



HumanAbility

**CHC Community  
Services Qualification  
Review Project**

**Consultation Strategy  
October 2024**

## Table of Contents

|                                                                   |           |
|-------------------------------------------------------------------|-----------|
| <b>1. Introduction .....</b>                                      | <b>3</b>  |
| 1.1 Project details .....                                         | 3         |
| 1.2 Purpose of the Consultation Strategy .....                    | 3         |
| 1.3 Audience.....                                                 | 3         |
| <b>2. Background .....</b>                                        | <b>3</b>  |
| 2.1 Project overview.....                                         | 3         |
| 2.2 Importance of stakeholder engagement for project success..... | 4         |
| <b>3. Stakeholder engagement objectives and scope.....</b>        | <b>4</b>  |
| 3.1 Stakeholder engagement objectives.....                        | 4         |
| 3.2 Scope of stakeholder engagement activities.....               | 4         |
| <b>4. Stakeholder identification and analysis .....</b>           | <b>5</b>  |
| 4.1 Stakeholder identification .....                              | 5         |
| 4.2 Stakeholder categories and analysis .....                     | 5         |
| <b>5. Strategic approach .....</b>                                | <b>7</b>  |
| 5.1 Engagement methods .....                                      | 7         |
| 5.2 Timing.....                                                   | 10        |
| 5.3 Consultation questions .....                                  | 12        |
| <b>6. Communications .....</b>                                    | <b>12</b> |
| 6.1 Communications objectives .....                               | 12        |
| 6.2 Communications methods .....                                  | 12        |
| <b>7. Feedback and Consultation Log.....</b>                      | <b>14</b> |
| <b>8. Evaluation .....</b>                                        | <b>14</b> |

## Summary of Document Changes

| Version     | Date             | Author           | Reason                                                      |
|-------------|------------------|------------------|-------------------------------------------------------------|
| <b>1.0</b>  | 6 September 2024 | Rosalie Staggard |                                                             |
| <b>V1.1</b> | 18 February 2026 | Jane Mancini     | Amended timelines, Consultation Manager and Project Manager |

# 1. Introduction

## 1.1 Project details

|                             |                                              |
|-----------------------------|----------------------------------------------|
| Project full name and code: | CHC Community Services: Qualification Review |
| Project shortform name:     | CHC Community Services                       |
| Project Manager:            | Jane Mancini                                 |
| Consultation Manager        | Lauren Palmer                                |

## 1.2 Purpose of the Consultation Strategy

The purpose of the Consultation Strategy is to support the review of Community Service qualifications including 5 community services qualifications, 8 associated skills sets and 170 units of competency. The strategy includes identification and mapping of key stakeholder groups, and outlines consultation objectives, methods and timing of consultation activities. It also includes communication objectives, methods and an action plan for each stage of the project.

The strategy is underpinned by the HumanAbility Stakeholder Engagement Plan and Engagement Principles.

## 1.3 Audience

The audience for this strategy is the Project Manager, Technical Committee, Consultation Manager, Project Team, Department of Employment and Workplace Relations (DEWR) and key stakeholder groups.

# 2. Background

## 2.1 Project overview

A number of Community Services qualifications and skill sets have not been reviewed since 2015. This review will cover the 5 community services qualifications, 8 associated skills sets and 170 units of competency of which 22 are cross-sector units imported into a large number of qualifications that are not a part of this specific review. While the Certificate IV and Diploma were reviewed in 2021, the review was in isolation of the qualifications that are part of the community service cluster and potentially have not taken into consideration how the five qualifications work together.

A key element of the project is to undertake a functional analysis of job roles associated with community service qualifications with the intent to identify pathways and ensure that qualification design reflects industry's needs.

This review would identify how training products should be developed to best serve the needs both within the Community Services sector and the broader Health Care and Social Assistance Industry. By incorporating any cross-sector approaches to common industry challenges, removing duplication and obsolete products and investigating opportunities to use skill sets for

rapid skill development, access to specialisations and professional development pathways could allow workers to move across the full range of occupations in the Health Care and Social Assistance Industry workforce.

This approach would provide a framework for graduates to build skills to enter the sector's workforce and to move across a range of occupations through their career. These strengthened pathways would be intended to provide a ready supply of workers with the appropriate level skills and knowledge to enter the Health Care and Social Assistance Industry workforce and support career progression through access to VET qualifications and higher education outcomes.

## 2.2 Importance of stakeholder engagement for project success

Successful stakeholder engagement is critical to the project. It is important to hear from a diverse range of voices including training providers, employers, industry bodies, unions, government agencies, people working in Community Service roles, and students.

HumanAbility will engage with key stakeholders through consultation activities to gather insights and feedback that will play an important role in shaping the project and inform changes to the Community Services qualifications.

# 3. Stakeholder engagement objectives and scope

## 3.1 Stakeholder engagement objectives

- Establish and coordinate a Technical Committee with representatives from key stakeholder groups including training providers, Community Service employers, unions, industry bodies, and government agencies.
- Foster collaboration and dialogue among stakeholders from diverse sectors including training providers, Community Service sector employers and workers, unions, industry bodies, government agencies and students.
- Gather diverse perspectives and insights to inform changes to the Community Service qualifications.
- Provide effective, timely and transparent communication with stakeholders about consultation opportunities, progress and outcomes of the project.
- Ensure stakeholders feel valued, included and heard throughout the project.
- Monitor and review the impact of the project.

## 3.2 Scope of stakeholder engagement activities

### In Scope

- Consultation with key stakeholders across the Community Services sector to review and update 5 community services qualifications, 8 associated skills sets and 170 units of competency to reflect current skills, knowledge and practice requirements as well as job roles and units of competency.
- Engagement methods and schedule of activities as outlined in Section 5.

### Out of Scope

- Engagement methods and activities outside of the project lifecycle and/or not listed under Section 5.

## 4. Stakeholder identification and analysis

### 4.1 Stakeholder identification

Stakeholder groups have been identified and mapped in accordance with the International Association of Public Participation (IAP2) principles and practices of engagement.

The table below outlines the key stakeholders, the benefits of their involvement, the level of interest/influence or expertise they hold, and level of participation they have in the decision making process.

The mapping exercise identifies how we will engage with each stakeholder group and what methods will be applied - as outlined in Section 5.

Further stakeholder analysis, in consultation with the Technical Committee, will identify key stakeholder organisations and individuals to consult throughout the project lifecycle, including the methods of engagement.

A consultation log will be developed and made available at the end of the project.

### 4.2 Stakeholder categories and analysis

| Stakeholder group                                                        | Organisations                                                                                                                                         | Benefits of involvement                                                                                                                                                                |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consultation with Human (Community) Services Industry Advisory Committee |                                                                                                                                                       | Direct experience and understanding of the Community Service qualifications<br><br>Provide advice to HumanAbility via expert representatives across the sector                         |
| Technical Committee with expert representatives from across the sector   | <i>Note: See Terms of Reference for full Technical Committee list</i>                                                                                 | Direct experience and understanding of Community Service qualifications and related occupations<br><br>Provide advice to HumanAbility as expert representatives from across the sector |
| RTOs and educational experts                                             | Training providers that deliver the qualifications can be found on Training.gov.au. All providers will be invited to participate in the consultation. | Direct experience and understanding of the qualifications/needs of the industry                                                                                                        |
| Assurance and regulatory bodies for the Community Service Sector         | <ul style="list-style-type: none"><li>Relevant regulatory bodies</li></ul>                                                                            | Have direct influence on the community services sector and training systems                                                                                                            |

| Stakeholder group | Organisations | Benefits of involvement |
|-------------------|---------------|-------------------------|
|-------------------|---------------|-------------------------|

|                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Industry peak bodies                                                                                                           | Including but not limited to: <ul style="list-style-type: none"> <li>• COSS network</li> <li>• Sector peaks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   | Advocate for improved training and pathway opportunities for Community Service roles                                                                                     |
| Unions                                                                                                                         | Including but not limited to: <ul style="list-style-type: none"> <li>• Australian Services Union (ASU)</li> <li>• Health Services Union</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | Advocate for improved training and pathway opportunities for community service roles                                                                                     |
| Relevant commonwealth, state and territory government departments and agencies, along with the skills and training departments | Including but not limited to: <ul style="list-style-type: none"> <li>• Department of Employment and Workplace Relations (DEWR)</li> <li>• National Disability Insurance Agency (NDIA)</li> <li>• Department of Social Services (DSS)</li> <li>• State Training Authorities</li> <li>• Other government departments across the care and support sector</li> </ul>                                                                                                                                                         | Have high impact through funding models and place based initiatives                                                                                                      |
| Government employers / service providers                                                                                       | Including but not limited to: <ul style="list-style-type: none"> <li>• ACT – Community Services Directorate</li> <li>• NSW – Communities and Justice</li> <li>• NT – Community Support and Care</li> <li>• QLD – Child Safety, Seniors, Disability Services</li> <li>• SA – Dept for Child Protection<br/>Dept for Human Services</li> <li>• TAS – Dept for Education, Children and Young People<br/>Dept of Health</li> <li>• VIC – Families, Fairness and Housing</li> <li>• WA – Department of Communities</li> </ul> | Government service providers – large employers and develop state-based community service strategies. Have high impact through funding models and place-based initiatives |
| Employers                                                                                                                      | Employers/services providers across the community services sector will have the opportunity to engage in this project.                                                                                                                                                                                                                                                                                                                                                                                                   | Direct experience in attracting, recruiting, and retaining the workforce                                                                                                 |
| Subject matter experts (SMEs)                                                                                                  | SMEs from across the community services sector                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Direct experience in attracting, recruiting, and retaining the workforce. May have direct influence on the community service system                                      |

|                                                          |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Priority cohort - Aboriginal and Torres Strait Islanders | Including but not limited to:                                                                                                                                                                                                                          | Provides First Nations people with the opportunity to actively contribute to project outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Stakeholder group</b>                                 | <b>Organisations</b>                                                                                                                                                                                                                                   | <b>Benefits of involvement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                          | <ul style="list-style-type: none"> <li>National Aboriginal Community Controlled Health Organisation (NACCHO)</li> <li>Institute for Urban Indigenous Health (IUIH)</li> </ul>                                                                          | Consultation designed in partnership with National Aboriginal Community Controlled Health Organisation (NACCHO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Jobs and Skills Councils (JSC)                           | <ul style="list-style-type: none"> <li>Future Skills Organisation</li> <li>Service and Creative Skills Australia</li> <li>Public Skills Australia</li> <li>BuildSkills Australia</li> <li>Industry Skills Australia</li> <li>Skills Insight</li> </ul> | <p>This review will impact the following Training Packages:</p> <ul style="list-style-type: none"> <li>Future Skills Organisation (Business Services and Finance)</li> <li>Service and Creative Skills Australia (Creative Arts and Retail Services)</li> <li>Public Skills Australia (Correctional Services Defence, Local Government and Public Safety)</li> <li>BuildSkills Australia (Property Services and National Water)</li> <li>Industry Skills Australia (Transport and Logistics)</li> <li>Skills Insight (Agriculture, Horticulture and Conservation and Land Management &amp; Animal Care and Management)</li> </ul> |
| Industry Training Advisory Boards                        |                                                                                                                                                                                                                                                        | Understanding of the qualification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## 5. Strategic approach

### 5.1 Engagement methods

| Method                                                         | Purpose                                                                                                                        | Who                                             | Timing                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------|
| Consultation with the Health Industry Advisory Committee (IAC) | To provide advice on the establishment of Technical Committee, suggestions for engagement and feedback on project deliverables | HumanAbility Health Industry Advisory Committee | At scheduled IAC meetings (during the lifecycle of the project) |

|                                           |                                                                                                                                                                                       |                          |                                            |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------|
| Consultation with the Technical Committee | <p>To support development and provide advice on project deliverables.</p> <p>The Committee will include subject matter experts from key stakeholder groups and national coverage.</p> | As listed in section 4.2 | As needed throughout the project lifecycle |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------|

| Method                                                | Purpose                                                                                                                                                                                                                                                                                                                                                         | Who                                                                                                                                                                                                                         | Timing                                     |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Expert panel/focus group discussions                  | To provide sector insights and advice as required                                                                                                                                                                                                                                                                                                               | Subject matter expert groups                                                                                                                                                                                                | As needed throughout the project lifecycle |
| 1:1 interviews                                        | <p>16 virtual interviews - two interviews in each state/territory, metro, regional and remote settings</p> <p>This will include interviews with employers to discuss settings, current roles, functions and tasks for the industry, ensuring that nuances between different jurisdictions and regulatory requirements are identified</p>                        | <p>Major employers as listed in section 4.2</p> <p><i>Note: some of the listed stakeholders provide services nationally - SMEs from state-based services will be interviewed to ensure National coverage.</i></p>           | November 2024 – March 2025                 |
| Focus group discussions – feeding in and feeding back | <p>Given the size, breadth and variety of employers/stakeholders, these will inform:</p> <ul style="list-style-type: none"> <li>• Project scope</li> <li>• Key workforce issues and challenges</li> <li>• Stakeholder identification, expectations and risks</li> <li>• Balancing the content of the qualification for the small and large employers</li> </ul> | <p>Select groups as listed in section 4.2, including:</p> <ul style="list-style-type: none"> <li>• Government agencies</li> <li>• COSS network</li> <li>• Regulators</li> <li>• Unions</li> <li>• ITABs and STAs</li> </ul> | November 2024 – June 2024                  |

|                                                |                                                                                                                                                                                                                  |                             |                                                                                                                                                        |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consultation workshops – in person             | To facilitate group discussions to understand challenges and workshop possible solutions<br><br>16 face-to-face workshops – including 1-2 workshops in each state/territory, metro and regional area             | All interested stakeholders | 2 May – 27 June 2025<br><i>In each capital city and regional locations (to be determined in consultation with IACs, Technical Committee and ITABs)</i> |
| Consultation workshops – online                | To facilitate group discussions that will help to understand needs, challenges, gaps, solutions and improvements for the qualifications<br>One virtual functional analysis workshop will be undertaken with      | All interested stakeholders | 2 May – 27 June 2025                                                                                                                                   |
| <b>Method</b>                                  | <b>Purpose</b>                                                                                                                                                                                                   | <b>Who</b>                  | <b>Timing</b>                                                                                                                                          |
|                                                | participants being drawn from across all states and including metropolitan, regional and remote settings.<br><br>An additional 2 virtual workshops will be offered for all stakeholders                          |                             |                                                                                                                                                        |
| Feedback mechanism on the HumanAbility website | To engage all participants.<br><br>This is a two-way channel that enables project documents, including a consultation paper to be publicly available and capture stakeholder feedback, comments, and submissions | All stakeholders            | Open throughout consultation period                                                                                                                    |
| External meetings and events                   | To leverage opportunities to promote and provide context of the project, gain buy-in, encourage participation, and understand best ways to engage with their stakeholder groups                                  | All stakeholders            | As required                                                                                                                                            |

|                                                  |                                                                                                                                                                                                                                                                                     |                                  |                                    |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------|
| Cross Jobs and Skills Council (JSC) Consultation | <p>To undertake information session/s with JSCs that have carriage of programs that intersect with this qualification review.</p> <p>The relevant Jobs and Skills Councils will be kept informed of the progress of review and provided with opportunities to provide feedback.</p> | Jobs and Skills Councils         | Throughout the consultation period |
| Professional development workshops               | <p>3 virtual sessions</p> <p>To conduct professional development workshops on the new qualification and good practice for delivery and assessment.</p>                                                                                                                              | Targeting trainers and assessors | Jan 2027 – Feb 2027                |

## 5.2 Timing

| Project stage                                 | Scheduled Start Date | Scheduled End Date | Key Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|----------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 1</b> Project set up (8 weeks)       | 18 Sep '24           | 13 Nov '24         | <ul style="list-style-type: none"> <li>Establish project team</li> <li>Develop a project plan and consultation strategy</li> <li>Establish Technical Committee (TC)</li> <li>Hold Technical Committee meeting, seeking feedback on draft consultation strategy (<b>Meeting 1</b>)</li> <li>Submit project plan and draft consultation strategy to DEWR (<b>Milestone 1</b>)</li> <li>Create a project page on website, publishing the consultation plan and timelines and TC Committee membership and TORs</li> </ul> |
| <b>Stage 2</b> Initial development (24 weeks) | 14 Nov '24           | 1 May '25          | <ul style="list-style-type: none"> <li>16 x virtual interviews with employers held</li> <li>1 x virtual functional analysis workshop held</li> <li>Feeding-in sessions</li> <li>Functional analysis report finalised and consultation paper developed</li> <li>Develop draft qualifications, skill sets and units of competency</li> <li>Hold Technical Committee meeting seeking feedback on consultation paper and draft qualifications, skill sets and units of competency (<b>Meeting 2</b>)</li> </ul>           |

|                                                                           |            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------|------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 3</b> Public and government consultation (8 weeks)               | 2 May '25  | 27 Jun '25 | <ul style="list-style-type: none"> <li>• Upload to HumanAbility's website draft qualifications, skill sets and units of competency (<b>Milestone 2</b>)</li> <li>• Send communique to all key public and government stakeholders including RTOs currently delivering the qualifications that consultation is open and details on how feedback can be submitted.</li> <li>• Conduct: <ul style="list-style-type: none"> <li>○ 16 face-to-face workshops</li> <li>○ 3 virtual workshops</li> </ul> </li> <li>• Consultation log made visible on HumanAbility's website with the log regularly updated with feedback</li> </ul> |
| <b>Stage 4</b> Incorporating feedback                                     | 30 Jun '25 | 25 May '26 | <ul style="list-style-type: none"> <li>• Review all feedback received</li> <li>• Meet with the technical committee, seeking advice on conflicting stakeholder feedback and proposed treatments (<b>Meeting 3</b>)</li> <li>• Feeding-back sessions</li> <li>• Update the consultation register and actions taken including justification where required</li> <li>• Summary of consultation feedback and actions taken published on HumanAbility's website</li> <li>• Draft qualifications, skill sets and units of competency finalised</li> </ul>                                                                           |
| <b>Stage 5</b> Senior Official's Check (6 weeks)                          | 25 May '26 | 22 Jun '26 | <ul style="list-style-type: none"> <li>• Consultation held with Commonwealth and state/territory Senior Responsible Officers</li> <li>• Feedback incorporated into final documentation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Stage 6</b> Finalisation and Submission to Assurance Body (6 weeks)    | 8 Oct '26  | 5 Nov '26  | <ul style="list-style-type: none"> <li>• Internal QA of materials conducted</li> <li>• Qualifications, skill sets and units of competency uploaded onto the VET National Training Register in draft format</li> <li>• Companion volume updated to reflect changes to the Training Package, identified pathways information and mapping information</li> <li>• Draft submission finalised and submitted to the Assurance Body for consideration</li> </ul>                                                                                                                                                                    |
| <b>Stage 7</b> Assurance Body and Skills Ministers' Endorsement (8 weeks) | 5 Nov '26  | 4 Jan '27  | <ul style="list-style-type: none"> <li>• Provision of any additional information the Assurance Body may require</li> <li>• Approval from Training Package Assurance Body obtained (<b>Milestone 3</b>)</li> <li>• Submission presented to Skills Ministers for endorsement</li> </ul>                                                                                                                                                                                                                                                                                                                                        |

|                                                        |           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 8</b> Release and post endorsement (10 weeks) | 4 Jan '27 | 15 Feb '27 | <ul style="list-style-type: none"> <li>• Endorsed training products and associated companion volume released on the VET National Training Register</li> <li>• Website updated with final outcomes of the project</li> <li>• Communique sent to all RTOs delivering the qualifications and ASQA advising that the new training package components have been released.</li> <li>• 3 virtual professional development workshops held on the features of the new qualifications, skill sets and units of competency.</li> </ul> |
|--------------------------------------------------------|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5.3 Consultation questions

Consultation questions will be developed by the project team and refined by the Technical Committee.

Consultation with stakeholders will be structured to:

- Understand the current Community Services industry changes and the skills, knowledge, practice and requirements needed for the Community Service qualifications.
- Understand the current challenges, skills gaps, opportunities and potential solutions
- Identify and inform any changes for the qualification and units of competency and skill sets.
- Understand the different functions performed (e.g. metropolitan vs regional or remote settings)
- Provide advice on the development of resources, guidance on delivery and pathways information.

## 6. Communications

### 6.1 Communications objectives

- Raise awareness of the project and its objectives among Community Service industry stakeholders.
- Promote consultation opportunities, key dates, project progress and outcomes to stakeholders through a variety of communications channels.
- Foster the involvement of a diverse range of stakeholders to gather rich and valuable industry insights, experience and expertise to inform the project.
- Build trust and credibility with stakeholders through effective, timely, transparent and accessible communications.

### 6.2 Communications methods

| Communications channel / tool | Purpose / Details |
|-------------------------------|-------------------|
|-------------------------------|-------------------|

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal communication (meetings/email)     | To keep internal stakeholders informed of project updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Key messages                                | To outline the key details of the project, timelines, activities in preparation for consultation and communication across all channels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Frequently asked questions                  | To outline the potential questions and answers that might come up during consultation (preparation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Information sheet or postcard               | To outline the key details of the project, timelines, consultation activities and how to participate. Include QR Code and link to website/project page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| HumanAbility website                        | To provide a dedicated webpage where all project information and activities can be accessed easily.<br>This webpage will include an engagement portal for stakeholders to register interest, provide submissions and feedback, and access project updates.                                                                                                                                                                                                                                                                                                                                                                          |
| Email/email template or campaign/mail merge | To send emails/email template letters, information and updates to stakeholders to participate in consultation / share consultation opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| News alerts                                 | To provide project participants and other key stakeholders with branded news alerts via email when there is a project update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| HumanAbility newsletter articles            | To provide project updates in HumanAbility's general newsletter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Social media                                | To publish project consultation opportunities, updates, and other activities on HumanAbility's social media channels including LinkedIn, Facebook to reach as many and diverse stakeholders as possible.<br>Social media posts will link to the HumanAbility webpage to encourage engagement on the project.<br>Stakeholders can increase HumanAbility's social media reach by sharing content on their social media channels.                                                                                                                                                                                                      |
| <b>Communications channel / tool</b>        | <b>Purpose / Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Industry news media                         | To leverage relationships with key stakeholder organisations with newsletters to share HumanAbility project consultation opportunities and other activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Connect and communicate with networks       | To contact and link in with industry networks, peak bodies, existing workforce committees/groups and IAC networks to promote the opportunity to participate in the project consultation.<br>Identify and connect with communications departments of industry stakeholders to encourage promotion of consultation activities <ul style="list-style-type: none"> <li>Email key messages about the project, image/s, information sheet</li> <li>Tag organisations in social media where relevant – link to website consultation page</li> <li>Link in with industry events/meetings and hand out material (e.g. info sheet)</li> </ul> |

|                             |                                                                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Events/speaking engagements | To host regular HumanAbility events/speaking engagements e.g. via webinar or in person – providing updates to industry and project stakeholders                                                       |
| Resources                   | To publish resources - the companion volume will be updated to reflect the new qualifications, skill sets and units of competency, along with guidance on delivery, pathways and mapping information. |

## 7. Feedback and Consultation Log

Stakeholder feedback will be gathered during the consultation via workshops and interviews/surveys. Stakeholders may also submit feedback via the Training Product Advice Service (web form) and the training product project email address [trainingproducts@humanability.com.au](mailto:trainingproducts@humanability.com.au), which appears on the project page.

Surveys will be the primary mechanism for structured, individual feedback during public consultation. This ensures that feedback can be quantified, analysed qualitatively (thematic analysis) and that the outcomes/response can be tracked as required by the Training Package Organising Framework.

Individual feedback will be captured in the Consultation Log. This also captures the organisation name, stakeholder type, State and the method of communication/consultation. Stakeholder names and contact details will also be collected to enable HumanAbility to clarify and follow up on the feedback if needed. However, these are not included in the published version of the Consultation Log and are not submitted to the funding body.

As the feedback is reviewed, the action taken in response to the feedback will be documented in the Consultation Log. Where feedback is not incorporated, the rationale for this will also be documented.

Where feasible, the themes identified from consultation workshops will be added to the Consultation Log.

The Consultation log will be published to the project page after consultations and incorporation of feedback is complete.

## 8. Evaluation

The effectiveness of the Consultation Strategy will be evaluated using the following measures:

- Analysis of stakeholder type and location
- Number of interviews achieved in pre-draft and functional analysis work
- Attendance at consultation workshops
- Number of dedicated website page visits and submissions made in the portal
- Social media posts, engagement and reach (on HumanAbility social media pages and other social media pages)
- Newsletter articles / news items published by stakeholders
- Meetings held / attendance / topics
- An increase in enrolments and completions of the relevant qualifications.

The Technical Committee and Industry Advisory Committee will also be asked to provide advice relating to the effectiveness of the Consultation Strategy in driving project outcomes.