

Editorial requirements	Comments by the editor
Standard 11: • A quality assured companion volume implementation guide is available and complies with the companion volume implementation guide template.	The MSF Furnishing Training Package Companion Volume Implementation Guide Release R7.0 complies with the required template and has been quality-assured through the IBSA Manufacturing processes.

3. Proofreading

Editorial requirements	Comments by the editor
• **Unit codes and titles** and **qualification codes and titles** are accurately cross-referenced throughout the training package product(s) including mapping information and packaging rules, and in the companion volume implementation guide.	
• Units of competency and their **content** are **presented in full**.	Yes, the unit was presented in full.

• The author of the Editorial Report is satisfied with the quality of the training products, specifically with regard to:
  o absence of spelling, grammatical and typing mistakes
  o consistency of language and formatting
  o logical structure and presentation of the document.
  o compliance with the required templates
	Yes, the author is satisfied with the quality of the training products in relations to the points highlighted.
	
	The editorial review highlighted the need for some editorial changes, and these have been addressed in final drafts.

Training Package Quality Assurance

Equity Report Template

Section 1 – Cover page

Information required	Detail
Training Package title and code	MSF Furnishing Training Package Release R7.0
Number of new qualifications and their titles [1]	There are no new qualifications associated with MSF Furnishing Training Package Release R7.0
Number of revised qualifications and their titles	MSF30421 – Certificate III in Glass and Glazing
Number of new units of competency and their titles	One new unit *MSFGG2017 Fabricate and install insect and security screens*
Number of revised units of competency and their titles	Note: MSFGG2010 Fabricate and install insect and security screens was superseded by MSFSS3005 Assemble non-security and security screens and grilles in May 2020, but a subsequent review indicated that the content of MSFGG2010 should be restored to the qualification. This unit, MSFGG2017, has the same title and content (with minor updates) as MSFGG2010. However, as MSFGG2010 has already been superseded, MSFGG2017 is a new unit. It does not supersede any other unit.
Confirmation that the draft training package components meet the requirements in Section 2 *Equity checklist of draft training package components*	Yes - draft training package components meet the requirements in Section 2 *Equity checklist of draft training package components*
Is the Equity Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide the name.	No[2]
Date of completion of the report	**5 October 2021**

---

[1] *When the number of training products is high t*he *titles can be presented as an attached list.*

[2] *Person that is not a member of the Training Package Quality Assurance Panel is required to provide to the SSO information demonstrating experience in analysis of equity issues in the training or educational context; demonstrated understanding of vocational education and training; and details of relevant qualifications and/or professional memberships.*

Training Package Quality Assurance

Section 2 – Equity checklist of draft training package components

Equity requirements	Equity reviewer comments Provide brief commentary on whether the draft endorsed components meet each of the equity requirements
The training package component(s) comply with Standard 2 of the *Standards for Training Packages 2012*. The standard requires compliance with the *Training Package Products Policy*, specifically with the access and equity requirements: • Training Package developers must meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations. • Training Package developers must ensure that Training Packages are flexible and that they provide guidance and recommendations to enable reasonable adjustments in implementation.	The training components reviewed comply with Standard 2 of the *Standards for Training Packages*. The MSF Training Package Companion Volume Implementation Guide Release 7.0 (CVIG) provides advice on access and equity considerations including reasonable adjustment for learners with disabilities.

Section 3 - Training Package Quality Principles

Quality Principle 4
Be **flexible** to meet the diversity of individual and employer needs, including the capacity to adapt to changing job roles and workplaces.

Key features
Do the units of competency meet the diversity of individual and employer needs and support equitable access and progression of learners?
What evidence demonstrates that the units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth so that they support implementation across a range of settings?
Are there other examples that demonstrate how the key features of flexibility are being achieved?

Equity requirements	Equity reviewer comments
1. What evidence demonstrates that the draft components provide flexible qualifications/units of competency that enable application in different contexts?'	The revised qualification allows for application in diverse work contexts in the Glazing Industry and supports movement to higher duties and other related occupations where these transferrable skills can be further applied.
2. Is there evidence of multiple entry and exit points?	MSF qualifications provide a range of pathways in existing qualifications as described in the MSF Companion Volume Implementation Guide, Release 7.0.

Training Package Quality Assurance

Equity requirements	Equity reviewer comments
3. Have prerequisite units of competency been minimised where possible?	N/A
4. Are there other examples of evidence that demonstrate how the key features of the flexibility principle are being achieved?	The unit have been written with a future focus in mind, using language that avoids specification of specific technologies or systems. The new unit addresses current knowledge and skills gaps in Certificate III in Glass and Glazing and other qualifications which may import the unit, relating to fabrication and installation of screens support glazing/window and door industry employers with apprenticeship obligations.

Quality Principle 5

Facilitate **recognition** of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors.

Key features
Support learner transition between education sectors.

Equity requirements	Equity reviewer comments
1. What evidence demonstrates pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications?	Qualifications in the training package support occupational outcomes ranging from workers below trade level through to trade and technician levels. The CVIG provides information about pathways between qualifications. Pathways between VET and higher education qualifications are not relevant to the content being proposed for MSF Release 7.0.

Quality Principle 6

Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements.

Key features
Support implementation across a range of settings and support sound assessment practices.

Equity requirements	Equity reviewer comments
1. Does the Companion Volume Implementation Guide include advice about: • Pathways • Access and equity • Foundation skills? (see Training Package Standard 11)	The MSF Companion Volume Implementation Guide, Release 7.0, provides advice on all these items.

Training Package Quality Assurance

Equity requirements	Equity reviewer comments
2. Are the foundation skills explicit and recognisable within the training package and do they reflect and not exceed the foundation skills required in the workplace?	Foundation skills are explicit and recognisable in the unit of competency. They do not exceed the skills expected in the workplace. The unit of competency and associated assessment requirements are clearly written and have consistent breadth and depth and identify clear outcomes and conditions for assessment.

IBSA GROUP

ABN: 74 109 600 302
T: +61 3 9815 7000
F: +61 3 9815 7001
www.ibsa.org.au

Level 3, 289 Wellington Parade South, East Melbourne, VIC 3002

07 October 2021

Dear Australian Industry and Skills Committee,

As the Chair of the **Furnishing Industry Reference Committee (IRC),** I write on behalf of the IRC to support the endorsement of the following MSF Furnishing Training Package components:

Glass and Glazing Unit Project, as completed under the Activity Order **IBSA/TPD/2020-21/003**.

The training package components have been updated to include the reinstate the content of unit **MSFGG2010 Fabricate and install insect and security screens** into the elective banks of one qualification, **MSF30418 Certificate III in Glass and Glazing** that meet industry requirements and reflect current industry practice and standards.

A fully constituted IRC has approved the draft components for submission to the Australian Industry and Skills Committee for endorsement.

Sincerely,

Kristian Stratton

Chair of the Furnishing Industry Reference Committee IRC