

# Project Overview

## The Workforce Challenge

BuildSkills has received requests from leading industry bodies to develop nationally recognised training products for the insulation installation workforce and for the inspection of installed insulation.

Currently, while there is non-mandatory certification available in the industry, there are no formally qualified insulation installers or inspectors. Additionally, there is a lack of training resources to help insulation workers meet the current and future market demands for adequately insulated buildings, as well as for inspecting those installations to ensure their suitability.

## Deliverables

The project will:

- create nationally recognized training products for the insulation industry, specifically focusing on the skills required for insulation installation and the inspection of installed insulation products.

## Timeframes

Project commencement date: 13 January 2025

Proposed project end date: 8 June 2026

Training Product Priority: Complex

## Consultation Strategy

Based on the scope and complexity of the project, BuildSkills has developed the following consultation strategy:

### **Step 1 – Initial development**

A notice on our website to alert stakeholders that training product development work is commencing.

Stakeholder consultation commences, BuildSkills will conduct consultations which are:

- Purposeful: Set a clear understanding of what is to be achieved
- Inclusive: Identify relevant stakeholders and make it easy for them to engage
- Timely: Involve stakeholders early in the process and agree on when and how to engage
- Transparent: Be open, honest and set clear expectations
- Respectful: Acknowledge the expertise, perspectives and needs of stakeholders.

BuildSkills will notify the relevant stakeholders of the start of training product development work: Commonwealth and state and territory senior responsible officers, the Assurance Body; and other JSCs.

#### Technical Committee meetings

A Technical Committee will be established. The Technical Committee (TC) will draw on their expertise to provide technical advice to the project team. They will also support us in identifying additional stakeholders to include in the consultation strategy.

The Technical Committee will meet at commencement of the project, and additional meetings will occur throughout the project. The first meeting will occur in March 2025.

Additional meetings will be held throughout the first three steps of the project.

Any further consultation identified throughout the project will be discussed and coordinated with the technical committee.

Meetings will be held virtually via Microsoft Teams or face to face.

### **Step 2 – Public and government consultation**

#### Targeted consultation

The following stakeholders will be engaged throughout the project.

*Engagement through email feedback and/or online or face to face interview:*

- Regulators
- Licensing bodies
- Consultation with additional Government stakeholders such as State Training Authorities will be undertaken as determined throughout the project.
- other JSCs

*Engagement through industry workshops, email feedback and/or online or face-to-face interviews:*

- Industry meetings
- Employers and their representatives/peak bodies
- Employees and their representatives/unions
- Experts of work practices and behaviours from within insulation and the existing qualifications and units of competency.
- Educational experts
- Registration Training Organisations (RTOs) and TAFES delivering the relevant CPC qualifications and/or specific units of competency

*All stakeholders may also be engaged through focus groups, or national online surveys.*

#### Public consultation

The draft training products will be uploaded to the website for stakeholders to access and provide feedback. At a minimum, BuildSkills will make the following information publicly available for consultation:

- a detailed summary of the changes made and why,
- the draft product for review, including mapping information (limitations may apply for products that are not for public access), and
- draft Companion Volume Implementation Guide (CVIG).

BuildSkills will allow a minimum of four weeks to undertake consultations, and this is planned to occur across August – October 2025 and will possibly include 2 public webinars. These dates are subject to change should delays occur during Stage 1 of the project.

Feedback will be captured through a website form located on the project website and will be maintained in a consultation log throughout the training product development process and publicly available on our website. The consultation log will include:

- generic stakeholder information (stakeholder type and location).
- feedback method and feedback received
- consideration and response, including justification if feedback has not been incorporated
- general summary of all feedback and its incorporation into the draft training products

Additional feedback can be provided directly to the Project Manager:

Emma Russell

Phone – 02 8286 2153

Email – EmmaR@buildskills.com.au

### **Step 3 – Incorporating feedback**

After consultations have ended, feedback will be collated, analysed and incorporated (as required) into the draft training products. After this, it will be determined if further modifications/consultations are required based on the feedback received. This process is planned to commence November 2025 and conclude in February 2026.

Once changes have been made, it is up to the project team and the Technical Committee to determine if further consultation is required.

If significant modifications have been made to the proposed solution because of the public and government consultations, BuildSkills may decide to undertake further consultation with relevant stakeholders to address this and ensure the outcome reflects broad stakeholder consensus. The outcomes of these additional consultations, including a justification for changes, will be captured in the consultation log. Further, the consultation log will also include justification on why the feedback has not been considered, the reasons why issues cannot be resolved, any steps taken, and the potential impact on learners and employers.

If one or more stakeholders disagree about the proposed solution including the structure and/or content of any proposed training products, BuildSkills will work to resolve these disputes before submission to the Assurance Body. Please refer to the Dispute Resolution Policy on our website.

### **Step 4 – Senior Officials’ Check**

Should training products be developed, Government feedback on the content of relevant training products will be delivered to BuildSkills through consultations with Commonwealth and state/territory Senior Responsible Officers. This consultation will be conducted by email feedback and is planned to occur in March 2026.

### **Step 5 – Finalisation and Submission to Assurance Body**

If training products are developed, after the training product development has occurred, and consultations and feedback have been implemented and incorporated into the training product(s), BuildSkills will submit a pack to the Assurance Body and publish the submission on its website. This process is planned to occur during April 2026.

### **Step 6 - Assurance Body consideration & Step 7 - Skills Ministers' Endorsement**

If training products are developed, after submission, the Assurance body will evaluate the submission based on compliance with the Training Package Organising Framework (TPOF) and ensure that BuildSkills has provided all necessary evidence to support the submission. After the Assurance Body reviews the training product(s), the products are supplied to the Skills Ministers' members for endorsement.

After training product(s) are endorsed by the Skills Minister, BuildSkills will upload the training products and the Companion Volume Implementation Guides (CVIG) on the National Register of VET within 10 business days of endorsement.

BuildSkills will also

- communicate with the Technical Committee to notify them of the outcome,
- contact the stakeholders that engaged in the training product development process to notify them of the outcome,
- send an update on the training product(s) changes to subscribers who have indicated their interest in the subject matter, and
- post a notification of changes and updates to the relevant training product(s) on the BuildSkills website and social platforms.

This process is planned to commence in May 2026.

Please note: this document may be amended as per direction provided by the Technical Committee. Once this has occurred, the updated version will replace this download on the website.