

artibus INNOVATION

Developing industry skills

CASE FOR ENDORSEMENT

CPP PROPERTY SERVICES TRAINING PACKAGE

CPP31218 Certificate III in Swimming Pool and Spa Service

Release 6.0

Submitted by Artibus Innovation
on behalf of the
Property Services IRC

July 2018

Artibus Innovation

Artibus Innovation is the Skills Service Organisation supporting the Industry Reference Committees (IRCs) for the Construction, Plumbing and Services, and Property Services sectors in Australia. It develops, manages, and supports nationally recognised Training Packages.

The IRCs are responsible for providing guidance, direction, and advice in relation to the workforce training and skills development needs of these two industry sectors. Together industry, employees and enterprises contribute significantly to Australia's infrastructure, underpinning the nation's economic and social fabric.

Acknowledgement of Support

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A. Administrative details of the Case for Endorsement

Name of allocated IRC

Property Services Industry Reference Committee (Property Services IRC)

Name of the SSO

Artibus Innovation

Proposed training package components

This submission puts forward the case for endorsement for 1 qualification and 13 units of competency relating to *CPP Property Services Training Package Release 6.0*.

All units are native and 1 is a non-sector common unit, which is presently only used within this qualification.

Activity order

The AA/2015-16-001 Activity Order was signed by the Commonwealth Department of Education and Training June 2016.

- Type of Activity: Transition

Qualification

Code	Title
CPP31218	Certificate III in Swimming Pool and Spa Service

Units of Competency

Code	Title
CPPCMN3005	Complete client documentation
CPPSPS3001	Handle, transport and store swimming pool and spa chemicals safely
CPPSPS3002	Perform basic swimming pool and spa measurements and calculations
CPPSPS3003	Maintain swimming pools and spas
CPPSPS3004	Maintain swimming pool and spa water circulation and filtration systems
CPPSPS3005	Maintain swimming pool and spa dosing systems
CPPSPS3006	Maintain swimming pool and spa cleaning and vacuuming systems
CPPSPS3007	Maintain swimming pool and spa heating systems
CPPSPS3008	Work in the swimming pool and spa servicing industry
CPPSPS3009	Maintain swimming pool and spa stock
CPPSPS3010	Sell swimming pool and spa products and services
CPPSPS3011	Use and maintain business technology related to swimming pool and spa servicing
CPPSPS3012	Access and apply information from swimming pool and spa technical manuals

The following units of competency, which have been transitioned to the *Standards for Training Packages 2012*, are also packaged in the CPP31218 Certificate III Swimming Pool and Spa Service.

Code	Title
CPPDSM3009	Maintain workplace safety in the property industry
CPPDSM3010	Meet customer needs and expectations in the property industry

AISC requirements

This case for endorsement responds to the policy directive to align the CPP Property Services Training Package to the *Standards for Training Packages 2012*.

B. Description of work and request for approval

Description of work undertaken and why

This case for endorsement responds to the policy to align components in Training Packages to the *Standards for Training Packages 2012*.

In complying with this policy, Artibus Innovation established an open and inclusive consultative approach throughout the developmental and final validation stages of the project with the following stakeholders:

- members from the Property Services IRC
- registered training organisations (RTOs)
- peak industry associations
- State Training Authorities (STAs).

Change undertaken

The table below details the changes undertaken.

Components(s)	Change
Qualification	<ul style="list-style-type: none">• The draft qualification was updated to reflect current industry vocational requirements.
Unit of competency	<p>Across all the draft units of competency the:</p> <ul style="list-style-type: none">• application statement has been adjusted to the job role and written in plain English• elements have been logically sequenced• foundations skills have been made explicit• performance evidence has been reshaped to specify the amount of times/occasion a performance of a task needs to be demonstrated• knowledge evidence has been articulated to align with the internal logical of the given unit• assessment conditions have been standardised• safety and legislative standards have been updated.

Methodology

The case for endorsement was developed using the following approach:

- a meeting with the Property Services IRC (April 2017 and April 2018)
- an evidence-based assessment of the currency of the components in the industry
- a collation/evaluation of information relating to the endorsed components
- targeted consultation with key industry and regulatory stakeholders
- desk top audit and evidence-based research to confirm the continuing industry need for the identified units of competency.

This methodology ensured that any changes and implementation of these into the endorsed components was validated by key industry stakeholders.

Decision being sought from the AISC

To note the work undertaken and approve the case for endorsement for CPP30218 Certificate III in Swimming Pool and Spa Service and 13 units of competency and their assessment requirements

C. Evidence of industry support

Industry Reference Committee (IRC)

A meeting with the Property Services IRC that addressed the transition of the suite of Swimming Pool and Spa Service units of competency was held in April 2017. It was agreed that transition of the entire qualification, rather than 'orphan' units was the preferred option.

The Property Services IRC fully supports the immediate transition of the endorsed components to the *Standards for Training Packages 2012*.

Industry and stakeholder consultation

The policy directive to align the endorsed components to the *Standards for Training Packages 2012* will ensure that industry and regulator feedback and needs are embedded in the endorsed components.

As part of the transitioning process, Artibus Innovation has taken the opportunity to seek industry input on the endorsed components and to, where required, update the content and the intent of units of competency to better reflect industry requirements. It is however noted that this is a niche industry with a small consultation participation level.

Industry has been consulted about the current and emerging skills and knowledge needs relating to the job profile through:

- face-to-face consultations
- online newsletters
- targeted emails with key stakeholders
- teleconferences.

Industry and stakeholder feedback on the content, structure, and occupational outcomes of the units of competency and their assessment requirements in relation to industry needs were addressed and documented.

State/Territory Training Authorities (STAs)

All State Training Authorities have been notified and kept updated throughout the duration of the project.

Feedback on the development of the draft endorsed components was collated and processed against the project objectives.

Please refer to **Attachment A: Project Register**.

Alternative approaches explored

No alternative approaches were explored.

Report by exception

N/A

D. Industry expectations about training delivery

Advice about industry's expectations of training delivery

The proposed endorsed components supersede and are equivalent to their preceding unit of competency.

The revised units of competency have been transitioned to align with the *Standards for Training Packages 2012*.

The impact of the changes of the proposed endorsed components are as follows:

- RTOs will be notified by training.gov.au of the changes in the units of competency and their assessment requirements
- RTOs will be required to adapt all aspects of training and assessment to the changes in structure and content in the units of competency and their assessment requirements.

RTOs can expect a series of changes. RTOs will be required to:

- assess and implement the mandatory delivery and assessment requirements specified in the endorsed components
- adjust training and assessment strategies
- review delivery and assessment resources
- address and enhance supporting material and resources to address assessment requirements.

Quality Principles: Flexibility, Recognition, Access, and Equity

Flexibility

The proposed qualification provides a range of elective choices that facilitate vocational outcomes in a range of occupational contexts.

Recognition

Industry can expect an upskilled workforce that meets industry demands. The skills and knowledge embedded in the units of competency will support national training and assessment consistency. Industry can, therefore, expect consistent learner outcomes.

The skills and knowledge embedded in the endorsed components, facilitate and support:

- learner movement between vocational education and training (VET) qualifications
- the application of skills and knowledge acquired by the learner in a range of workplaces
- transferability and portability of skills in different industries.

Please refer to the *CPP Property Services Training Package Release 6.0 Companion Volume Implementation Guide*.

The assessment requirements in the proposed endorsed components are designed to:

- provide valid evidence of performance and knowledge based on workplace competencies
- provide RTOs with a flexible framework to develop and administer assessment material
- offer a consistent standard of assessment to support positive workplace outcomes.

By aligning the endorsed components against the specific requirements within each national policy document, national and industry portability has been ensured.

Access

There are no entry requirements for the units of competency included in this case for endorsement.

Equity

The units of competency include foundation skills and support equitable access and progression of learners by:

- allowing direct entry
- facilitating occupational pathways in the sector.

The units promote and support cross-sector movement.

IRC recommendation on traineeships and apprenticeships

The qualification states that it is suitable for an Australian apprenticeship pathway.

E. Implementation of the new training package components

Advice on occupational and licensing requirements

N/A

Implementation issues of note and management strategy

The endorsed components have been developed to:

- align with the *Standards for Training Packages 2012*
- support the approach of the standards to develop qualifications that are accessible in content, format and logic
- support industry relevant training and assessment practices.

The impact for enterprises is expected to be a positive one. The proposed endorsed components will provide enterprises with a workforce that can apply relevant skills and knowledge across sectors.

The proposed endorsed components meet the requirements for the *Standards for Training Packages 2012* and have been uploaded onto the National Register through the Training Package Content Management System (TPCMS) and published on Training.gov.au (TGA).

Advice on downstream effects of the changes

N/A

F. Quality assurance reports

Independent Quality reports

Independent Quality Reports, including an Editorial Report and an Equity Report prepared by Maree Thorne, and a Quality Report prepared by Kerry Jennings, have been developed and included as part of this Case for Endorsement. These reports can be found in Appendix B.

Declaration

Artibus Innovation declares that the proposed components of the *CPP Property Services Training Package Release 6.0* adhere to the requirements of the *Standards for Training Packages 2012*, the *Training Package Products Policy*, and the *Training Package Development and Endorsement Process Policy*.

The *CPP Property Services Training Package Release 6.0 Companion Volume Implementation Guide* can be located on the VETNet website at:

- <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>
- Artibus Innovation official website, through an external link: www.artibus.com.au.

G. Implementation of the COAG Industry Skills Council reforms to training packages

Supporting COAG Industry Skills Council reforms to training packages

The decision being sought from the AISC will support the COAG Industry and Skills Council reforms to training packages by endorsing components that have been developed to ensure they reflect:

- best practices in the industry
- jurisdictional legislative requirements
- workplace safety measures
- industry occupational standards.

The endorsement of the proposed components will enhance the:

- usability of the units of competency in the industry
- clarity and intent of the units of competency
- training and delivery.

Evidence of completion of the training package development work

This case for endorsement will be put forward to the AISC.

Evidence that training package components are prepared for publication

The proposed components are currently in pre-publishing mode on the TPSCMS.

Approximate Publication Timeframe

The endorsed components will be ready for publication on endorsement and the official release of the AISC communique.

H. Proposed training package components

Qualification mapping

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPP31218 Certificate III in Swimming Pool and Spa Service	CPP31212 Certificate III in Swimming Pool and Spa Service	Supersedes and is equivalent to CPP31212 Certificate III in Swimming Pool and Spa Service.	E

Units of competency mapping

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPPCMN3005 Complete client documentation	CPPCMN3005A Complete client documentation	Supersedes and is equivalent to CPPCMN3005A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPDSM3009 Maintain workplace safety in the property industry	CPPDSM3009A Maintain workplace safety in the property industry	Supersedes and is equivalent to CPPDSM3009A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPDSM3010 Meet customer needs and expectations in the property industry	CPPDSM3010B Meet customer needs and expectations in the property industry	Supersedes and is equivalent to CPPDSM3010B. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3001 Handle, transport and store swimming pool and spa chemicals safely	CPPSPS3001A Handle, transport and store swimming pool and spa chemicals safely	Supersedes and is equivalent to CPPSPS3001A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3002 Perform basic swimming pool and spa	CPPSPS3002A Perform basic swimming pool and	Supersedes and is equivalent to CPPSPS3002A.	E

measurements and calculations	spa measurements and calculations	Unit of competency upgraded to reflect the Standards for Training Packages 2012.	
CPPSPS3003 Maintain swimming pools and spas	CPPSPS3003A Routinely maintain swimming pools and spas	Supersedes and is equivalent to CPPSPS3003A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3004 Maintain swimming pool and spa water circulation and filtration systems	CPPSPS3004A Routinely maintain swimming pool and spa water circulation and filtration systems	Supersedes and is equivalent to CPPSPS3004A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3005 Maintain swimming pool and spa dosing systems	CPPSPS3005A Routinely maintain swimming pool and spa dosing systems	Supersedes and is equivalent to CPPSPS3005A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3006 Maintain swimming pool and spa cleaning and vacuuming systems	CPPSPS3006A Routinely maintain swimming pool and spa cleaning and vacuuming systems	Supersedes and is equivalent to CPPSPS3006A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3007 Maintain swimming pool and spa heating systems	CPPSPS3007A Routinely maintain swimming pool and spa heating systems	Supersedes and is equivalent to CPPSPS3007A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3008 Work in the swimming pool and spa servicing industry	CPPSPS3008A Work in the swimming pool and spa servicing industry	Supersedes and is equivalent to CPPSPS3008A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3009 Maintain swimming pool and spa stock	CPPSPS3009A Maintain swimming pool and spa stock	Supersedes and is equivalent to CPPSPS3009A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3010 Sell swimming pool and	CPPSPS3010A Sell swimming pool and	Supersedes and is equivalent to CPPSPS3010A.	E

spa products and services	spa products and services	Unit of competency upgraded to reflect the Standards for Training Packages 2012.	
CPPSPS3011 Use and maintain business technology related to swimming pool and spa servicing	CPPSPS3011A Use and maintain business technology related to swimming pool and spa servicing	Supersedes and is equivalent to CPPSPS3011A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E
CPPSPS3012 Access and apply information from swimming pool and spa technical manuals	CPPSPS3012A Read and apply information from swimming pool and spa technical manuals	Supersedes and is equivalent to CPPSPS3012A. Unit of competency upgraded to reflect the Standards for Training Packages 2012.	E

Imported units of competency

BSB Business Services Training Package
BSBWOR301 Organise personal work priorities and development
CPC Construction, Plumbing and Service Package
CPCCCM2010B Work safely at heights
CPCCWHS2001 Apply OHS requirements, policies and procedures in the construction industry
HLT Health Training Package
HLTAID003 Provide first aid
SIS Sport, Fitness and Recreation Training Package
SISCAQU001 Test pool water quality
SISCAQU004 Develop and implement pool water maintenance procedures

Appendix A: Property Services IRC Support

The Property Services IRC supports the submission of the training package components put forward in this Case for Endorsement.

Signed on behalf by the appointed Chair of the Property Services IRC.

Signature of Chair: **Noel Hamey**

A handwritten signature in black ink, appearing to read 'N. Hamey', written in a cursive style.

Date: 3rd May 2018

Appendix B Quality Assurance Reports

The following editorial report was produced by Maree Thorne as part of the quality assurance process.

Editorial Report

SECTION 1 – DETAILS OF DRAFT TRAINING PACKAGE COMPONENTS

INFORMATION REQUIRED	DETAIL
Training Package title and code	CPP31218 Certificate III in Swimming Pool and Spa Service
Number of new or revised qualifications	1
Number of new or revised units of competency	13 revised units of competency 0 new units of competency
Confirmation that the draft endorsed components meet the requirements in Section 2	I, Maree Thorne, confirm that the endorsed components meet the requirements in Section 2
Person completing the Editorial Report and organisation. ¹	Maree Thorne (Member of the Training Package Quality Assurance Panel)
Date completed	11 December 2017

¹ Persons not a member of the panel are required to provide the following additional information: demonstrated experience in editing technical and industry publications, preferably including education and/or training; demonstrated commitment by the applicant to ongoing professional development; details of relevant qualifications and/or professional membership(s).

SECTION 2 – EDITORIAL CHECKLIST OF DRAFT TRAINING PACKAGE COMPONENTS

EDITORIAL REQUIREMENTS	COMMENTS <i>Provide brief commentary on whether the draft endorsed components meet each of the Editorial Requirements/Standards for Training Packages</i>	SSO COMMENTS
Draft endorsed components have been proofread and edited against the <i>Standards for Training Packages 2012</i> , the <i>Training Package Products Policy</i> and the <i>Training Package Development and Endorsement Process Policy</i> by the SSO/developer prior to the formal Editorial review.	Minor edits have been identified and provided by the Editorial review in individual units of competency and other endorsed components.	
THE STANDARDS FOR TRAINING PACKAGES		
Training Packages – Products		
<p>Standard 1: Training Packages consist of the following:</p> <ol style="list-style-type: none"> 1. AISC endorsed components: <ul style="list-style-type: none"> • units of competency • assessment requirements (associated with each unit of competency) • qualifications • credit arrangements. 2. One or more quality assured companion volumes. 	<p>The submission includes the required endorsed components from the CPP Property Services Training Package (Swimming Pools and Spa Services) being transitioned and upgraded to meet the Standards for Training Packages 2012 requirements.</p> <p>There is a revised Companion Volume Implementation Guide (V6.0) that will be available on the VETnet site on endorsement. The Implementation Guide has been reviewed as part of this editorial report with minor edits and suggestions referred to the developer.</p>	
Training Packages - Policy		
<p>Standard 2: Training Package developers comply with the Training Package Products Policy.</p>	<p>Qualification and units of competency are coded and named in accordance with the policy and the unit titles describe the unit outcomes.</p> <p>Foundation skills not explicit in the performance criteria have been implicitly expressed in the units of competency.</p>	

	The Implementation Guide includes an equivalence table indicating that all units of competency are determined to be equivalent.	
Standard 3: Training Package developers comply with the AISC Training Package Development and Endorsement Process Policy.	<p>The Case for Endorsement clearly outlines the submission to be a response to the policy directive to align the endorsed components to the 2012 Standards for Training Packages.</p> <p>Whilst there is limited current evidence of industry consultation or feedback in relation to the content of the endorsed components being re-templated, the CfE acknowledges this process to be a continuation of a 2015 process commenced by the previous Industry Skills Council with feedback sought in 2015 and again in 2016.</p> <p>Evidence of consultation in 2016 included in the Project Register included STA validation of a sample of units and assessment requirements, raising concerns regarding the 'bare-bones' approach to performance evidence.</p> <p>Evidence provided for Editorial review indicated communication with CEO of the peak industry body in December 2017 confirming acceptance of the proposed endorsed components.</p>	<p>Artibus Innovation established a targeted consultation with a key industry peak body, Swimming Pool and Spa Association (SPASA) and Registered Training Organisation (RTOs) to capture critical feedback relating to the endorsed components.</p> <p>In addition, advice from the Property Services Industry Reference Committee (IRC) relating to the scope of the project and the endorsed components was sought.</p> <p>Furthermore, formal communications via email and newsletters with State Training Authorities (STAs) and industry were established throughout the duration of the project.</p> <p>In sum, Artibus considers it has carried out the IRC's advice to streamline the endorsement components to the Standards for Training Packages 2012.</p> <p>Artibus considers that the evidence presented in the project register satisfies the respective Standard and that validation of the endorsed components has been established.</p>
Training Packages – Components		
Units of competency		
Standard 4: Units of competency specify the standards of performance required in the workplace.	<p>Units of competency are written in accordance with Artibus' writer's template. There are some minor variations of terminologies between units such as 'workplace' or 'enterprise'.</p> <p>Some units of competency clearly specify the standards for performance required in the workplace.</p>	<p>Artibus Innovation considers that the suite of units of competency specify the standards required in the workplace.</p> <p>The units of competency specify the standards of performance required in the workplace.</p> <p>The Application section of the units of competency, specifies</p>

	<p>In at least 5 units of competency the application description replicates the elements, and performance criteria are replicated in multiple units with the only variation being the inclusion of the unit title in various PCs: eg. Performance criteria 2.3 -</p> <p><i>Carry out routine servicing of swimming pools and spas in accordance with manufacturers' specifications and workplace requirements.</i></p> <p><i>Carry out routine servicing of swimming pool and spa water circulation and filtration systems in accordance with manufacturers' specifications and workplace requirements.</i></p> <p><i>Carry out routine servicing of swimming pool and spa dosing systems in accordance with manufacturers' specifications and workplace requirements.</i></p> <p>The specific standards for performance in relation to the various routine services is potentially reliant on the KE to inform the details of the performance standards.</p> <p>As noted in Standard 3 above, evidence provided for Editorial review indicated communication with CEO of the peak industry body in December 2017 confirming acceptance of the proposed endorsed components.</p>	<p>that 'swimming pool and spa technicians can apply their skills and knowledge in domestic, commercial and public workplace contexts.'</p> <p>In regard to the replication of the application descriptor, elements and performance criteria across the 5 units of competency reflects the unique outcome of each unit.</p> <p>Artibus aimed to established consistency across this set of units of competency and maintain the intended outcome of each.</p> <p>Any other modification(s) (e.g. removing duplicative or merging units of competency would have been out of project scope.</p>
	<p>The structure of the 13 units complies with the unit of competency template.</p>	
<p>Assessment Requirements</p>		
<p>Standard 6: Assessment requirements specify the evidence and required conditions for assessment.</p>	<p>Assessment requirements are written in accordance with Artibus' writer's template.</p>	<p>Artibus Innovation considers that the performance evidence of each unit of competency meets Standard 6 of the Standards for Training Packages 2012.</p> <p>Minor updates to the performance evidence were made under</p>

	<p>The performance evidence requirements are stated as essentially performing the unit title which, whilst facilitating ‘flexibility’ does not necessarily generate a consistent ‘breadth and depth’ of performance.</p> <p>For example (but not limited to) unit CPPSPS3008 Work in the swimming pool and spa industry, the required Performance Evidence is:</p> <p><i>‘To demonstrate competency in this unit, a person must demonstrate working consistently and effectively as a swimming pool and spa servicing technician.</i></p> <p><i>In doing this, the person must meet the performance criteria for this unit.’</i></p> <p>Where a range of foundation skills are identified as implicit, it is unclear whether meeting the performance criteria only is sufficient guidance.</p> <p>Additionally, whilst the Context of Assessment indicates that <i>‘Assessment of performance must be undertaken in the workplace or in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits expected in a workplace.’</i>, there is minimal direction as to what competent performance of working in this industry might require – an hour, a day or days, a number of service ‘shifts’, or specification of the types of services that must be performed as a minimum benchmark or requirement for competency?</p> <p>It is recommended that the PE in particular be reviewed to ensure ‘volume’ and ‘frequency’ are specified – for example:</p> <p>‘To demonstrate competency in this unit a person must work consistently and effectively as a swimming pool and spa technician over a period of at least 40 hours. During that time they must comply with all performance criteria</p>	<p>industry guidance.</p> <p>Artibus Innovation acknowledges the major changes to the performance evidence will be required when a full review of the qualification is undertaken.</p> <p>Major changes were not a part of this transition project.</p>
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	<p>and foundation skills of this unit and participate in both swimming pool and spa work’.</p> <p>However, as above in Standard 3, evidence provided for Editorial review indicated communication with CEO of the peak industry body in December 2017 confirming acceptance of the proposed endorsed components.</p>	
<p>Standard 7: Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template.</p>	<p>All 13 proposed units of competency have associated assessment requirements that are appropriately structured.</p>	
<p>Qualifications</p>		
<p>Standard 8: Qualifications comply with the Australian Qualifications Framework specification for that qualification type.</p>	<p>No evidence was provided by the developers in relation to mapping or the process of determining the qualification alignment to the AQF Level 3.</p> <p>The qualification description refers to it being an ‘entry level qualification’ although the packaging of units of competency support AQF level 3 graduate outcomes to ‘apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts with established parameters’</p>	
<p>Standard 9: The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template.</p>	<p>The structure of the information included in the qualification complies with the qualification template. Some editorial suggestions have been made to the document to ensure clarity and compliance.</p>	
<p>Credit Arrangements</p>		
<p>Standard 10: Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format</p>	<p>No credit arrangements exist for the Certificate III in Swimming Pool and Spa Servicing. This information is included in a document that conforms to the credit arrangements template.</p>	

that complies with the credit arrangements template.		
Companion Volumes		
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.	<p>The CPP (V6.0) Implementation Guide has been updated to include mapping and equivalence information about the revised qualification and proposed units of competency.</p> <p>The Implementation Guide was reviewed in the course of this Editorial process and feedback has been provided in relation to minor editorial changes recommended.</p>	
Standard 12: Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.	No additional companion volumes are indicated.	
OTHER		
Unit codes and titles and qualification codes and titles are accurately cross-referenced throughout the templates including mapping information and packaging rules, and in the <i>companion volume implementation guide</i> .	<p>Direct checking of unit codes and titles has been carried out between the qualification document and the units, and between units, the qualification and the Implementation Guide.</p> <p>Across documents, the codes and titles match.</p>	
Units of competency and their content are inserted in full , including any imported units of competency	All units, including imported units, have been checked and are current and inserted in full.	

The following editorial report was produced by Maree Thorne as part of the quality assurance process.

Equity Report

SECTION 1 – DETAILS OF DRAFT TRAINING PACKAGE COMPONENTS

INFORMATION REQUIRED	DETAIL
Training Package title and code	CPP31218 Certificate III in Swimming Pool and Spa Service
Number of new or revised qualifications	1
Number of new or revised units of competency	13 revised units of competency 0 new units of competency
Confirmation that the draft endorsed components meet the requirements in Section 2	I, Maree Thorne, confirm that the draft endorsed components meet the requirements in Section 2
Person completing the Equity Report and organisation. ¹	Maree Thorne (Member of the Training Package Quality Assurance Panel)
Date completed	11 December 2017

¹ Persons not a member of the Training Package Quality Assurance Panel are required to provide the following additional information: demonstrated experience in analysis of equity issues in the training or educational context; demonstrated understanding of vocational education and training; demonstrated commitment by the person to ongoing professional development; details of relevant qualifications and/or professional membership(s).

SECTION 2 – EQUITY CHECKLIST OF DRAFT TRAINING PACKAGE COMPONENTS

EQUITY REQUIREMENTS	EQUITY REVIEWER COMMENTS <i>Provide brief commentary on whether the draft endorsed components meet each of the Equity Requirements</i>	SSO COMMENTS
Draft endorsed components comply with the Training Package Products Policy (see Training Package Standard 2).	<p>The draft components comply with the Training Package Products Policy.</p> <p>Qualification and units of competency are coded and named in accordance with the policy and the unit titles describe the unit outcomes. Foundation skills not explicit in the performance criteria have been implicitly expressed in the units of competency. The Implementation Guide includes an equivalence table indicating all units of competency are determined to be equivalent.</p>	
Training Package Quality Principles		
<p>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.</p> <p>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?</p> <p>Are there other examples that demonstrate how the key features of flexibility are being achieved?</p>		
1.	<p>What evidence demonstrates that the draft components provide flexible qualifications that enable application in different contexts?</p>	<p>The qualification provides skills and knowledge for the occupational outcome of a swimming pool and spa technician who may work in a range of domestic, commercial and public swimming pool and spa contexts.</p> <p>Evidence of feedback in 2016 and early 2017 was limited to the NSW state peak industry body and the Victorian STA.</p> <p>CfE indicates ‘an open and inclusive consultative approach through the developmental and final validation stages’ was undertaken, but states it is a very niche industry.</p> <p>Artibus Innovation considers that the consultation strategy undertaken with the swimming pool and spa service industry aligned with the key objective of the project to streamline the proposed components to the Standards for Training Packages 2012.</p> <p>A project register serves as evidence of industry consultation and validation of the changes undertaken to the proposed components.</p>

		<p>The units of competency and their associated assessment requirements are written in accordance with Artibus' writer's template.</p> <p>In many units, the application description replicates the elements and performance criteria are replicated in multiple units with the only variation being the unit title inserted in the PCs. Performance evidence requirements are stated as performing the unit title which whilst facilitating 'flexibility' does not necessarily generate a consistent 'breadth and depth'. (for example, but not limited to, whilst 'routinely' maintaining heating systems is required to be performed in 2 pools and 2 spas, it does not specify any requirement to maintain different heating systems – solar, gas, electrical heat pumps – or what 'routinely' might mean - one check? Or routinely maintain over some period of time?).</p> <p>However, evidence provided for Editorial review indicated communication with CEO of the peak industry body in December 2017 confirming acceptance of the proposed endorsed components.</p>	
2.	Is there evidence of multiple entry and exit points?	The case for endorsement indicates that the CPP Certificate III in Swimming Pool and Spa has been developed as the entry level qualification for the industry, and can provide a pathway to CIV level qualification in this industry.	
3.	Have pre-requisite units of competency been minimised? Are there other examples of evidence that demonstrate how the key features of the flexibility principle are being achieved?	<p>There are no pre-requisites requirements specified in any of the units of competency.</p> <p>The qualification packaging rules allow up to three electives to be chosen from anywhere in anywhere in the CPP Training Package, or any another training package or accredited course at an appropriate level, providing they contribute to the vocational outcome. This allows scope for individual and/or enterprise needs to be incorporated into the qualification.</p>	

		The application of individual units has been extended from pool and spa ‘servicing technicians’ only, to enable flexibility for a wider range of associated property services swimming pool and spa industry personnel who may work, or seek work, across a variety of contexts including public, commercial, domestic, retail and product suppliers.	
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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.

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?	<p>The assessment conditions for all units allow for assessment to be conducted in a simulated workplace context, so the units could be offered as part of a pre-employment or VET in Schools program, and assist a transition to work or onto further VET qualifications.</p> <p>Units can be chosen as electives in other qualifications to specialise in the work of providing a range of swimming pool and spa servicing requirements, or as stand-alone units.</p>	
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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.

Units of competency are clearly written

Training Package components are compliant with the TGA/National Register requirements for publication

1.	<p>Does the Companion Volume Implementation Guide include advice about:</p> <ul style="list-style-type: none"> - Pathways - Access and equity - Foundation skills? <p>(see Training Package Standard 11)</p>	<p>The CPP Property Services Companion Volume Implementation Guide (V6.0) includes general advice about pathways, access and equity, specifically 5.1 Reasonable Adjustment and 6.1 Foundation Skills.</p>	
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Case for Endorsement – CPP Property Services Training Package Release

The following quality report was produced by Kerry Jennings as part of the quality assurance process.

CPP Property Services Training Package Release 6.0 Quality Report

Section 1 – Details of draft training package components

Information required	Detail
Training Package title and code	CPP Property Services Training Package Release 6.0
Number of new or revised qualifications	1 revised qualification
Number of new or revised units	13 revised units of competency
Confirmation that the draft endorsed components meet the <i>Standards for Training Packages 2012</i>	I confirm that the draft endorsed components meet the <i>Standards for Training Packages 2012</i>.
Name of panel member completing Quality Report	Kerry Jennings

Information required	Detail
Statement that the panel member <ul style="list-style-type: none"> is independent of development and/or validation activities associated with the <i>Case for Endorsement</i> has not undertaken the <i>Equity and/or Editorial Report</i> is independent of the Training Package or Training Package components being reviewed. 	I am a Training Package Quality Assurance Panel member and: <ul style="list-style-type: none"> I have not been involved in the development and/or validation of the CPP Property Services Training Package Release 6.0. I have not undertaken either the Equity Report or the Editorial Report. I am independent of the CPP Property Services Training Package Release 6.0 components being reviewed.
Date completed	23 April 2018

Section 2 – Compliance with the standards for training packages

Standards for Training Packages	Standard met – yes or no	Comments (including any relevant comments from the Equity and Editorial Reports)
Standard 1 Training Packages consist of the following: <ol style="list-style-type: none"> AISC endorsed components: <ul style="list-style-type: none"> units of competency assessment requirements (associated with each unit of competency) qualifications credit arrangements. One or more quality assured companion volumes. 	yes	The CPP Property Services Training Package Release 6.0, as submitted by Artibus Innovation to the Australian Industry and Skills Committee (AISC) for endorsement, consists of all of the endorsed components, including units of competency and their associated assessment requirements, qualifications, credit arrangements information and a quality assured Companion Volume Implementation Guide.
Standard 2 Training Package developers comply with the AISC <i>Training Package Products Policy</i> .	yes	
Standard 3 Training Package developers comply with the AISC <i>Training Package Development and Endorsement Process Policy</i> .	yes	

Standards for Training Packages		Standard met – yes or no	Comments (including any relevant comments from the Equity and Editorial Reports)
Standard 4	Units of competency specify the standards of performance required in the workplace.	yes	
Standard 5	The structure of units of competency complies with the unit of competency template.	yes	
Standard 6	Assessment requirements specify the evidence and required conditions for assessment.	yes	
Standard 7	Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template.	yes	
Standard 8	Qualifications comply with the Australian Qualifications Framework specification for that qualification type.	yes	
Standard 9	The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template.	yes	
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	At the time of endorsement submission, no national credit arrangements exist between the CPP Property Services Training Package Release 6.0 qualification and higher education qualifications – this statement is conveyed in a document produced by Artibus Innovation that complies with the credit arrangements template.
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	
Standard 12	Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.	yes	At this point in time, Artibus Innovation is concentrating on work identified in the National Schedule. Should IRCs indicate an interest in Artibus Innovation producing other quality assured companion volumes to meet the needs of their stakeholders, then this will be acted on.

Section 3 – Comments on how the draft training package components meet the quality principles

1. Reflect identified workforce outcomes

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Driven by industry's needs	<ul style="list-style-type: none"> Changes demonstrate a clear link back to relevant AISC decisions commissioning the work, the IRC Skills Forecast and Proposed Schedule of Work, National Review Schedule and/or Case for Change, or demonstrate other evidence of industry needs 	Yes	<p>The AA/2015-16-001 Activity Order was signed by the Commonwealth Department of Education and Training in June 2016.</p> <p>This Activity Order was to transition the following to the <i>Standards for Training Packages 2012</i>:</p> <ul style="list-style-type: none"> CPP31212 Certificate III in Swimming Pool and Spa Service 13 units of competency packaged in the CPP31212 Certificate III in Swimming Pool and Spa Service. <p>This project began in 2015 under the previous developer (an industry skills council) and is now seeking endorsement under the current developer.</p> <p>The editorial report comments and the Skills Service Organisation (SSO) responses to these comments are relevant here as they highlight the issues involved in moving from one developer to another, in keeping momentum and currency, and in ultimately taking direction from the current industry reference committee (IRC) to complete the work.</p>

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Compliant and respond to government broad policy initiatives	<ul style="list-style-type: none"> • Training package components are compliant with the Standards for Training Packages 2012, the Training Package Products Policy and the Training Package Development and Endorsement Process Policy • Evidence that the training package components respond to Ministers' policy initiatives, in particular the 2015 training package reforms 	Yes	<p>The draft endorsed training package components comply with the <i>Standards for Training Packages 2012</i>, the <i>Training Package Products Policy</i> and the <i>Training Package Development and Endorsement Process Policy</i>.</p> <p>As identified in the editorial report in relation to the <i>Training Package Products Policy</i>:</p> <ul style="list-style-type: none"> • Qualification and units of competency are coded and named in accordance with the policy and the unit titles describe the unit outcomes. • Foundation skills not explicit in the performance criteria have been implicitly expressed in the units of competency. <p>The Case for Endorsement (CfE) states that: The decision being sought from the AISC will support the COAG Industry and Skills Council reforms to training packages by endorsing components that have been developed to ensure they reflect:</p> <ul style="list-style-type: none"> • best practices in the industry • jurisdictional legislative requirements • workplace safety measures • industry occupational standards. <p>The endorsement of the proposed components will enhance the:</p> <ul style="list-style-type: none"> • usability of the units of competency in the industry • clarity and intent of the units of competency • training and delivery.

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
<p>Reflect contemporary work organisation and job profiles incorporating a future orientation</p>	<ul style="list-style-type: none"> Open and inclusive consultation and validation commensurate with scope and impact has been conducted 	<p>Yes</p>	<p>The CfE outlines the industry and stakeholder consultation, which included a range of approaches (face-to-face, online, emails, teleconferences) and acknowledges that the swimming pool and spa area 'is a niche industry with a small consultation participation level'.</p> <p>While the activity order was to transition specific material to the <i>Standards for Training Packages 2012</i>, Artibus Innovation undertook additional work to reflect contemporary work organisation and job profiles, as stated in the CfE:</p> <p style="padding-left: 40px;">As part of the transitioning process, Artibus Innovation has taken the opportunity to seek industry input on the endorsed components and to, where required, update the content and the intent of units of competency to better reflect industry requirements. It is however noted that this is a niche industry with a small consultation participation level.</p>

2. Support portability of skills and competencies including reflecting licensing and regulatory requirements

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Support movement of skills within and across organisations and sectors	Packaging rules, qualifications framework, and pathways support movement within and across sectors Identification of skill sets that respond to client needs	Yes	The packaging rules for the CPP31218 Certificate III in Swimming Pool and Spa Service use a core and elective model, and allow for elective units to be chosen from a range of suitable endorsed Training Packages/accredited courses. No skill sets have been identified as part of this submission.
Promote national and international portability	Other national and international standards for skills are considered	Yes	The CfE indicates that: The Property Services IRC supports the submission of the training package components put forward in this Case for Endorsement. This quality assurance report has determined that the IRC would not have supported the material if there were any impediments to national and international portability.
Reflect regulatory requirements and licensing	Solutions to incorporate licensing and regulatory requirements are brokered and there is clear evidence of support from licensing and industry regulatory bodies	Yes	The CfE indicates that licensing and regulatory requirements are not applicable to the qualification submitted for endorsement. The units of competency indicate that: No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

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

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Reflect national consensus	<ul style="list-style-type: none"> Active engagement across industry has sought to achieve a national consensus about the advice being provided to the AISC. 	Yes	<p>The CfE indicates that: The Property Services IRC supports the submission of the training package components put forward in this Case for Endorsement.</p> <p>This IRC has sixteen members. At the time of writing this quality assurance report, two of these member positions were vacant – employee association and employer/enterprise. Given this, it can be considered that everything that could be done to achieve a national consensus within the structures established by the AISC, has been done.</p>
Recognise convergence and connectivity of skills	<ul style="list-style-type: none"> Best use is made of cross-industry and work and participation bank units 	Yes	<p>CPP31218 Certificate III in Swimming Pool and Spa Service recognises convergence and connectivity of skills by packaging:</p> <ul style="list-style-type: none"> imported units – from either the BSB Business Services Training Package or the SIS Sport, Fitness and Recreation Training Package – in the core imported units – from the HLT Health Training Package or the CPC Construction, Plumbing and Services Training Package – in the bank of elective units units from other CPP Property Services Training Package qualifications into the qualification.

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	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Meet the diversity of individual and employer needs	<ul style="list-style-type: none"> Provide flexible qualifications that enable application in different contexts 	Yes	<p>The CPP31218 Certificate III in Swimming Pool and Spa Service qualification descriptor states:</p> <p style="padding-left: 40px;">This is an entry level qualification that provides the competencies required by swimming pool and spa technicians to routinely maintain swimming pools and spas in domestic, commercial and public settings.</p> <p>So the qualification provides for employers who operate in a range of settings: domestic, commercial and public.</p>
Support equitable access and progression of learners	<ul style="list-style-type: none"> Provide multiple entry and exit points Pre-requisite units of competency are used only when required 	Yes	<p>The CfE states that:</p> <p style="padding-left: 40px;">The units of competency include foundation skills and support equitable access and progression of learners by:</p> <ul style="list-style-type: none"> • allowing direct entry • facilitating occupational pathways in the sector. <p>None of the units packaged in the CPP31218 Certificate III in Swimming Pool and Spa Service have pre-requisite units.</p>

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

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Support learner transition between education sectors	<ul style="list-style-type: none"> Provide 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 	Yes	<p>The Artibus Innovation CfE states that CPP31218 Certificate III in Swimming Pool and Spa Service is the entry level qualification to this industry sector; the AQF alignment documentation states the qualification ‘provides a clear vocational pathway into the CPP41312 Certificate IV in Swimming Pool and Spa Service’. So learners can progress through to VET qualifications and beyond should they so wish.</p> <p>Progressing from this entry level qualification into work is recognised as a viable pathway by the industry sector.</p> <p>The qualification states that it is suitable for an Australian apprenticeship pathway.</p>

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

Key features	Examples of evidence	Met: Yes / No	Comments/ other evidence demonstrated Provide brief commentary on how the draft endorsed components meet the Quality Principles with specific reference to the evidence provided, including any evidence provided by the Equity and Editorial Reports
Support implementation across a range of settings	<ul style="list-style-type: none"> Industry advice about delivery is provided via a Companion Volume Implementation Guide ready for publication at the same time as the Training Package 	Yes	The Companion Volume Implementation Guide (CVIG) provides generic implementation information to cover the relevant industry sectors.
Support sound assessment practice	<ul style="list-style-type: none"> Units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth 	Yes	<p>All units of competency and associated assessment requirements are clearly written, and have been edited and proofread to ensure consistency.</p> <p>The IRC considers the breadth and depth of the units of competency and associated assessment requirements to be appropriate.</p>
Support implementation	<ul style="list-style-type: none"> Compliance with the TGA/National Register requirements for publication Implementation advice is provided in a Companion Volume Implementation Guide that is ready for publication at the same time as the Training Package 	Yes	<p>The CfE states:</p> <p>The CPP Property Services Training Package Release 6.0 Companion Volume Implementation Guide can be located on the VETNet website at:</p> <ul style="list-style-type: none"> https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad Artibus Innovation official website, through an external link: www.artibus.com.au. <p>The CVIG includes all of the necessary information.</p>

