Australian Government
Department of Employment and Workplace Relations

Training Product Submission

This form facilitates Step 5.1 Submission of draft training products to the Assurance Body of the Training Package Organising Framework (TPOF) Process Requirements.

Completing this form and submitting the required information, including the attachments, provides the Training Package Assurance (TPA) team with the necessary information to assess your Training Product Submission (the submission) against the TPOF. This is an opportunity to describe how the processes you have applied to develop your products and the products themselves comply with the requirements of the TPOF.

Refer to the Training Package Assurance (TPA) Submission Compliance Guide for detailed information about the evidence required for your submission.

Components of the submission include:

- this form
- completed attachments including the Companion Volume Implementation Guide

About this form

There are three sections to this submission form:

Section 1: Submission Details

Section 2: Submission Evidence

Section 3: CEO Declaration

Unless otherwise indicated, you must provide a response to each part of each question.

This symbol has been used to indicate where attachments and/or additional information must be uploaded with the submission.

Submission to the Assurance Body

This form and the required attachments must be uploaded to the relevant activity folder in the TPA GovTEAMS Community. Once all documents have been uploaded, email the TPA team at TrainingPackageAssurance@dewr.gov.au with the Project ID and Title to advise the submission is ready for assurance.

Incomplete submissions, including where there is insufficient or missing detail in the submission form and/or attachments, will be returned to you and the assurance process will be paused until the required information is received.

One form of evidence may satisfy multiple questions. A checklist is provided at the end of this document to assist you to ensure your submission is complete. You can use the column titled 'Evidence Reference' in the checklist to identify the document title of the specific evidence in your submission, alternatively, you may prefer to produce your own cover sheet to accompany the submission.

Assistance completing this form

Please refer to the TPA Submission Compliance Guide TPOF 1 July 2025 for information about how the TPA team will review the submission, noting that the examples of evidence provided are only a guide and not intended to be an exhaustive list.

If you need help completing this form, please contact TrainingPackageAssurance@dewr.gov.au.

Refer to the department's website and the TPA Community in GovTEAMS for further information about the Training Package Assurance process.

Section One: Submission Details

1. Jobs and Skills Council Details

Jobs and Skills Council Name:
HumanAbility

Contact person: (the person the Training Package Assurance team will liaise with during the assessment process, you can identify more than one person here if required)			
Name(s):	Cristina Ferrari	Position:	Director Quality Assurance
Phone:	Click here to enter text.	Mobile:	0493 891 586
Email(s):	cristina.ferrari@humanability.com.au		

2. Project Details

Project ID:	HMA_ANN_2425_011
Project Title:	HLT Sterilisation Services: Qualification Review

Provide a brief description of the project.

This project involves a comprehensive review and update of two Sterilisation Services qualifications: HLT37015 Certificate III in Sterilisation Services and HLT47015 Certificate IV in Sterilisation Services. The primary objective was to align with current industry needs, regulatory requirements, the latest technology and create sustainable career pathways to support existing and future growth in the industry.

Our research has shown that currently these qualifications, that have not been reviewed since 2015, do not reflect changes in skills and knowledge requirements for the job role of todays Sterilisation Services workforce.

While there is strong demand, the industry faces labour and skills shortages. There is currently no mandatory requirement for workers to be qualified, however, industry research indicates a preference for people that are skilled and qualified, with many employers indicating they prefer to employ workers who hold qualifications in sterilisation services. Other employers actively support staff to complete these qualifications while employed, at times through financial assistance and dedicated study time.

Key project findings included:

The review indicated the terminology used in the current Sterilisation Services required updates, including all references to the national standards, which were reviewed in 2025.

The review also investigated significant duplication in units of competency between the HLT37015 Certificate III in Sterilisation Services and the HLT47015 Certificate IV in Sterilisation Services qualifications. As part of the 'functional analysis', the purpose of each qualification was confirmed and the research focused on distinguishing the roles, functions, subfunctions for each qualification to create clearer career pathways for the sector, ensuring that nuances between jurisdictions and regulatory requirements were included.

To ensure accuracy and relevance, the functional analysis research process included desktop research and interviews. Desktop research involved reviewing job advertisements, organisational structures, industry reports and government labour market data to understand workforce skill requirements in sterilisation services and to identify emerging trends in infection control, equipment handling and compliance with health and safety standards. For the interviews, we engaged with employers, peak bodies, registered training organisations, and subject matter experts in sterilisation services to gather practical insights, these conversations helped us identify the specific tasks, challenges and competencies employers prioritise, from preparing and maintaining sterile reusable medical devices and other items to monitoring compliance with protocols and supporting surgical teams.

An online functional analysis workshop was also held on 21 August, 2025 to validate our findings with industry and hear from the sterilisation services sector. The functional analysis was also validated by the Technical Committee members with all feedback incorporated into the published report.

The Functional Analysis Report has been submitted to provide further context as part of this submission.

3. Scope of the submission

Provide the total number of Qualifications, Units of Competency, and Skills Sets included in the proposed release of the Training Package. This may include any minor changes that will be made in the proposed release.

While the assurance assessment focuses on products that require endorsement by Skills Ministers (i.e. major changes), understanding the context for the entire release may be helpful to the Assurance Body.

Refer to the Categories of Change tables in the TPOF for the definition of major and minor changes.

	Major	Minor	Total
Qualification(s):	2	0	2
Unit(s) of competency:	8	0	8
Skill Set(s):			0

If applicable, provide an overview of minor change updates that will be included in this release.

No minor change updates are expected within this release, as the units in this review do not impact any other qualifications.

Complete and upload *Attachment A – Products submitted for assurance*

4. The Annual Training Product Development Plan

Provide a link to the published plan on your website.

Link/URL:	https://humanability.com.au/projects.aspx

If the activity is not listed in the plan, provide an overview of the unforeseen or urgent need addressed by the activity.

The activity is listed in the Annual Training Product Development Plan. Please note we were unable to copy the link in the box above as this has created an error message on the form. The link will be sent via email.

4.1 Where the submission contains major changes to a qualification/s, has the Purpose of any of the products changed from what is recorded in the Annual Training Product Development Plan (ATPDP)? Answer 'Yes' where the Purpose of the products is not included in the ATPDP.

☐ Yes ☒ No (go to Q5)

If yes, provide details of the changes OR where the purpose of the qualification/s contained in the project is not included in the ATPDP, please provide below.

As confirmed during the functional analysis and the public and government consultation process, the qualification purpose for these qualifications remained unchanged. The qualification descriptions were refined to provide greater clarity on the purpose of each qualification. These improvements aimed to ensure the purpose of each qualification is clearly articulated to students, employers, and RTOs, directly supporting the TPOF and the Qualification Development Quality Principles.

Section 2 – Submission Evidence

Technical Committee

5. Technical Committee Composition

Upload details of the membership of the technical committee and their expertise as per Step 1.2 of the TPOF Process Requirements including the Terms of Reference for the committee

Has the composition of the technical committee changed from that published at the pre-submission stage?

☒ Yes ☐ No (go to Q6)

If yes, provide a reason for the change describing any impact of the change on the development activity.

The Technical Committee (TC) has undergone the following membership changes:

One member, Cathy Davies, resigned from the Committee on 27th August, 2025 due to Cathy being unable to devote the time required to support the committee. Following announcement of Cathy's resignation as an SME, an assessment was undertaken to review the TC's composition, it was determined that the remaining SMEs provided sufficient expertise to carry on with the responsibilities of the Technical Committee.

Another member, Kate Haberfield, resigned from the Committee on 2nd April, 2026, for similar reasons. Kate was not replaced as the resignation came after the last TC meeting, and therefore was determined there was on no impact on the committee's functional output or decision-making processes.

Following these resignations, the committee continued to function effectively, maintaining the necessary level of expertise to fulfill its obligations under the TPOF.

6. Technical Committee Statement

Provide a statement that the technical committee has reviewed the final draft training package products. Include information about the process for the technical committee review (for example, was the review completed during a meeting or out of session).

The last Technical Committee (TC) meeting was held on 16th March 2026. Training products were provided via the portal one week prior to the meeting to enable members time to review the draft documents.Technical Committee members provided feedback. This was logged in minutes of meetings, as well as in the consultation log.

Following the last meeting and the incorporation of their feedback, training products were uploaded via the portal on the 1st April. TC members were provided 7 days to provide any additional feedback via email.

All technical committee members were subsequently provided with the Technical Committee Confirmation of Review Form to formalise and confirm their review of the final version of the training products. All active TC members returned the forms signed.

Consultation Activity

7. Stakeholder Consultation Strategy

Upload a copy of the stakeholder consultation strategy

Did the consultation undertaken deviate from the stakeholder consultation strategy (including changes to identified stakeholders, and any delays or changes to consultation timeframes)?

Refer to pg 24-26 of TPA Submission Compliance Guide.

☐ Yes ☒ No (go to Q8)

If yes, provide a summary of what changed and why.

The project was executed in a matter that largely adhered to the consultation strategy. The original stategy planned for 8 face to face consultation workshops, covering each state and territory and 3 online workshops. In execution, 7 face to face workshops were held, with ACT cancelled due to lack of enrolments. 3 online workshops were considered sufficient with 1 information session added to inform stakeholders of the upcoming public consultation and ways of engaging with us throughout the project.

Additionally, site visits and direct engagement with SMEs were deemed not necessary during the public consultation period.

Comprehensive details of all consultation activities, including stakeholders informed and consulted have been provided in the Consultation log.

8. Consultation Timeframes

Provide an overview of when the consultation activities were undertaken.

You can enter more than one set of dates for each consultation phase as required.

Consultation Phase	Dates
Public and government consultation	27 August 2025 to 21 November 2025
Incorporating feedback (additional consultation if required)	24 November 2025 to 8 April 2026 Incorpotation of feedback started soon after consultation, where our technical writers analysed all feedback received during the consultation period and identified areas of consensus. Where consensus was not deteremined, these were discussed during the TC meetings for decision and rationale. On 20th February, the updated draft training products were published on the HumanAbility website for a 3-week public validation period, closing on the 13th March 2026. The validation release included: • draft qualifications and associated units of competency • draft Companion Volume Implementation Guide (CVIG) • summary of proposed changes • consultation log. All stakeholders who signed up for project updates were formally notified of the validation period via email and social media. Stakeholders were invited to provide feedback via an online survey published alongside the draft materials on the HumanAbility's website. In addition to survey submissions, written feedback was also received directly via email. All feedback received during the validation period was recorded in the consultation log under the "validation" tab to ensure transparency, traceability and response.
Senior Officials Check	9 April 2026 to 4 May 2026 The Senior Responsible Officer (SRO) review commenced on 9 April 2026. Initial deadline was 1st May 2026. We have accepted 3 late submissions on the 4th May. At the time of this submission, we have not received a response from the NT SRO.

9. Vulnerable and Minority Cohorts

Describe how consultation activities have been responsive to the needs of vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

Information should include how vulnerable or minority stakeholders were identified and how consultation activities were tailored to respond to the needs of those stakeholders.

Refer to pg 26 of the TPA Submission Compliance Guide.

The Public and Government consultation activities were designed to meet 2025 TPOF requirements and align with HumanAbility's value of inclusivity and designed to value diversity.

Public consultation was held face to face in every state and territory, covering all capital cities, with the exception of ACT, that was cancelled due to registration numbers.

Online functional analysis interviews were conducted with small, medium and large sterilisation and reprocessing employers, government departments and subject matter experts.

To ensure meaningful participation, the project utilised:

Diverse methods of engagement included: Face-to-Face and online workshops, emails, surveys and interviews.

Flexible scheduling: Sessions were held at various times to accommodate fronline workers, employers and unions.

Inclusion of priority cohorts: Special attention was provided to ensure training products were culturally safe and accessable, with specific focus given to women.

See anti-discrimination assessment for further information on how these were incorporated into the training products.

10. Consultation Log

Upload the consultation log including the high-level summary (an example consultation log is provided in GovTEAMS)

Include information about all consultation activities undertaken, how feedback has been logged, and how feedback has been addressed. For example, if a workshop was conducted and no individual feedback was gathered, describe how the results of the workshop were considered in the activity.

Provide as much detail as possible to support the Assurance Assessor's understanding of the consultation process including the treatment of feedback. This detail may be provided in the high-level summary or below.

Refer to pg 27-32 of the TPA Submission Compliance Guide.

Consultation Activities Undertaken

HumanAbility engaged 74 stakeholders through consultation activities. Formal workshops were conducted in every state and territory, including all capital cities with exception of ACT. Throughout the consultation period, a survey was hosted on the HumanAbility website. All engagement activities were recorded in the 'engagement activities' tab.

Feedback Logging and Resolution

All feedback received via workshops, surveys, site visits, and email were recorded in the consultation log. The consultation log served as the primary tool for transparency and governance. Feedback received during the consultation period was logged in the 'All feedback and responses' tab, whilst a separate tab was created for the validation phase. Each entry was carefully analysed

based on the volume of support, the feasibility of implementation, and alignment with project outcomes.

For more detailed information, refer to Attachment – Consultation Summary Report.

11. Senior Officials Check

Upload evidence that the Senior Responsible Officer (SRO) check was undertaken

Engagement with SROs must be recorded in the Consultation Log.

Use this space to record any additional information about the SRO check to support the Assurance Assessor's understanding of the submission.

The Senior Responsible Officer (SRO) review process commenced on 9 April 2026 and was completed on 4 May, 2026. All SROs responded, with exception of NT. All SROs who have responded, provided their support for this project.

12. Support from Regulatory and Licensing Bodies

Do any of the products in the submission have regulatory, licensing, or legislative implications?

☐ Yes ☒ No (go to Q13)

Identify products that contain regulatory, licensing or legislative implications in *Attachment A – Products submitted for assurance*

Upload evidence of support from all relevant national/state and territory regulatory and/or licensing bodies

Note: Where products contain regulatory, licensing or legislative implications there is mandatory information that must be included in the Companion Volume Implementation Guide.

13. Engagement with other Jobs and Skills Councils

Are any of the products in this submission imported into training package products managed by other Jobs and Skills Councils?

☐ Yes ☒ No (go to Q14)

If yes, list the Jobs and Skills Council(s) impacted and describe how you have consulted with them. Briefly describe the impact on relevant qualifications.

Refer to pg 29 and 31 of the TPA Submission Compliance Guide.

The 8 units of competency in this project do not appear in any other training products other than the qualifications being sent for endorsement, therefore consultation with other JSCs was not required.

Upload evidence of engagement with all listed Jobs and Skills Councils

14. Rationale for mandatory workplace requirements

Are any Mandatory Workplace Requirements (MWRs) included in the submitted products?

☐ Yes ☒ No (go to Q15)

Identify products that contain MWRs in *Attachment A – Products submitted for assurance*

If yes, describe the process undertaken to determine the inclusion of MWR. Consider the process set out in the good practice guide on MWR: On the Mark: 5 Good Practice Principles when completing this section.

Click here to enter text.

14.1 Support for mandatory workplace requirements

Upload evidence of support for proposed requirements (including from small to medium sized enterprises), and employer willingness to support learner work placements

Use this space to record any additional information about how employer support for learner work placements was gained.

Note: support is required to be demonstrated for all training package products containing MWRs in the scope of the submission, regardless of whether they have been changed as a result of the development project. Confirmation of ongoing support for MWR including employer support for work placement needs to be gathered through the consultation process.

Refer to pg 29 - 32 of the TPA Submission Compliance Guide.

Click here to enter text.

15. Implementation Issues

What intelligence did you gather from stakeholders about implementation of the training package products? How were any implementation issues raised through the consultation process addressed? Provide detail below to support the Assurance Assessor's understanding of the submission.

Refer to pg 30-31 of the TPA Submission Compliance Guide.

Implementation issues were raised in the context of student access to specific reprocessing equipment. To address this, the Technical Committee discussed the need for less specificity in performance evidence and assessment conditions of HLTSTE015 unit of competency. The unit was updated with special attention given to not introduce any specificity not genuinely required for competency. This approach was adopted to support graduate employment across a diverse range of health and non-health facilities.

Include detail about implementation in the *Consultation Log* including information about the stakeholders involved

16. Disputes

Note: This section refers to disputes as described in the Model Dispute Resolution Policy outlined in the TPOF Process Requirements.

Were any disputes recorded during the development activity?

☐ Yes ☒ No (go to Q18)

If yes, describe the dispute/s and how you applied your internal dispute resolution process to resolve the matter.

Click here to enter text.

Include detail about the dispute/s in the *Consultation Log* including information about the stakeholders involved (See example Attachment B Consultation Log - Dispute Resolution tab)

17. Alternative Dispute Resolution (ADR)

Was an Alternative Dispute Resolution (ADR) practitioner engaged?

☐ Yes ☒ No (go to Q18)

If yes, provide a summary of any disputes that were escalated to ADR. Include the recommendations produced, the final position of the Jobs and Skills Council, and a justification where the ADR practitioner's recommendations were not adopted.

Click here to enter text.

Upload a copy of the ADR practitioner's advice

18. Evidence of broad consensus

Has broad consensus been reached on all products?

☒ Yes (go to 18.1) ☐ No (go to 18.2)

Upload evidence of support (e.g. letters of support)

18.1 Provide a summary of how broad consensus has been determined.

Refer to pg 35-36 of the TPA Submission Compliance Guide.

The updated sterilisation services qualifications and units of competency were developed through a rigorous, evidence-based process underpinned by comprehensive research and broad stakeholder engagement. Broad consensus was achieved through structured consultation with key industry stakeholders, including employers, peak industry bodies, RTO representatives and subject matter experts.

Throughout the project, stakeholder engagement activities included targeted employer interviews and a virtual functional analysis workshop. This was designed to capture critical insights into current and emerging workforce needs and to identify job role skills and knowledge requirements to support the review and redesign of training package products aligned to industry current requirements.

Nationwide public face-to-face and online workshops provided the industry the opportunity to provide feedback on the draft training products including identifying any potential implementation issues. Feedback provided broad insights into occupational outcomes, training and careers pathways, including the proposed qualifications structure, changes to the units of competency aligned with current industry practices and workforce needs.

The feedback from the consultation period was reviewed and analysed by the technical committee and incorporated into the draft training products. The revised draft training products were released for a public validation period to capture broad consensus.

In instances where stakeholder feedback was conflicting or minor issues were raised, these were systematically discussed with the Technical Committee. This ensured that any 'issues' were resolved through expert deliberation, maintaining a balance between contemporary industry practices, professional scope of practice, and regulatory requirements.

Overall, consensus was established through extensive engagement and strong support from key stakeholders, representating the sector including:

- Technical Committee: Consisting of 10 members representing the industry across 5 different states and territories in Australia

- TAFEs and RTOs: Broad and consistent support was received from multiple TAFEs and registered training organisations (RTOs) across the country including: TAFE NSW, TAFE QLD, TAFE WA and TAFE VIC. These stakeholders, as primary deliveres of training in this sector, provided detailed input, confirming support for the changes.

- Unions and Employee Representatives: Included support from the Queensland Nurses Association, Australian Nursing Midwifery Federation of South Australia and Sterilising Research and Advisory Council of Australia.

While minor implementation issues were raised, this did not alter the core design or intent of the training products. Overall, broad consensus was reached and demonstrated that the training products align with the job roles' occupational outcomes and meet industry requirements.

18.2 Where broad consensus is not reached, provide a justification for why the product has been submitted for endorsement, including how you attempted to gain consensus.

Click here to enter text.

Compliance with Requirements

19. Anti-Discrimination Assessment

Provide an assessment that demonstrates that the products meet anti-discrimination legislation, and associated standards and regulations, including the Disability Standards for Education 2005.

Refer to pg 38–40 of the TPA Submission Compliance Guide.

Upload a copy of the Anti-Discrimination Assessment

20. Pathways

Describe the process undertaken to ensure the training package products have pathways that facilitate movement between education sectors and employment.

Refer to pg 41–42 of the TPA Submission Compliance Guide.

Note: Pathways advice must be included in the Companion Volume Implementation Guide.

The pathways discussion is a fundamental component of the functional analysis process. This included extensive initial research to confirm the purpose of the qualifications, followed by researching job advertisements, and then by targeted interviews with stakeholders, specifically employers, to determine how the training products are utilised and how they align with specific job roles and industry requirements. Detailed findings regarding these occupational flows are documented in the Functional Analysis Report, as well as in the CVIG.

For the Sterilisation Services project, the review of the qualifications were particularly focussed on ensuring the qualification purpose was clear and removing duplication to ensure the occupational outcomes were well defined.

This evidence-led approach to pathway design aims to address historic attrition rates by providing students with transparent career trajectories that reflect the diverse realities of the healthcare sector.

Serilisation Services technicians are a vital part of the health and non-health facility sectors, playing a crucial role in maintaining the cleanliness and sterility of reprocessed medical devices and equipment essential for patient safety. Sterilisation services staff follow detailed processes to meet the standard requirements to process reusable medical devices.

The HLT37026 Certificate III in Sterilisation Services is an entry level qualification, designed for individuals with responsibility for the reprocessing of reusable medical devices and other devices in a reprocessing environment within health or non-health facilities. Individuals in the role are required to follow organisational procedures and relevant industry standards and guidelines. Sterilisation service technicians play an integral part of infection prevention and control, following validated procedures and maintaining quality processes throughout each stage of the reprocessing cycle.

HLT47026 Certificate IV in Sterilisation Services reflects the role of a team leader or senior technician working in a reprocessing environment within health or non-health facilities. Individuals with this qualification take responsibility for their own work and supervise others. They are responsible for the maintenance of quality requirements and monitoring of technical reprocessing

functions. Before an individual commences the Certificate IV qualification, they must have completed one of the previous versions of the Certificate III in Sterilisation Services and have 12 month of experience, this ensures that learners enrolling in the Certificate IV possess the foundational knowledge and relevant experience to engage effectively with the qualification and achieve successful outcomes.

21. Rationalising and Streamlining

Describe the process undertaken to rationalise and streamline the training package products.

Include information about any units and/or qualifications to be deleted and the results of any analysis of cross sector units and/or other existing units.

Refer to pg 43-44 of the TPA Submission Compliance Guide.

Rationalisation and streamlining were undertaken in accordance with the Training Package Organising Framework to improve clarity, consistency, and usability of the training products while maintaining strong industry relevance.

This involved reviewing existing units and two qualifications to identify duplication, overlap, consolidating them into clearer, more coherent structures. The redesign of these qualifications focused on creating a clearer pathway for learners by strengthening the differentiation between occupational outcomes in these two qualifications.

For the Certificate III in Sterilisation Services, the qualification description was updated to provide greater clarity on the qualification purpose and roles it support. As part of the functional analysis, the need to add a broader range of elective units to support the varied tasks of the different job roles was identified.

To support career progression, duplicated units between the Certificate III and Certificate IV in Sterilisation Services were removed and a broader elective bank was added to support career progression to senior worker, management and mentoring roles in sterilisation services. The Certificate III qualification has been added as an entry-requirement. This transition involved a rigorous rationalisation process to remove unit duplication and a greater alignment of the qualification to the units of competency and skills and knowledge required at that senior level.

Throughout this process, core skills, regulatory requirements and industry endorsed competency standards were retained, ensuring training quality and workforce outcomes were maintained and strengthened.

21.1 Has the analysis identified any overlap with existing units?

☐ Yes ☒ No (go to Q22)

21.2 Provide a justification for why existing products are not suitable.

Analysis of the qualifications and the following units identified the units as being duplicated in both the Certificate III and Certificate IV in Sterilisation Services. Amendments were also made to the individual units as documented.

HLTSTE009 Clean reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication.

HLTSTE010 Disinfect reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication.

HLTSTE011 Inspect, assemble and package reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication.

HLTSTE012 Sterilise reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication.

HLTSTE013 Handle, transport and store reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication.

HLTSTE014 Care and maintain reusable medical devices has been included in HLT37026 Certificate III in Sterilisation Services and removed from HLT47026 Certificate IV in Sterilisation Services to reduce duplication

22. Request to change transition period

Is a change to the standard transition period (12 months) proposed for any products in this submission?

☐ Yes ☒ No (go to Q23)

Identify products where a change to the transition period is proposed in *Attachment A – Products submitted for assurance*

Provide a rationale for the proposed transition period. Include information about the consultation undertaken to identify the need for a changed transition period.

Click here to enter text.

Training Product Content

23. Training Package Products

The Training Package Assurance team will review qualifications, units of competency and Skill Sets through Training Product Central.

Note: The drafting status of each training product must be set to 'Ready for Submission' and the project status must be set to 'Assurance Body Consideration'.

Upload a copy of the Companion Volume Implementation Guide

24. Pre-requisites

Does the submission include any units of competency that contain pre-requisites?

☐ Yes ☒ No (go to Q25)

If yes, describe the process undertaken to ensure the use of pre-requisites is minimised.

Click here to enter text.

Were there any issues raised about pre-requisites through the consultation process?

☐ Yes ☒ No (go to Q25)

If yes, provide a summary of the issue/s raised and how the issue/s have been resolved.

Click here to enter text.

25. Foundation skills

How did you determine the required level of performance for each of the ACSF core skills areas?

Refer pp 51-52 of the TPA Submission Compliance Guide.

To determine the foundation skill requirements for the Sterilisation Services Qualifications, qualification, HumanAbility conducted a systematic analysis of all core units to identify both implicit and explicit skill demands. The process began by identifying each core unit and pinpointing where the 5 core skills (learning, reading, writing, oral communication, and numeracy) were embedded within the units. By marking up the units, HumanAbility could accurately map where these skills sit within the performance criteria and required knowledge. Following this mapping, HumanAbility assessed each identified skill against the Australian Core Skills Framework (ACSF) performance features grid to determine the ACSF level. This ensured that the levels assigned were evidence-based and accurately reflected the complexity required to perform the tasks. Throughout this stage, HumanAbility exercised particular care to ensure the analysis reflected existing expectations without introducing new requirements or unnecessary barriers to learning. The data for each individual core unit was then consolidated into a summary spreadsheet. By aggregating these findings, HA identified the highest ACSF level required for each of the 5 core skills across the entire core unit set of each qualification. These maximum levels were then used to develop the final spikey profile for the qualification, providing a clear and transparent representation of the foundation skill benchmarks necessary for successful completion and industry practice. You can see this mapping and determination of the ACSF level clearly documented in the Foundation Skills CVIG.

26. Stand-alone Units

Does the submission include any stand-alone units of competency?

Note: stand-alone units refer to units of competency that are not packaged into a qualification.

☐ Yes ☒ No (go to Q27)

If yes, provide justification for the use of a stand-alone unit. Explain why it cannot be immediately packaged into a qualification and the proposed plan for embedding it in a qualification in future updates to the training package.

Refer p 52 of the TPA Submission Compliance Guide.

Click here to enter text.

26.1 Support for Stand-alone Unit/s

Upload evidence of industry need and support for each stand-alone unit

Section 3 – CEO Declaration

27. Submission declaration

☒ This submission and proposed training package products were developed in accordance with all components of the Training Package Organising Framework (TPOF).

☒ I confirm the training package product/s align with their intended purpose and are structured to meet the needs of industry, employers and learners.

☒ I confirm all required attachments are included with this submission.

☒ I confirm the final draft products are accurately entered into Training Product Central and are ready for assurance assessment.

Jobs and Skills Council Chief Executive Officer			
Signature*:		Date:	11/05/2026
Full Name:	Emma King		

* Options for capturing the CEO signature include: copy and paste an electronic signature above; upload a separate signed document which includes the required declarations to GovTEAMS; send an email from the CEOs email address to TrainingPackageAssurance@dewr.gov.au which includes the required declarations.

27. CEO summary statement

Include a summary from the CEO describing how they have ensured that the submission has been developed in accordance with the requirements set out in the TPOF.

I am pleased to submit **HLT Sterilisation Services: Qualification Review** to the Assurance Body. This straightforward submission as been developed in adherence to the 2025 Training Package Organising Framework (TPOF) with broad consensus, reflecting a high level of industry consensus and industry alignment. Our primary objective was to modernise the two sterilisation qualifications, the Certificate III and Certificate IV in Sterilisation Services, to reflect significant industry advancements since 2015, including the 2025 update to the national standards and the integration of emerging reprocessing technologies.

Throughout this cycle, we conducted a functional analysis that has identified significant overlap and unit duplication from the Certificate III to the Certificate IV. The proposal to scaffold progression and establish clear career pathways was validated through extensive national consultation, including face to face and online workshops and public validation period, ensuring the final products remain accessible to both health and non-health service settings. Supported by a dedicated Technical Committee and confirmed by the Senior Responsible Officer check across jurisdictions, these qualifications accurately reflect the current skills needs of the sector while upholding all regulatory and anti-discrimination standards. I confirm training products have been developed with the integrity and transparency required by the TPOF requirements.

Submission Checklist

To avoid a delay in the processing of your submission, please ensure that your submission is complete. Submissions that are not accompanied by the required attachments will be returned for completion. Confirm the following documents have been uploaded where applicable.

Q.	Submission Requirement	Uploaded	N/A	Evidence Reference
Other	Publish submission to JSC website. Step 5.1 of the TPOF requires JSCs to publish the submission on their website at the time of submission to the TPA.	☒		https://humanability.com.au/projects/sterilisation-services--qualification-review.aspx
3	Attachment A – Products submitted for assurance, including (where applicable): • Regulatory, licensing, or legislative implications (see item 12) • Mandatory Workplace Requirements (see item 14) • Requested transition period details (see item 22)	☒		3. 2025_TMP_DEWR_ Attachment_A - Sterilisation_Services_Training_products_submitted_for_assurance
5	Technical committee membership details	☐		5. 25-011_LST_Sterilisation_Services_Technical_Committee_Member_Bios 5. 25-011_TOR_Sterilisation_Services_Terms_of_Reference
7	A copy of the stakeholder consultation strategy	☐		7. 25-011_HLT_Sterilisation_Services_Consultation_Strategy
10	The consultation log including: • Detail about implementation (see item 15) • Detail about disputes and the stakeholders involved where applicable (see item 16)	☐		10. 25-011_LOG_Sterilisation_Services_Consultation_Log_AB_Submission
11	Evidence that the SRO check was undertaken	☒		11. 25-011_LOS_SRO_Emails_Combined
12	Evidence of support from all relevant national/state and territory regulatory and/or licensing bodies	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
13	Evidence of engagement with other relevant JSCs	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.

Q.	Submission Requirement	Uploaded	N/A	Evidence Reference
14.1	Evidence of support for proposed MWRs including employer willingness to support placements	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
16	Dispute details - describe the how you applied your internal dispute resolution process to resolve any disputes.	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
17	The Alternative Dispute Resolution practitioner's advice	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
18	Evidence to support broad consensus	☒		18. 25-011_LOS_Technical_Committee_Training_Product_Review_Form 18. 25-011_HLT_Sterilisation Services Consultation Summary Report
19	The Anti-Discrimination Assessment	☒		19. 25-011_Sterilisation_Services_Project_Anti-discrimination Assessment
23	The Companion Volume Implementation Guide	☒		HLT_Release_11_Companion_Volume_Implementation_Guide HLT_Release_11_Companion_Volume_Implementation_Guide_APPENDIX HLT_Health_Foundation_Skills_Implementation_Guide_Release_11.0
26.1	Evidence of identified industry need and support for a stand-alone unit	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.