



# Case for Endorsement

## Home Sustainability Project

CPP Training Package Release 9.0

Submitted by Artibus Innovation  
on behalf of the Property Services IRC  
August 2019

## 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.

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## A. Administrative details of the Case for Endorsement

### Name of allocated IRC

Property Services IRC

### Name of SSO

Artibus Innovation

### Training package components submitted for approval

This submission puts forward the Case for Endorsement for one qualification and 12 units of competency.

### Qualification

Code	Title
CPP41119	Certificate IV in Home Energy Efficiency and Sustainability

### Units of competency

Code	Title
CPPCOM4001	Manage own work, professional development and ethical behaviour
CPPCOM4002	Implement safe work practices in the property industry
CPPHES4001	Research and assess impact of building elements on thermal performance of residential buildings
CPPHES4002	Advise clients on thermal performance of residential buildings
CPPHES4003	Operate and maintain computer system to support thermal performance assessments
CPPHES4004	Conduct thermal performance assessment of residential buildings
CPPHES4005	Assess household energy use and efficiency improvements
CPPHES4006	Assess household water use and efficiency improvements
CPPHES4007	Assess thermal performance of existing residential buildings
CPPHES4008	Assess household waste generation and waste management improvements
CPPHES4009	Promote the adoption of home sustainability practices
CPPHES5001	Conduct thermal performance assessment of complex residential buildings

Further mapping information on the 12 units of competency can be located in **Section H: Proposed training package components**

### Case for change details

On behalf of the Property Services IRC, a Case for Change was submitted to ASIC in February 2017 to undertake a review of:

- CPP41110 Certificate IV in Home Sustainability Assessment
- CPP41212 Certificate IV in NatHERS Assessment

- CPP51012 Diploma of Residential Building Energy Assessment
  - 25 sector specific units of competency.

### Activity order details

Reference number: TPD/2016-17/006  
 Date executed: 27 June 2017

### AISC requirements

To undertake the review, development, deletion (where appropriate) and transition of the home sustainability components in the CPP07 Property Services Training Package to the requirements of the *Standards for Training Packages 2012*.

### Summary of key changes

Key Change	Description
KC 1	The CPP51012 Diploma of Residential Building Energy Assessment is proposed to be removed from the National Register as no registered training organisation (RTO) has it on scope and there have been zero enrolments.
KC 2	The CPP41110 Certificate IV in Home Sustainability Assessment and the CPP41212 Certificate IV in NatHERS Assessment have been integrated into one qualification: CPP41119 Certificate IV in Home Energy Efficiency and Sustainability. The packaging rules support specialisations in thermal performance assessment or home sustainability assessment, or both.
KC 3	Thirteen units are proposed for deletion as a result of zero or sustained low enrolments over the last four years and to remove duplication of units on the National Register.
KC 4	Twelve units have been updated to the <i>Standards for Training Packages 2012</i> and updated to reflect current industry practices. The performance and knowledge evidence have been revised to reflect the detail sought by industry and to support enhanced quality of training and assessment.
KC 5	Additional auditing units of competency have been imported from the Business Services Training Package as elective options to provide for continuing professional development of the reviewers who are commissioned by the Assessor Accrediting Organisations to quality assure accredited NatHERS assessors. Under the NatHERS Protocol for Assessor Accrediting Organisations, AAOs must have a Quality Assurance (QA) system in place. This includes an annual Quality Assurance Review of 20% of all Assessors it accredits.

## B. Description of work and request for approval

On behalf of the Property Services IRC, a Case for Change was submitted to ASIC in February 2017 to undertake a review of:

- CPP41110 Certificate IV in Home Sustainability Assessment
- CPP41212 Certificate IV in NatHERS Assessment
- CPP51012 Diploma of Residential Building Energy Assessment
  - 25 sector specific units of competency.

The ASIC approved the Case for Change and the project commenced in November 2017.

An integrated qualification is proposed, the CPP41119 Certificate IV in Home Energy Efficiency and Sustainability. The packaging rules support specialisations in either thermal performance assessment, home sustainability assessment, or both.

The processes supporting the review of the CPP41212 Certificate IV in NatHERS Assessment and the CPP41110 Certificate IV in Home Sustainability Assessment involved:

- an initial desktop audit of the units and qualifications
- the formation of a technical advisory group (TAG) comprising industry practitioners and representation from the national NatHERS Administrator, NatHERS Assessor Accrediting Organisations, and the Victorian Government's voluntary home efficiency rating scheme, (Victorian Residential Efficiency Scorecard).
- an occupational analysis based on interviews with 11 practitioners in thermal performance assessment and home sustainability assessment was undertaken. The findings were used as a basis for developing the new qualification and updating sector specific units to align with current and emerging work practices.

The project was also guided by several key principles underpinning current government reforms to training packages:

- remove redundant qualifications from the system
- support individuals to move easily from one related occupation to another, and
- remove duplication at the unit level to improve the efficiency of the training system.

### **Decision being sought from the AISC**

To note the work undertaken and approve the submission.

## C. Evidence of industry support

The consultation approach was inclusive and aimed to gather industry feedback from a range of stakeholders to confirm that the training products met industry expectations and skilling requirements.

### **Project page**

The project page on the Artibus Innovation website provided stakeholders with information on the status of the project and included opportunities for stakeholder feedback.

### **Technical Advisory Group (TAG)**

The Property Services IRC endorsed the establishment of a Technical Advisory Group (TAG) to oversee the development of the qualification and units. TAG membership included representatives from practitioners, employers, employees, industry associations, training providers, and regulators.

Nominations for the formation of the TAG was published on the project page. TAG members were selected for their experience and expertise. Between November 2017 and May 2019, the TAG met twice in person and 7 times convened via online meetings. The TAG provided robust advice on the skills and knowledge relevant for inclusion in the redeveloped training package components.

There were several delays at the beginning of the project due to unavoidable changes in the project team. Prolonged TAG deliberations over the integrated qualification design, debate on the nature of the units required for assessing thermal performance and ongoing confusion between units of competency and a training plan also contributed to project delays.

### **Industry consultation and feedback on draft qualification and units of competency**

The draft qualification and units were made available through the project page on the Artibus Innovation website. Feedback was encouraged through a Survey Monkey link. Industry stakeholders were alerted to the opportunity to provide feedback via the Artibus newsletter, the Nationwide House Energy Rating Scheme (NatHERS) Administrator newsletter, email communication by the two Assessor Accrediting Organisations, Australian Building Sustainability Association (ABSA) and Building Designer Association of Victoria (BDAV) sent to their members, 210 and 430 respectively.

### **Online feedback on qualification and units of competency drafts**

Draft qualifications and units were made available through the project page on the Artibus Website over the below time periods. Industry stakeholders were able to download the draft materials and provide feedback on the qualifications and units of competency through a Survey Monkey link.

<b>Online Consultation Stage</b>	<b>Timeframe of Consultation</b>
Draft training package components released for feedback	25 <sup>th</sup> February – 20 <sup>th</sup> March 2019
Final draft training package components released for feedback	3 <sup>rd</sup> May – 22 <sup>th</sup> May 2019

A webinar was included in the first round of consultation. It was held on 5 March 2019 to provide information on the project processes and the feedback sought as well as provide an opportunity for stakeholders to ask questions. There were 54 participants.

The survey on the draft units and qualification was open from 25 February to 20 March 2019. Industry stakeholder feedback was sought as to whether the draft units and qualification reflected the current skills, job functions and practices of industry and whether the proposed qualification merger and unit deletions were in line with industry needs. There were 115 respondents.

The feedback was analysed and applied with assistance from the TAG. A summary of the feedback on the units and the actions taken was made available when the final draft of the training package components was released for feedback between 3 May 2019 - 22 May 2019. There were 15 respondents.

The qualification received support for the flexibility offered, enabling candidates to specialise in thermal performance or home sustainability, or both. It was recognised that many practitioners nowadays do both thermal performance and home sustainability assessments.

The objections to the integrated qualification seemed to be from practitioners who assumed that they would need to retrain in the new qualification. This is not the case. Other objections were based on concern that candidates for the thermal performance specialisation would be forced to complete home sustainability units. The packaging rules can be applied so that this does not happen.

There were no objections to the proposal that the Diploma of Residential Building Energy Assessment would lapse as no RTO has had it on scope and there have never been any enrolments. While there was limited feedback on the proposed deletion of 13 units, it was predominately in favour as duplication across units was reduced.

### **State/Territory Training Authorities (STAs)**

STAs have been informed of the project via newsletters and direct email correspondence. STA feedback on the project was reviewed and put forward to the TAG to consider.

### **Dissenting views and alternative approaches explored**

The Building Designers Association of Victoria (BDAV) wrote to the Chair of the Property Services Industry Skills Council (IRC) on 6 June 2019, formally expressing their concerns about the proposed CPP41119 Certificate IV in Home Energy Efficiency and Sustainability. BDAV does not support the integrated qualification design and holds the view that their feedback was not considered in the development of the qualification.

The Property Service IRC Chair, Noel Hamey, formally responded to BDAV on 11 June 2019. BDAV's concerns were tabled at the IRC meeting held on 17 June 2019. The IRC discussed issues raised by BDAV and agreed that the project processes and product were robust and noted that most concerns were outside the scope of the project.

## D. Industry expectations about training delivery

### **Advice about industry's expectations of training delivery**

This project addressed the AISC's requirements and supported the COAG Industry and Skills Council reforms to training packages by developing:

- a qualification that better reflects occupational outcomes
- a qualification that supports individuals to move easily from one related occupation to another
- units of competency that provide clear outcomes and reduce duplication.

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 and Recognition*

The qualification allows for units to be selected from a pool of elective units, including units that may be drawn from other Training Packages or accredited courses. Additionally, there are a range of imported units in all qualifications to support transferability of skills across the industry.

#### *Equity and Access*

The proposed qualification has no entry requirements. Some of the units packaging in the qualification have prerequisites. The number of prerequisites is not expected to pose any barriers to entry.

## E. Industry expectations about training delivery

### **IRC recommendation on traineeships and apprenticeships**

The IRC has no recommendations on traineeship and apprenticeships in this sector.

### **Advice on occupational and licensing requirements**

Thermal performance assessors operate under the Nationwide House Energy Rating Scheme to rate the energy efficiency of a home based on its design. They use government approved software and information obtained from residential building plans and drawings to model potential consumption of energy for heating and cooling purposes and assess and certify the thermal performance of homes based on a ten-star rating system.

Home sustainability assessors provide advice to homeowners seeking to improve the efficiency, cost to run, sustainability and comfort needs of their household. They conduct on-site assessments of residences and advise on opportunities to improve comfort and to save on energy and water costs, and ways to live more sustainably in a residential environment.

Licensing requirements apply to thermal performance assessments in some states and territories. For further information, check with the relevant regulatory authority.

### **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 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 change**

Minimal downstream effects are expected in the training and delivery space. The updated CPP41119 Certificate IV in Home Energy Efficiency and Sustainability qualification remains equivalent to the CPP41110 Certificate IV in Home Sustainability Assessment and also the CPP41212 Certificate IV in NatHERS Assessment. Training providers will have to update their training and assessment materials.

## F. Quality assurance reports

### **Declaration**

Artibus Innovation declares that the proposed components of the CPP Property Services Training Package Version 9.0 and the Companion Volume Implementation Guide 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 Version 9.0 Companion Volume Implementation Guide can be located on the VETNet website at:

- [http://www.artibus.com.au/project/?project\\_id=20](http://www.artibus.com.au/project/?project_id=20)
- Artibus Innovation official website, through an external link: [www.artibus.com.au](http://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 identified workforce outcomes
- support national (and international) portability of skills and competencies including reflecting licensing and regulatory requirements
- reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry
- are flexible enough to meet the diversity of individual and employer needs, including the capacity to adapt to changing job roles and workplaces
- facilitate recognition of an individual's skills and competencies and support movement between the school, vocational education and higher education sectors
- support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements.

### **Evidence of completion of the training package development work**

This Case for Endorsement will be put forward to the AISC August 2019 meeting.

### **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
CPP41119 Certificate IV in Home Energy Efficiency and Sustainability	CPP41110 Certificate IV in Home Sustainability Assessment	Supersedes and is equivalent to CPP41110 Certificate IV in Home Sustainability Assessment	E
CPP41119 Certificate IV in Home Energy Efficiency and Sustainability	CPP41212 Certificate IV in NatHERS Assessment	Supersedes and is equivalent to CPP41212 Certificate IV in NatHERS Assessment	E

CPP51012 Diploma of Residential Building Energy Assessment will be deleted from the National Register.

### Units of competency mapping

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPPCOM4001 Manage own work, professional development and ethical behavior	CPPHSA4018A Manage own work, professional development and ethical behaviour	Supersedes and equivalent to CPPHSA4018A Manage own work, professional development and ethical behaviour Updated to meet the Standards for Training Packages.	E

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPPCOM4002 Implement safe work practices in the property industry	CPPHSA4005A Minimise health, safety and security risks when assessing home sustainability	Supersedes and equivalent to CPPHSA4005A Minimise health, safety and security risks when assessing home sustainability. Updated to meet the Standards for Training Packages.	E
CPPHES4001 Research and assess impact of building elements on thermal performance of residential buildings	CPPHSA4015A Assess impact of building elements on thermal performance of residential buildings	Supersedes and equivalent to CPPHSA4015A Assess impact of building elements on thermal performance of residential buildings. Updated to meet the Standards for Training Packages.	E
CPPHES4002 Advise clients on thermal performance of residential buildings	CPPHSA4019A Inform clients about thermal performance of residential buildings	Supersedes and equivalent to CPPHSA4019A Inform clients about thermal performance of residential buildings. Updated to meet the Standards for Training Packages.	E
CPPHES4003 Operate and maintain computer system to support thermal performance assessments	CPPHSA4020A Operate computer systems to support NatHERS assessment	Supersedes and equivalent to CPPHSA4020A Operate computer systems to support NatHERS assessment. Updated to meet the Standards for Training Packages.	E
CPPHES4004 Conduct thermal performance assessment of residential buildings	CPPHSA4012A Conduct NatHERS assessment of planned residential buildings	Supersedes and equivalent to CPPHSA4012A Conduct NatHERS assessment of planned residential buildings. Updated to meet the Standards for Training Packages.	E

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPPHES4005 Assess household energy use and efficiency improvements	CPPHSA4001A Assess household energy use	Supersedes and equivalent to CPPHSA4001A Assess household energy use. Updated to meet the Standards for Training Packages.	E
CPPHES4006 Assess household water use and efficiency improvements	CPPHSA4003A Assess household water use	Supersedes and equivalent to CPPHSA4003A Assess household water use. Updated to meet the Standards for Training Packages.	E
CPPHES4007 Assess thermal performance of existing residential buildings	CPPHSA4004A Assess thermal performance of existing residences using non-rating tools and techniques	Supersedes and equivalent to CPPHSA4004A Assess thermal performance of existing residences using non-rating tools and techniques. Updated to meet the Standards for Training Packages.	E
CPPHES4008 Assess household waste generation and waste management improvements	CPPHSA4002A Assess household waste generation and management	Supersedes and equivalent to CPPHSA4002A Assess household waste generation and management. Updated to meet the Standards for Training Packages.	E
CPPHES4009 Promote the adoption of home sustainability practices	CPPHSA4007A Promote the adoption of home sustainability practices by residents	Supersedes and equivalent to CPPHSA4007A Promote the adoption of home sustainability practices by residents. Updated to meet the Standards for Training Packages.	E

CPP Property Services Training Package	CPP07 Property Services Training Package	Comments	Equivalent statement
CPPHES5001 Conduct thermal performance assessment of complex residential buildings	CPPHSA5001A Assess thermal performance of complex residential buildings	Supersedes and equivalent to CPPHSA5001A Assess thermal performance of complex residential buildings. Updated to meet the Standards for Training Packages.	E

### Deleted units

The following units are being proposed for deletion as a result of zero enrolments over the last four years and to remove significant overlap in the qualification and the National Register:

1. CPPHSA4006A Manage own work, professional development and ethical behaviour as a home sustainability assessor
2. CPPHSA4008A Apply sustainability principles, legislation and information on government programs
3. CPPHSA4010A Estimate the cost of home sustainability measures
4. CPPHSA4011A Collect information to support NatHERS assessment
5. CPPHSA4013A Conduct NatHERS assessment of existing residential buildings
6. CPPHSA4014A Meet regulatory requirements when completing NatHERS assessments
7. CPPHSA4016A Advise on options for enhancing thermal performance of residential buildings
8. CPPHSA4017A Cost measures to improve thermal performance of residential buildings
9. CPPHSA5002A Assess thermal performance and energy efficiency of residential buildings
10. CPPHSA5003A Manage quality assurance of NatHERS assessments
11. CPPHSA5004A Educate clients about thermal efficiency of residential buildings
12. CPPHSA5005A Peer review NatHERS assessments
13. CPPHSA5006A Promote low and zero carbon energy technologies in residential buildings

## Imported units of competency

Imported Unit	Training Package
BSBAUD402 Participate in a quality audit	Business Services Training Package
BSBAUD501 Initiate a quality audit	Business Services Training Package
BSBAUD503 Lead a quality audit	Business Services Training Package
BSBAUD504 Report on a quality audit	Business Services Training Package
BSBCUS402 Address customer needs	Business Services Training Package
BSBRSK401 Identify risk and apply risk management processes	Business Services Training Package
BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business	Business Services Training Package
BSBSMB401 Establish legal and risk management requirements of small business	Business Services Training Package
BSBSMB420 Evaluate and develop small business operations	Business Services Training Package
BSBSUS401 Implement and monitor environmentally sustainable work practices	Business Services Training Package
BSBSUS406 Identify and apply sustainability rating tools	Business Services Training Package
BSBWRT401 Write complex documents	Business Services Training Package
CPCBC4014 Prepare simple building sketches and drawings	Construction, Plumbing and Services Training Package
CPCCSV5011A Apply building codes and standards to residential buildings	Construction, Plumbing and Services Training Package
CPCWHS1001 Prepare to work safely in the construction industry	Construction, Plumbing and Services Training Package
CPPCMN4012A Contribute to sustainable solutions throughout a building's life cycle	Property Services Training Package (CPP07)

## Appendix A: Industry stakeholders

### Technical Advisory Group (TAG) Members

NAME	Role/Title	Organisation Name	Jurisdiction
Ray Fogolyan (TAG Chair)	Principal	Home Star Rating Australia	NT
David Rochford	Senior Project Officer	NatHERS Administrator	ACT
Hugh Bartram	Senior Project Officer	Energy Efficiency, Department of Environment, Land, Water and Planning (VicScorecard)	Vic
Chris Lockhart Smith	Deputy Chair of the Board	Australian Building Sustainability Association (ABSA)	NSW
Danielle King	Member, Sustainability Advisory Committee	Building Designer's Association of Victoria (BDAV)	Vic
Dr Clyde Anderson	Director	ABSA	Qld
Ray Hutt	General Manager	ABSA	NSW
Fiona Gregory	Member, Thermal Performance Assessor Advisory Committee	BDAV	Vic
Allen Roberts	Member, Thermal Performance Assessor Advisory Committee	BDAV	Vic
Michael Plunkett	Accredited Assessor NatHERS Software tools	Smart Rate	Tas

### Webinar attendees

A webinar was conducted by Artibus Innovation and the Chair of the TAG on 5 March 2019. There were 54 participants. Participants registered online through ZOOM. Unfortunately, the details of participants' first and last names, role and organisation were not fully completed so they have not been documented here.

<b>Industry Stakeholders</b>			
<b>Name</b>	<b>Role/title</b>	<b>Organisation Name</b>	<b>Jurisdiction</b>
Claire Lewis	Senior Project Officer (SPO)	NatHERS Administrator	ACT
Felicity Woodhams	SPO	NatHERS Administrator	ACT
Amanda Johnson	SPO	NatHERS Administrator	ACT
Jodie Pipcorn	Director, Residential Buildings Team	NatHERS Administrator	ACT
Caz Saunders	Training and Quality Manager	Green RTO	SA
Kim Wilkinson	Nathers Assessor		WA
Paul Kearney	RTO	Education in Building	QLD
Tony Shoebridge	RTO	Transformed Pty Ltd	ACT
Michael Young	RTO	Transformed Pty Ltd	ACT
Jeff Mueller	RTO	Wodonga TAFE	VIC
Sharon Lameris	Education and Policy Manager	Strata Community Association	VIC
David Seddon	NatHERS Assessor	Solar Smart	NSW
David Eckstein	Environmental Advisor	City of Sydney	NSW
Cora Xu	Civil Engineer	Think Brick	NSW
Andrew Law	Consultant	Energy Inspection	VIC
Leanne Stray	Policy Officer	Vic Scorecard	VIC
Walter Brusamarello	Consultant	Coldon Homes	VIC
Todd Mason	Director	Green Gateway	WA
Todd Dunlop	Director	Digital Construction Academy	QLD
Merv Lea	Consultant		
Tony Cook	Consultant	A J Consulting	SA
Luke Rowlinson	Consultant	Arkistruct	QLD
Brian Byrne	Senior Policy Officer	Department of Environment	ACT
Robbie Brigden	Senior Policy Officer	Department of Environment	ACT
Rhonda Fleming	Senior Policy Officer	Department of Housing	WA
Celine Bachelet	Senior Policy Officer	Department of Environment	NSW
Wayne Floyd	Director	Floyd Energy	VIC
Tony Isaacs	Consultant	T I Consulting	
Dean Lombard	Consultant	ATA Consulting	VIC
Paul Waterhouse	Consultant	Think Brick	NSW
Brian Haines	Consultant	Energy Lab	QLD
Adam Selvay	Manager	Henley Homes	VIC
Peter Lyons	Director	Fenestralia	ACT
Dennis D'Arcy	Consultant	ICANZ – Insulation Industry	VIC
Dale Bradford	Consultant		
Henning Ramussen	Consultant		
Keith Anderson	Consultant	Kingspan Insulation	
Eli Court	Consultant	Climate Works Australia	VIC
Richard Sapwell	Consultant	Ecodesigns	NSW
Wasim Saman	Professor Sustainable Energy Engineering	University of SA	SA

<b>Industry Stakeholders</b>			
<b>Name</b>	<b>Role/title</b>	<b>Organisation Name</b>	<b>Jurisdiction</b>
Matthew Graham	Senior Policy Officer	Sustainability Victoria	VIC
Govind Maksay	Senior Policy Officer	Sustainability Victoria	VIC
Melanie Van Ree	Consultant	Energy Inspection	VIC
Dennis Claridge	Consultant	Double I Q	VIC
Bryn Dellar	Consultant	Energy Makeovers	VIC
Jorge Chapa	Consultant	Green Building Council of Australia	NSW
Philip Alviano	Sustainable Building Advisor	Master Builders Association of Victoria	VIC
Simon Croft	Advisor	Housing Industry Association	ACT
Shane Prasad		Australian Window Association	VIC
Kate Bell	Executive Officer	Building Designers Association of Victoria	VIC
Neil Cunningham	Consultant		
Graham Hunt	Consultant		
Dick Clarke	Advisor	Australian Sustainable Built Environment Council	NSW
Dong Chen	Principal Research Scientist	CSIRO	ACT
Anthony Wright	Principal Research Consultant	CSIRO	VIC
Stephen White	Principal Research Consultant	CSIRO	VIC
Audrey Chen	Senior Project Officer	Australian Building Codes Board	ACT
Doug McPherson	Senior Project Officer	Department of Environment	VIC
Kristen Wood	Senior Project Officer	Department of Environment	VIC
Lindsay Walker	Senior Project Officer	Department of Housing and Public Works	QLD
Steve Storer	Senior Project Officer	Department of Housing and Public Works	QLD
Jacqui Bonnitcha	Principal Consultant	Edge Environment	NSW
Sabina Douglas-Hill	Senior Project Officer	Energy Efficient Buildings, Department of Energy and Mining	SA
Rachel Haley	Senior Project Officer	Department of Environment	NSW
Julie Lintvelt	Consultant	Points Build	NSW
Cecille Weldon	Consultant	Weldon Co	NSW
Sean Maxwell	Consultant	Air Infiltration and Ventilation Association of Australia	
Adam Spivakovsky	Policy Advisor	National Electrical and Communications Association	NSW
Steve Oliver	Manager	Invent Solutions	NSW
Anthony Lieberman	Sustainable Building Consultant	Australian Living	

## Appendix B: IRC support

The Property Services IRC supports the submission of 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.

Name of Chair:

Noel Hamey

Signature of Chair:

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

Date: 24 June 2019

# Training Package Quality Assurance

## Equity Report Template

### Section 1 – Cover page

Information required	Detail
Training Package title and code	CPP Property Services Training Package, Release 9.0
Number of new qualifications and their titles <sup>1</sup>	Nil
Number of revised qualifications and their titles	There is one revised qualification: <ul style="list-style-type: none"><li>• CPP41119 Certificate IV in Home Energy Efficiency and Sustainability</li></ul>
Number of new units of competency and their titles	Nil
Number of revised units of competency and their titles	12 revised units of competency – see Attachment 1.
Confirmation that the draft training package components meet the requirements in Section 2 <i>Equity checklist of draft training package components</i>	The draft home sustainability components reviewed meet the requirements of the <i>Standards for Training Packages 2012</i> and the access and equity requirements of the <i>Training Package Products Policy</i> .
Is the Equity Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide the name.	Yes - Sue Hamilton is a member of the Quality Assurance Panel.
Date of completion of the report	18 June 2019

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<sup>1</sup> When the number of training products is high the titles can be presented as an attached list.

# Training Package Quality Assurance

## Section 2 – Equity checklist of draft training package components

Equity requirements	Equity reviewer comments
<p>The training package component(s) comply with Standard 2 of the <i>Standards for Training Packages 2012</i>. The standard requires compliance with the <i>Training Package Products Policy</i>, specifically with the access and equity requirements:</p> <ul style="list-style-type: none"> <li>• Training Package developers must meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations.</li> <li>• Training Package developers must ensure that Training Packages are flexible and that they provide guidance and recommendations to enable reasonable adjustments in implementation.</li> </ul>	<p>Provide brief commentary on whether the draft endorsed components meet each of the equity requirements</p> <p>The 12 revised units of competency and one qualification reviewed comply with Standard 2 of the <i>Standards for Training Packages</i> and the access and equity requirements of the <i>Training Package Products Policy</i>.</p> <p>The <i>CPP Companion Volume Implementation Guide, Release 9</i>. (CPP CVIG) includes guidance to ensure that learners are not discriminated against, and guidance around reasonable adjustment to accommodate learners with disabilities or particular needs. Reference has been made to <i>Disability Standards for Education, 2005</i>.(p 187]</p>

## Section 3 - Training Package Quality Principles

### Quality Principle 4

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

#### Key features

Do the units of competency meet the diversity of individual and employer needs and support equitable access and progression of learners?

What evidence demonstrates that the units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth so that they support implementation across a range of settings?

Are there other examples that demonstrate how the key features of flexibility are being achieved?

Equity requirements	Equity reviewer comments
<p>1. What evidence demonstrates that the draft components provide flexible qualifications/units of competency that enable application in different contexts?</p>	<p>Qualification</p> <p>The CPP41119 qualification has undergone a major revision to provide more flexible qualifications and improve pathways. This includes merging <i>CPP41110 Certificate IV in Home Sustainability Assessment</i> and <i>CPP41212 Certificate IV in NatHERS Assessment</i> to develop a qualification that meets the broader needs of the sector and provides greater flexibility.</p> <p>The qualification includes some common CPP units, imported units from the business services and construction training packages, and the ability to import one additional elective from a suitable training package or accredited course allowing mobility</p>

## Training Package Quality Assurance

Equity requirements	Equity reviewer comments
	<p>across sectors. The qualification allows for specialisations in either home sustainability assessment or thermal performance assessment or in both areas.</p> <p>Units of competency</p> <p>The assessment requirements of all the units submitted for review, specify that assessment must take place in a workplace or in a simulated workplace environment. This allows for assessment to occur in a range of different contexts.</p>
2. Is there evidence of multiple entry and exit points?	<p>There are no entry requirements for the qualification.</p> <p>The pathway advice outlined in the CPP CVIG indicates options for movement into other CPP qualifications via recognition of common and imported units.</p>
3. Have prerequisite units of competency been minimised where possible?	<p>Two units contain prerequisite unit/s:</p> <ul style="list-style-type: none"> <li>• CPPHES4004 Conduct thermal performance assessment of residential buildings</li> <li>• CPPHES5001 Conduct thermal performance assessment of complex residential buildings</li> </ul> <p>The three units specified as prerequisites, applicable mainly to the thermal performance specialisation, are included within the qualification (one as a core and two as elective units). They should not limit flexibility for those selecting to undertake this specialisation.</p>
4. Are there other examples of evidence that demonstrate how the key features of the flexibility principle are being achieved?	<p>The qualification includes options in the packaging rules that allow for specialist occupational outcomes.</p> <p>The qualification includes imported units, mainly BSB units, within the core and electives and the packaging rules allow for an additional unit to be imported as elective units.</p> <p>The use of common CPP units also allows for mobility across different property services sectors.</p>

### Quality Principle 5

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

#### Key features

Support learner transition between education sectors.

Equity requirements	Equity reviewer comments
1. What evidence demonstrates pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications?	<p>There is basic information in the CPP CVIG on career pathways in home energy efficiency and sustainability in the property services industry.</p> <p>Pathways from schools and to higher education are not applicable to this qualification.</p>

## Training Package Quality Assurance

Equity requirements	Equity reviewer comments
	There are no credit arrangements for pathways to higher education. This is stated in a separate credit arrangement document for the qualification.

### Quality Principle 6

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

#### *Key features*

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

Equity requirements	Equity reviewer comments
<p>1. Does the Companion Volume Implementation Guide include advice about:</p> <ul style="list-style-type: none"> <li>• Pathways</li> <li>• Access and equity</li> <li>• Foundation skills?</li> </ul> <p>(see Training Package Standard 11)</p>	<p>The <i>CPP CVIG, Release 9.0</i>, includes adequate information about access and equity issues. Guidance to ensure that learners are not discriminated against, and guidance about reasonable adjustment to accommodate learners with disabilities or particular needs is provided in the CPP CVIG. Basic information on training pathways specific to CPP41119 is also provided.</p> <p>The CPP CVIG outlines information about Foundation Skills and the main framework adopted, namely: the Australian Core Skills Framework (ACSF). Some units include additional foundation skills relating to use of technology.</p>
<p>2. Are the foundation skills explicit and recognisable within the training package and do they reflect and not exceed the foundation skills required in the workplace?</p>	<p>Many of the Foundation Skills are explicit in the performance criteria. Those that are not, are clearly stated in the Foundation Skills field of relevant CPP units of competency. They do not exceed the foundation skills required in the workplace.</p>

# Training Package Quality Assurance

## Attachment 1: CPP training package components

### Qualifications

#### CPP qualifications

- CPP41119 Certificate IV in Home Energy Efficiency and Sustainability

### Units of competency

#### CPP Units of Competency

#### Revised units

- CPPCOM4001 Manage own work, professional development and ethical behaviour
- CPPCOM4002 Implement safe work practices in the property industry
- CPPHES4001 Research and assess impact of building elements on thermal performance of residential buildings
- CPPHES4002 Advise clients on thermal performance of residential buildings
- CPPHES4003 Operate and maintain computer system to support thermal performance assessments
- CPPHES4004 Conduct thermal performance assessment of residential buildings
- CPPHES4005 Assess household energy use and efficiency improvements
- CPPHES4006 Assess household water use and efficiency improvements
- CPPHES4007 Assess thermal performance of existing residential buildings
- CPPHES4008 Assess household waste generation and waste management improvements
- CPPHES4009 Promote the adoption of home sustainability practices
- CPPHES5001 Conduct thermal performance assessment of complex residential buildings

# Training Package Quality Assurance

## Editorial Report Template

1. Cover page	
Information required	Detail
Training Package title and code	CPP Property Services Training Package, Release 9.0
Number of new qualifications and their titles <sup>1</sup>	Nil
Number of revised qualifications and their titles	There is one revised qualification: <ul style="list-style-type: none"> <li>• CPP41119 Certificate IV in Home Energy Efficiency and Sustainability</li> </ul>
Number of new units of competency and their titles	Nil
Number of revised units of competency and their titles	12 revised units of competency – see Attachment 1.
Confirmation that the draft training package components are publication-ready	The draft home sustainability components reviewed meet the requirements of the <i>Standards for Training Packages 2012</i> and are publication ready. Artibus Innovation states in the Case for Endorsement (CfE) that the components are currently in pre-publishing mode on the TPCMS and are ready for publication once endorsed
Is the Editorial Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide a name.	Yes - Sue Hamilton is a member of the Quality Assurance Panel.
Date of completion of the report	18 June 2019

<sup>1</sup> When the number of training products is high the titles can be presented as an attachment.

## Training Package Quality Assurance

### 2. Content and structure

#### Units of competency

Editorial requirements	Comments
<p>Standard 5:</p> <ul style="list-style-type: none"> <li>The structure of units of competency complies with the unit of competency template.</li> </ul>	<p>The structure of the 12 revised units complies with the unit of competency template.</p> <p>The unit coding and titling complies with the unit of competency template. The revised units that have been transitioned to meet the requirements of the <i>Standards for Training Packages (2012)</i> include new codes.</p> <p>Occupational licensing or certification requirements apply to three units:</p> <ul style="list-style-type: none"> <li>CPPHES4003 Operate and maintain computer system to support thermal performance assessments</li> <li>CPPHES4004 Conduct thermal performance assessment of residential buildings</li> <li>CPPHES5001 Conduct thermal performance assessment of complex residential buildings</li> </ul> <p>Reference to these requirements are included in the application section of each unit.</p> <p>The prerequisite field is used and two units contain prerequisite unit/s. The prerequisites are included in the qualification.</p> <p>The other optional fields are not utilised (competency field, unit sector and range of conditions).</p> <p>Foundation skills are described in the appropriate field utilising skills as described in the Australian Core Skills Framework (ACSF). An additional employment skill of <i>technology</i> has been included in some units.</p> <p>The equivalence of a revised unit to the previous version is stated in the unit mapping information field.</p>
<p>Standard 7:</p> <ul style="list-style-type: none"> <li>The structure of assessment requirements complies with the assessment requirements template.</li> </ul>	<p>All 12 units of competency have associated assessment requirements, which comply with the assessment requirements template and the Standards for Training Packages 2012.</p> <p>The assessment requirements are clearly written and have consistent breadth and depth. The performance evidence reflects workplace tasks and includes appropriate volume and frequency requirements. The knowledge evidence and assessment conditions fields are utilised appropriately.</p>

## Training Package Quality Assurance

Editorial requirements	Comments
	Artibus Innovation has indicated that all aspects of the assessment requirements are approved by stakeholders and the Property Services Industry Reference Committee (IRC).

### Qualifications

Editorial requirements	Comments by the editor
<p>Standard 9:</p> <ul style="list-style-type: none"> <li>The structure of the information for qualifications complies with the qualification template.</li> </ul>	<p>The revised qualification complies with the qualification template with all mandatory fields completed.</p> <ul style="list-style-type: none"> <li>Coding and titling are appropriate reflecting changes from the merging of two previous qualifications.</li> <li>The core and electives cover a broad range of units in the home sustainability sector. The packaging rules are clearly articulated and allow for specialisations with units selected from groups of electives.</li> <li>The equivalence of the revised qualification to the two previous versions is stated in the qualification mapping information section.</li> </ul>
<p>Standard 10:</p> <ul style="list-style-type: none"> <li>Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.</li> </ul>	<p>No credit arrangements with Higher Education apply to the qualification reviewed. Artibus Innovation provided separate documentation in a format that complies with the credit arrangements template.</p>

### Companion Volumes

Editorial requirements	Comments by the editor
<p>Standard 11:</p> <ul style="list-style-type: none"> <li>A quality assured companion volume implementation guide is available and complies with the companion volume implementation guide template.</li> </ul>	<p>The training package components in this submission are accompanied by the <i>CPP Property Services Training Package Companion Volume Implementation Guide, Release 9.0</i> (CPP CVIG).</p> <p>The CPP CVIG complies with the companion volume implementation guide template included in the 2012 Standards, and has been quality assured in line with Artibus Innovation's internal processes and this external editorial review.</p>

## 3. Proofreading

Editorial requirements	Comments by the editor
<ul style="list-style-type: none"> <li><b>Unit codes and titles</b> and <b>qualification codes and titles</b> are accurately cross-referenced throughout the training package product(s) including mapping information and packaging rules, and in the companion volume implementation guide.</li> </ul>	<p>The codes and titles have been proofread and cross-referenced throughout all documentation provided – units, qualification, CFE and CPP CVIG.</p> <p>Artibus Innovation addressed a range of edits, sequencing of units and typographical errors noted during the editorial review.</p>

## Training Package Quality Assurance

Editorial requirements	Comments by the editor
<ul style="list-style-type: none"> <li>• Units of competency and their <b>content</b> are <b>presented in full</b>.</li> </ul>	<p>All 12 units of competency and their associated assessment requirements were presented in full.</p>
<ul style="list-style-type: none"> <li>• The author of the Editorial Report is satisfied with the quality of the training products, specifically with regard to:               <ul style="list-style-type: none"> <li>○ absence of spelling, grammatical and typing mistakes</li> <li>○ consistency of language and formatting</li> <li>○ logical structure and presentation of the document</li> <li>○ compliance with the required templates</li> </ul> </li> </ul>	<p>This editorial review has incorporated checking:</p> <ul style="list-style-type: none"> <li>• spelling/typing mistakes</li> <li>• numbering (codes and performance criteria)</li> <li>• checking acronyms</li> <li>• consistency of language throughout</li> <li>• structure and presentation of documents</li> <li>• compliance with templates.</li> </ul> <p>Throughout this process, the Artibus Innovation team incorporated many of the suggestions provided in an interim report during the editorial review, or clearly explained why aspects should stay as they are.</p>

# Training Package Quality Assurance

## Attachment 1: CPP training package components

### Qualifications

<b>CPP qualification</b>
<ul style="list-style-type: none"><li>• CPP41119 Certificate IV in Home Energy Efficiency and Sustainability</li></ul>

### Units of competency

<b>CPP Units of Competency</b>
<b>Revised units</b>
CPPCOM4001 Manage own work, professional development and ethical behaviour CPPCOM4002 Implement safe work practices in the property industry CPPHES4001 Research and assess impact of building elements on thermal performance of residential buildings CPPHES4002 Advise clients on thermal performance of residential buildings CPPHES4003 Operate and maintain computer system to support thermal performance assessments CPPHES4004 Conduct thermal performance assessment of residential buildings CPPHES4005 Assess household energy use and efficiency improvements CPPHES4006 Assess household water use and efficiency improvements CPPHES4007 Assess thermal performance of existing residential buildings CPPHES4008 Assess household waste generation and waste management improvements CPPHES4009 Promote the adoption of home sustainability practices CPPHES5001 Conduct thermal performance assessment of complex residential buildings

# Training Package Quality Assurance

## Quality Report Template

### Section 1 – Cover page

Information required	Detail
Training Package title and code	<b>CPP Property Services Training Package (Release 9.0) – Home Energy Efficiency and Sustainability</b>
Number of new qualifications and their titles <sup>1</sup>	N/A
Number of revised qualifications and their titles	One (1) revised qualification: <ul style="list-style-type: none"> <li>• CPP41119 Certificate IV in Home Energy Efficiency and Sustainability</li> </ul>
Number of new units of competency and their titles	N/A
Number of revised units of competency and their titles	Twelve (12) revised units of competency – Refer to Attachment 1
Confirmation that the panel member is independent of: <ul style="list-style-type: none"> <li>• the Training Package or Training Package components review ('Yes' or 'No')</li> <li>• development and/or validation activities associated with the Case for Endorsement ('Yes' or 'No')</li> <li>• undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report ('Yes' or 'No')</li> </ul>	I confirm that I am independent of: <ul style="list-style-type: none"> <li>• the Training Package or Training Package components review – Yes</li> <li>• development and/or validation activities associated with the Case for Endorsement – Yes</li> <li>• undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report – Yes</li> </ul>
Confirmation of the Training Packages or components thereof being compliant with the <i>Standards for Training Packages 2012</i>	Training Package components are compliant with the <i>Standards for Training Packages 2012</i>
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Products Policy</i>	Training Package components are compliant with the <i>Training Package Products Policy</i>
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Development and Endorsement Process Policy</i>	Training Package components are compliant with the <i>Training Package Development and Endorsement Process Policy</i>

<sup>1</sup> When the number of training products is high the titles can be presented as an attached list.

## Training Package Quality Assurance

Information required	Detail
<p>Panel member's view about whether:</p> <ul style="list-style-type: none"> <li>• the evidence of consultation and validation process being fit for purpose and commensurate with the scope</li> <li>• estimated impact of the proposed changes is sufficient and convincing</li> </ul>	<p>The Case for Endorsement outlines the consultation and validation processes for the review and development of one qualification and twelve units of competency. These processes are fit for purpose and are commensurate with the scope of the project.</p> <p>The estimated impact of changes has also been identified in the Case for Endorsement. As the draft qualification and units of competency are equivalent to previous versions, minimal downstream effects for training and assessment are expected.</p>
Name of panel member completing Quality Report	<b>Trish Gamper – Gamper Consulting Services</b>
Date of completion of the Quality Report	<b>20 June 2019</b>

## Training Package Quality Assurance

### Section 2 – Compliance with the Standards for Training Packages 2012

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p><b>Standard 1</b></p> <p>Training Packages consist of the following:</p> <ol style="list-style-type: none"> <li>1. AISC endorsed components: <ul style="list-style-type: none"> <li>• qualifications</li> <li>• units of competency</li> <li>• assessment requirements (associated with each unit of competency)</li> <li>• credit arrangements</li> </ul> </li> <li>2. One or more quality assured companion volumes</li> </ol>	<b>Yes</b>	<p>The CPP Property Services Training Package consists of the following:</p> <ol style="list-style-type: none"> <li>1. ASIC endorsed components: <ul style="list-style-type: none"> <li>• 1 qualification</li> <li>• 12 units of competency and associated assessment requirements</li> <li>• credit arrangements are not applicable as no credit arrangements currently exist between the qualification and Higher Education.</li> </ul> </li> <li>2. A quality assured companion volume implementation guide.</li> </ol> <p>The Editorial Report confirms these components.</p>
<p><b>Standard 2</b></p> <p>Training Package developers comply with the <i>Training Package Products Policy</i></p>	<b>Yes</b>	<p>Artibus Innovation has complied with the <i>Training Package Products Policy</i>. The draft qualification and units of competency comply with coding and titling requirements, units with prerequisites are clearly identified, access and equity have been addressed, foundation skills are explicit and recognisable within the Training Package components, and clear mapping tables are provided.</p> <p>The Editorial and Equity Reports also confirm compliance with the <i>Training Package Products Policy</i>.</p>
<p><b>Standard 3</b></p> <p>Training Package developers comply with the AISC <i>Training Package Development and Endorsement Process Policy</i></p>	<b>Yes</b>	<p>Artibus Innovation has complied with the AISC <i>Training Package Development and Endorsement Process Policy</i>. As outlined in the Case for Endorsement, a Case for Change was submitted and approved by the AISC to undertake the review, development, deletion (where appropriate) and transition of the home sustainability components in the CPP07 Property Services Training Package to the requirements of the <i>Standards for Training Packages 2012</i>.</p> <p>The Case for Endorsement outlines the development, consultation, feedback and validation processes in the development and review of the components.</p>
<p><b>Standard 4</b></p> <p>Units of competency specify the standards of performance required in the workplace</p>	<b>Yes</b>	<p>A review of the Training Package components confirms clearly written units of competency that specify the performance required in the workplace.</p>

## Training Package Quality Assurance

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 5  The structure of units of competency complies with the unit of competency template	<b>Yes</b>	A review of the units of competency confirms compliance with the unit of competency template.  Compliance is also confirmed in the Editorial Report.
Standard 6  Assessment requirements specify the evidence and required conditions for assessment	<b>Yes</b>	A review of the assessment requirements confirms they clearly specify the evidence required and provide required conditions for assessment.  Compliance is also confirmed in the Editorial Report.
Standard 7  Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template	<b>Yes</b>	A review of the units of competency confirms that every unit of competency has associated assessment requirements and the structure complies with the assessment requirements template.  The Editorial Report also confirms compliance with this Standard.
Standard 8  Qualifications comply with the Australian Qualifications Framework specification for that qualification type	<b>Yes</b>	A review of CPP401119 Certificate IV in Home Energy Efficiency and Sustainability and the AQF Level 4 descriptors confirms that the qualification complies with the AQF specification for the qualification type.
Standard 9  The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template	<b>Yes</b>	A review of the CPP401119 Certificate IV in Home Energy Efficiency and Sustainability confirms that the structure of the qualification complies with the qualification template.  This is also confirmed in the Editorial Report.
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	<b>N/A</b>	No credit arrangements exist between the CPP401119 Certificate IV in Home Energy Efficiency and Sustainability and Higher Education qualifications. Artibus Innovation provided separate documentation which complies with the required template.

## Training Package Quality Assurance

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p><b>Standard 11</b></p> <p>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>	<b>Yes</b>	<p>A quality assured Companion Volume Implementation Guide has been produced and will be available at the time of endorsement. The Companion Volume Implementation Guide complies with the relevant template and has been quality assured in line with Artibus Innovation's internal processes and has been edited by a member of the QA Panel.</p>
<p><b>Standard 12</b></p> <p>Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.</p>	<b>N/A</b>	

# Training Package Quality Assurance

## Section 3 – Compliance with the training package quality principles

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

### Quality principle 1. Reflect identified workforce outcomes

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance/non compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Driven by industry's needs	<b>Yes</b>	The Case for Endorsement has identified that the proposed qualification and units of competency have been reviewed and developed to support movement between related occupations and to reflect the current skills and knowledge required by industry.  The Case for Endorsement also details consultation processes and key stakeholders involved in the project.
<p>Compliant and responds to government policy initiatives</p> <p>Training package component responds to the COAG Industry and Skills Council's (CISC) training package-related initiatives or directions, in particular the 2015 training package reforms. Please specify which of the following CISC reforms are relevant to the training product and identify supporting evidence:</p> <ul style="list-style-type: none"> <li>• ensure obsolete and superfluous qualifications are removed from the system</li> <li>• ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices</li> <li>• ensure that the training system better supports individuals to move easily</li> </ul>	<b>Yes</b>	<p>A review of the Training Package components, the Case for Endorsement, the Companion Volume Implementation Guide, and Editorial and Equity Reports confirms the Training Package components are compliant and respond to government initiatives by:</p> <ul style="list-style-type: none"> <li>• removing the CPP51012 Diploma of Residential Building Energy Assessment due not being on any RTO scope and no enrolments</li> <li>• removal of 13 units of competency due to no or low enrolments and to reduce duplication of units of competency</li> <li>• the development of an integrated qualification, CPP41119 Certificate IV in Home Energy Efficiency and Sustainability, to better support individuals to move more easily between related occupations.</li> </ul>

## Training Package Quality Assurance

<p>from one related occupation to another</p> <ul style="list-style-type: none"> <li>• improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors</li> <li>• foster greater recognition of skill sets</li> </ul>		
<p>Reflect contemporary work organisation and job profiles incorporating a future orientation</p>	<b>Yes</b>	<p>The Case for Endorsement notes that the revised CPP401119 Certificate IV in Home Energy Efficiency and Sustainability, allowing specialisation in thermal performance, or home sustainability, or both, received industry support for the flexibility offered and more accurately reflects current and future work by noting that many practitioners nowadays do both thermal performance and home sustainability assessments.</p>

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

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle
		<p>Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i></p>
<p>Support movement of skills within and across organisations and sectors</p>	<b>Yes</b>	<p>The CPP41119 Certificate IV in Home Energy Efficiency and Sustainability allows for specialist occupational outcomes, and contains common CPP and imported units of competency, which support movement of skills across organisations and sectors.</p>
<p>Promote national and international portability</p>	<b>Yes</b>	<p>The allowance to select one additional unit of competency from other Training Packages or accredited courses as well as the inclusion of imported units of competency within the qualification promotes national portability of skills and knowledge.</p>
<p>Reflect regulatory requirements and licensing</p>	<b>Yes</b>	<p>Regulatory and licensing requirements are clearly identified in the CPP41119 Certificate IV in Home Energy Efficiency and Sustainability and related units of competency, where required.</p>

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

## Training Package Quality Assurance

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Reflect national consensus	<b>Yes</b>	Support for the revised qualification and units of competency is contained within the Case for Endorsement.
Recognise convergence and connectivity of skills	<b>Yes</b>	The incorporation of common CPP and imported units of competency recognise the convergence and connectivity of skills.

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

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Meet the diversity of individual and employer needs	<b>Yes</b>	The revised qualification provides flexibility and choice of units of competency to meet the diversity of individual and employer needs.
Support equitable access and progression of learners	<b>Yes</b>	The Equity Report confirms that the Training Package components support equitable access and progression of learners by not having any entry requirements to the qualification and pathways advice contained in the Companion Volume Implementation Guide.

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

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support learner transition between education sectors	<b>N/A</b>	Pathways from school and to higher education are not applicable to this qualification.

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

## Training Package Quality Assurance

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support implementation across a range of settings	<b>Yes</b>	The potential to specialise in one or both specialisations provides evidence that the CPP41119 Certificate IV in Home Energy Efficiency and Sustainability can be implemented across a range of settings. Implementation advice is also contained within the Companion Volume Implementation Guide.
Support sound assessment practice	<b>Yes</b>	A review of the units of competency and their associated assessment requirements confirms they support sound assessment practices.  The Editorial Report also confirms units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth. The performance evidence and knowledge evidence reflect work tasks and knowledge requirements and include appropriate volume and frequency of requirements.
Support implementation	<b>Yes</b>	Implementation advice is provided in the Companion Volume Implementation Guide. The Case for Endorsement also provides advice to Registered Training Organisations (RTOs) regarding relevant changes required for implementation.

## Training Package Quality Assurance

### Attachment 1 - Units of competency

Code	Title
CPPCOM4001	Manage own work, professional development and ethical behaviour
CPPCOM4002	Implement safe work practices in the property industry
CPPHES4001	Research and assess impact of building elements on thermal performance of residential buildings
CPPHES4002	Advise clients on thermal performance of residential buildings
CPPHES4003	Operate and maintain computer system to support thermal performance assessments
CPPHES4004	Conduct thermal performance assessment of residential buildings
CPPHES4005	Assess household energy use and efficiency improvements
CPPHES4006	Assess household water use and efficiency improvements
CPPHES4007	Assess thermal performance of existing residential buildings
CPPHES4008	Assess household waste generation and waste management improvements
CPPHES4009	Promote the adoption of home sustainability practices
CPPHES5001	Conduct thermal performance assessment of complex residential buildings