



Training Product Submission

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

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

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

Components of the submission include:

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

About this form

There are three sections to this submission form:

Section 1: Submission Details

Section 2: Submission Evidence

Section 3: CEO Declaration

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



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

Submission to the Assurance Body

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

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

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

Assistance completing this form

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

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

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

Section One: Submission Details

1. Jobs and Skills Council Details

Jobs and Skills Council Name:

HumanAbility

Contact person:

(the person the Training Package Assurance team will liaise with during the assessment process, you can identify more than one person here if required)

Name(s):	Cristina Ferrari	Position:	Quality Assurance Manager
Phone:	Click here to enter text.	Mobile:	0493 891 586
Email(s):	cristina.ferrari@humanability.com.au		

2. Activity Details

Activity ID:	EEH_ANN_2324_006
Activity Title:	HLT Audiometry - Qualification review

Provide a brief description of the activity.

The aim of this project is to review and update 2 audiometry qualifications - HLT47415 Certificate IV in Audiometry and HLT57415 Diploma of Audiometry to ensure they are aligned with current industry needs, scope of practice requirements, and safety and wellbeing outcomes for clients. The project aims to create clear and sustainable career pathways to support growth in the industry. The review of the qualifications is urgently needed to address several challenges including technological advancements, evolving professional standards and increasing demand for hearing services.

As part of audiometry qualification review project, a '**functional analysis**' was conducted, prior to the development of the draft training products to systematically define roles, tasks, and skill requirements within the audiometry workforce. The research aimed to provide evidence on current workforce requirements, skill gaps, and future training needs to inform updates to the audiometry qualifications. The Functional Analysis Report has been submitted to provide further context as part of this submission.

3. Scope of the submission

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

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

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

	Major	Minor	Total
Qualification(s):	2	0	2
Unit(s) of competency:	8	0	8
Skill Set(s):			1

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

This release will also include the release of 2 other projects part of the HLT training Package. The projects are:

- EEH_ANN_2324_004 HLT Pathology: Qualification Review
- EEH_ANN_2324_005 HLT Optical Dispensing: Qualification Review

As part of this broader release, we are also undertaking updates to ensure all superseded units are current across several skill sets and within the elective groups of a range of qualifications. This work is being completed to maintain the currency and integrity of the HLT Training Package and will be finalised in time for this release.

The affected qualifications include:

HLT21020 Certificate II in Medical Service First Response

HLT35115 Certificate III in Dental Laboratory Assisting

HLT36015 Certificate III in Population Health

HLT36115 Certificate III in Indigenous Environmental Health

HLT37015 Certificate III in Sterilisation Services

HLT37315 Certificate III in Health Administration

HLT40121 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care

HLT41120 Certificate IV in Health Care

HLT43021 Certificate IV in Allied Health Assistance

HLT45021 Certificate IV in Dental Assisting

HLT46015 Certificate IV in Population Health

HLT46115 Certificate IV in Indigenous Environmental Health

HLT47015 Certificate IV in Sterilisation Services

HLT47515 Certificate IV in Operating Theatre Technical Support

HLT47715 Certificate IV in Medical Practice Assisting

HLT50221 Diploma of Aboriginal and or Torres Strait Islander Primary Health Care Management

HLT51020 Diploma of Emergency Health Care

HLT52215 Diploma of Shiatsu and Oriental Therapies

HLT52315 Diploma of Clinical Aromatherapy

HLT52515 Diploma of Reflexology

HLT52615 Diploma of Ayurvedic Lifestyle Consultation

HLT54121 Diploma of Nursing

HLT55118 Diploma of Dental Technology

HLT57715 Diploma of Practice Management

HLT62615 Advanced Diploma of Ayurveda

HLT64121 Advanced Diploma of Nursing

HLT65015 Advanced Diploma of Dental Prosthetics

The affected skill sets include:

HLTSS00043 Telehealth Administration Skill Set

HLTSS00060 Dental Radiography Skill Set



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

4. The Annual Training Product Development Plan

Provide a link to the published plan on your website.

Link/
URL:

<https://humanability.com.au/site/DefaultSite/filesystem/documents/Projects/Annual%20Training%20Product%20Plan.pdf>

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

The activity is listed in the Annual Training Product Development Plan

4.1 Where the submission contains major changes to a qualification/s, has the Purpose of any of the products changed from what is recorded in the Annual Training Product Development Plan?

☐ Yes ☒ No (go to Q5)

If yes, provide details of the changes.

N/A

Section 2 – Submission Evidence

Technical Committee

5. Technical Committee Composition



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

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



Yes



No (go to Q6)

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

Changes in the composition of technical committee:

25 Oct. 2024: One member Michelle Pupo from TAFE Digital elected to step-down and suggested a replacement, Layalin Ibrahim from TAFE NSW joined on 27 Nov. 2024.

Impact of Change: Member replaced, no impact to composition.

28 – 3 Feb. 2025: 5 new members joined the technical committee. During consultation, it was acknowledged that there had been limited participation from peak bodies and audiologists. In response, the Technical Committee was expanded to ensure engagement with broader stakeholders groups, incorporating subject matter experts from both audiometry and audiology. This allowed for more comprehensive input on key areas within the scope of practice, including tinnitus management and pediatrics audiometry. The following new technical committee members were introduced:

Monica Summers, Broadway Audiology, TAFE NSW

Chelsea Scott, Hearing Australia

Heidi Modrovich, Independent Audiologists Australia

Wayne Wilson, University of Queensland

Lia Traves, Audiology Australia, Children's Health Qld. Hospital and Health Service.

Please see Audiometry_Technical_Committee_Member_Bios for further information.

6. Technical Committee Statement



Upload a statement that the technical committee has reviewed the final draft training package products

Consultation Activity

7. Stakeholder Consultation Strategy



Upload a copy of the stakeholder consultation strategy

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



Yes



No (go to Q8)

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

During the course of the project, the consultation strategy was adjusted to ensure relevance and effectiveness. This is largely due to the absence of a dedicated regulatory body, union, or licensing authority that governs audiometry in Australia. Instead, peak industry bodies, such as Hearing Australia, and Independent Audiologists Australia were prioritised and invited to join as members of the Technical Committee, shaping the draft training products.

Additionally, changes were made to the consultation methods. In cases where scheduled workshops had low registrations numbers, site visits were arranged to consult with relevant stakeholders and ensure input was still captured from key organisations in those regions.

Details of stakeholders consulted has been provided in the 'Consultation log – Stakeholder contacted tab'.

Finally, the consultation period was rescheduled and extended based on project needs, with workshops running from 4 November 2024 to 16 January 2025, and the surveys remaining open until the 17th January 2025.

8. Consultation Timeframes

Provide an overview of when the consultation activities were undertaken.

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

Consultation Phase	Dates
Public and government consultation	Consultation activities took place from the Monday 4 November 2024 to Friday 17 January 2025, via online and face to face consultation workshops, email, SME meetings, online surveys and site visits held around Australia. While the consultation period had officially closed, some late submissions were incorporated into the log and treated as valid. Face-to-face workshops and site visits were held in major metropolitan, regional and remote areas: - Perth (4/11/24) - Adelaide (6/11/24) - Alice Springs (8/11/24)-Site visit - Darwin (11/11/24)-Site visit - Brisbane (14/11/24) - Sydney (26/11/24) - Albury / Wodonga (28/11/24)-Site visit - Melbourne (2/12/24) - Canberra (4/12/24)-Site visit Stakeholders were also provided with the opportunity to participate in online workshops (21/11/24, 12/12/24, 17/12/24, 15/1/25 and 16/1/25) and to submit feedback via email and survey. The survey for this project closed on Friday 17 January 2025. While the consultation period had officially closed, some late submissions were received via email, incorporated into the log and treated as valid.

Consultation Phase	Dates
Incorporating feedback (additional consultation if required)	Interviews with subject matter experts (SME) and the technical committee were held in January-March 2025 to effectively incorporate feedback received during the consultation period. This was followed by our internal Quality Assurance. Following the recommendation of the Assurance Body on 8 Aug. about the decision to release the qualification and skill set in the 2025 template, it became evident that there was a need to conduct further stakeholder validation to ensure the training product's accuracy. All training products were re-uploaded to the project webpage for validation against the updated 2025 TPOF templates and the qualification purpose. Given that this is a niche sector with a small number of RTOs with the qualification on scope and a well-known group of stakeholders, a two-week validation period was considered sufficient. Accordingly, additional consultation took place over a two-week period, from 12 August to 26 August 2025. Stakeholders, including the Technical Committee, SROs, and the general public, were notified and provided with an opportunity to provide further feedback.

Consultation Phase	Dates
Senior Officials Check	The training products were initially submitted to Senior Responsible Officers in each state, territory and Commonwealth SROs on 30 June 2025. SROs were provided with 4 weeks to respond until the 28 July 2025. Responses were received from every jurisdiction except for Tasmania and Australian Capital Territory (ACT). A reminder was sent on 14th July 2025 for all jurisdictions who had not responded. Following the additional round of validation in line with the 2025 templates, a notification was sent to all SRO's on 13th August inviting feedback until 26 August. As this validation round was primarily focused on the application of the new templates, with no further updates to the training products, Queensland, Western Australia and Victoria confirmed their support and advised that they had no further feedback. No responses were received from the other officers, indicating that their initial feedback remains final.

9. Vulnerable and Minority Cohorts

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

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

Consultation activities undertaken during this project have been deliberately inclusive and responsive to the needs of vulnerable and priority cohorts, in alignment with the project's consultation strategy. Specific efforts were made to ensure engagement with women, culturally and linguistically diverse (CALD) individuals, Aboriginal and Torres Strait Islander peoples, stakeholders from regional and remote communities, and participants across different age groups and career stages.

A variety of engagement methods were used to increase accessibility and accommodate diverse stakeholder needs, including:

- in-person and online workshops
- surveys
- email-based feedback
- site visits

These methods ensured opportunities for input from individuals with varied backgrounds, access levels, and lived experiences.

Deafness Forum Australia was engaged and provided feedback on the 9 July. Site visits to employers and community representatives in Alice Springs included consultation with the Central Australian Aboriginal Congress Aboriginal Corporation (an ACCHO and a member of NACCHO). These engagements:

- provided further insights into Aboriginal and Torres Strait Islander and the deaf community perspectives and equity considerations
- provided critical perspectives on culturally safe and community-informed training approaches
- highlighted unique operational and workforce challenges in those regional settings.

10. Consultation Log



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

Include information about all consultation activities undertaken, how feedback has been logged, and how feedback has been addressed.

For example, if a workshop was conducted and no individual feedback was gathered, describe how the results of the workshop were considered in the activity.

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

Consultation activities for this project were conducted between Monday 4 November 2024 and Friday 17 January 2025, using a combination of online and face-to-face workshops, online surveys, and site visits across various locations in Australia.

All feedback received through these activities was systematically recorded in the consultation log. The feedback was then analysed thematically, taking into account:

- volume, role and consistency of stakeholder support for particular issues or suggestions
- feasibility of implementation within the scope and intent of the training products
- alignment of proposed actions with the overall project outcomes and industry needs.

The consultation log was structured with multiple tabs to clearly document and track all aspects of engagement and decision-making:

- Consultation summary: provides a high-level overview of all consultation activities, including SRO correspondence and a summary of key outcomes from both online and in-person workshops and site visits.
- All feedback and responses: contains all detailed feedback received, grouped by theme or issue, along with clear documentation of how the feedback was addressed and the rationale behind each decision or update. Due to the volume of feedback, this has been further organised into separate tabs for Qualification, units of competency, skills sets, companion volume and other. Where feedback was received as part of a group discussion and could not be attributed to a particular individual, these have been marked as 'mixed stakeholder group'.
- Validation tab: documents responses received during the additional stakeholder validation in response to training products being released using the 2025 templates.
- Technical committee tab: records all correspondence with technical committee members throughout the project, including formal responses and discussion outcomes.
- Stakeholders contacted: lists all stakeholders who were contacted or engaged during the consultation period, ensuring transparency and inclusivity in engagement.

Further details regarding how consultation was conducted can be found in the Audiometry Consultation Summary Report.

11. Senior Officials Check



Upload evidence that the Senior Responsible Officer check was undertaken

12. Support from Regulatory and Licensing Bodies

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

☐ Yes ☒ No (go to Q13)



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



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

13. Engagement with other Jobs and Skills Councils

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

☐ Yes ☒ No (go to Q14)

If yes, list the Jobs and Skills Council(s) impacted:

Training products do not impact on any other JSCs.



Upload evidence of engagement with all listed Jobs and Skills Councils

14. Rationale for mandatory workplace requirements

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

☐ Yes ☒ No (go to Q15)



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

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

N/A

14.1 Support for mandatory workplace requirements



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

15. Implementation Issues

Were any implementation issues raised through the consultation process?



Yes



No (go to Q16)

If yes, provide a summary of the implementation issues raised and the proposed management strategy.

For example:

- how the downstream impacts of the changes will be managed (for example, where the submission proposes deletion of units/qualifications)
- implications for other products in the training system

The following implementation issues were raised and resolved throughout the project:

Telehealth skills

Initially, a new unit specific to teleaudiology services was proposed to address the emerging need for audiometrists to support remote service delivery as part of the Diploma of Audiometry. As discussions advanced, key stakeholders, including industry experts, subject matter experts and members of the technical committee, expressed a preference against developing a highly specialised teleaudiology unit. They noted that telehealth capabilities are broadly applicable across health professions and should not be siloed. Stakeholders and technical committee members recommended using existing nationally recognised unit addressing telehealth skills such as HLTADM008 Administer and coordinate Telehealth services.

In response, and to avoid duplication of units, HLTADM008 Administer and coordinate Telehealth services has been included in the elective group A of the qualification. This provides flexibility while still addressing the growing need for remote service delivery in audiometry practice. All the feedback and actions taken have been recorded in consultation log.

Tinnitus management

Initially, based on employer interviews and stakeholder feedback, a new standalone unit on tinnitus management was proposed following the functional analysis and to address increasing demand for skills in this area. However, as consultation progressed, audiologists raised concerns regarding potential misinterpretation and scope of practice issues, particularly around audiometrists managing tinnitus independently. Stakeholders, including hearing health professionals and peak body representatives, stressed the importance of acknowledging tinnitus as a relevant component of audiometry practice, while also upholding clear professional boundaries.

In response, and following careful analysis of all feedback received, it was determined that tinnitus content would be more appropriately addressed within existing units. Accordingly, tinnitus awareness and foundational knowledge have been incorporated into the knowledge evidence of HLTAUD007 Conduct basic audiometric testing and HLTAUD011 Develop and implement individual hearing rehabilitation programs. This ensures tinnitus is covered in a clinically appropriate and contextually relevant manner. All the feedback and actions taken have been recorded in the consultation log.

Allied Health Assistance - Audiometry Skill Set

The NSW CSH ITAB expressed concerns regarding the HLTSS00088 Allied Health Assistance - Audiometry Skill Set entry requirements as part of the SRO submission. Specifically, 'The Skill Set is for those with a Certificate IV in health, community services, or related field. This will exclude many who hold the Cert III, particularly for those in regional and remote areas and First Nations communities who may be disadvantaged despite the need for workers in the area.'

In response, to balance accessibility with the need for learners to have a solid foundation in clinical practice, communication, and client support prior to undertaking the skill set, further analysis has been undertaken and the following amendments were made to the skill set entry requirements:

This skill set is for individuals who hold either:

- a certificate IV in health, community services or a related field, or
- a certificate III in a related field with a minimum of 12 months relevant industry experience.

Records of engagement with RTOs

At present, only two RTOs are actively delivering the Audiometry qualifications. All RTOs with the qualification on scope were informed and consulted throughout the project to ensure training products remain operationally viable and support flexible delivery. This approach enables greater learner engagement, clearer learning pathways and more focused competency development. No significant issues were raised during consultation. The updates made to the training product reflect current industry needs and align with feedback and suggestions provided by the training providers.

16. Disputes

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

Were any disputes recorded during the development activity?

☐ Yes ☒ No (go to Q18)

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

N/A



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

17. Alternative Dispute Resolution (ADR)

Was an Alternative Dispute Resolution (ADR) practitioner engaged?

☐

Yes

☒

No (go to Q18)

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

N/A



Upload a copy of the ADR practitioner's advice

18. Evidence of broad consensus

Has broad consensus been reached on all products?

☒

Yes (go to 18.1)

☐

No (go to 18.2)



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

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

All training products were reviewed and updated based on a thorough analysis of feedback received throughout the consultation process from a wide range of stakeholder groups, including employers, training providers, audiometrists, audiologists, peak bodies, and subject matter experts.

A detailed record of all the feedback received throughout the consultation process has been documented in consultation log, including stakeholder comments, key themes, and how these were considered in the review process. A rationale was provided for acceptance or non acceptance of each feedback item.

All feedback was systematically recorded and analysed thematically, taking into account:

- volume, role and consistency of stakeholder support for particular themes
- feasibility of implementation within the scope and intent of the training products
- alignment of proposed actions with the overall project outcomes and industry needs.

(Refer to the Audiometry Consultation Summary Report for further information and rationale on how consensus was reached.)

After the incorporation of feedback, the updated training products were presented to the technical committee for review and a meeting held on 5 March 2025. All training products were reviewed comprehensively by technical committee members and further updates made, as agreed during the meeting. Support was reached for all training products. Following the internal quality assurance process, some further updates were made to the units of competency to ensure consistency and compliance with training package requirements. These updates were communicated to the technical committee, with all training products shared again via email for their final review and formal confirmation of support.

As part of the ongoing project update to stakeholders, all training products including the qualifications, skill sets, and units of competency, were re-uploaded to the project website on 9 July to ensure transparency and provide stakeholders with access to the latest versions. A notification was sent to all parties subscribed for project updates.

Due to delays in the project submission and stakeholder expectations for the adoption of the new 2025 training product templates, qualifications and the skill set were subsequently updated to align with the 2025 template requirements. Technical committee and SROs reviewed all training products and were supportive of the change. On recommendation from the Assurance Body, the decision was made to conduct further stakeholder validation to confirm training product accuracy. Accordingly, the updated training products were uploaded on the HumanAbility website with a survey provided to gather further feedback in particular related to the new templates and the qualification purpose. A notification was sent to all parties subscribed for project updates, SROs and members of the Technical Committee inviting for their feedback.

Given that this is a niche sector with a small number of RTOs with the qualification on scope and a well-known group of stakeholders, a two-week validation period was considered sufficient. Accordingly, consultation was open over a two-week period, from 12 August to 26

August 2025. One stakeholder provided minor feedback regarding the positioning of the entry requirements in the skill set, which was addressed in line with the 2025 skill set template. Another stakeholder provided lengthy feedback on training product content, though these matters were discussed previously with stakeholders and consensus had been reached. As a result, no further changes were made to training products.

A notification was sent to all Senior Responsible Officers (SROs) on 21 August informing them of the validation period and inviting further feedback until the 26 August. As there were no further updates to the training products, Queensland, Western Australia and Victoria confirmed their support and advised that they had no further feedback. No responses were received from other jurisdictions, indicating their initial response remained final.

Refer to the 'Consultation Summary Report', the 'Technical Committee Contact tab', 'Consultation Summary tab', 'Validation tab' in the Consultation Log and the 'TC Training Product Review Confirmation'.

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

N/A – Broad consensus was reached. See Consultation Summary Report and consultation log for further information.

Compliance with Requirements

19. Anti-Discrimination Assessment

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



Upload a copy of the Anti-Discrimination Assessment

20. Pathways



Upload evidence that pathways into and through the products have been considered and agreed

21. Rationalising and Streamlining

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

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

The HLT47425 Certificate IV in Audiometry and HLT57425 Diploma of Audiometry are purpose-built for a specific occupation requiring high technical specificity. Both qualifications underwent a rigorous rationalisation and streamlining process in accordance with the Training Package Organising Framework (TPOF), aligned with the Qualification Development Quality Principles and Qualification Reform Principles, to enhance relevance, industry alignment, and clarity of vocational outcomes.

As part of this process, a functional analysis was conducted in collaboration with industry stakeholders to identify the key functions and subfunctions of the audiometry role. These were carefully mapped to the training products under review, ensuring precise alignment between industry requirements and the competencies delivered through the qualifications.

Stakeholder consultation highlighted a clear and compelling need to update the qualification structures to reflect contemporary industry practices. Feedback consistently emphasised the importance of strengthening technical skills and knowledge in audiometry. By narrowing the range of elective units, the qualifications now place greater emphasis on essential technical competencies critical to competent job performance, while maintaining flexibility for training providers and learners to tailor the learning experience to workplace requirements and individual aspirations.

Stakeholders, including hearing health professionals and peak body representatives, highlighted the relevance of tinnitus in audiometry practice while maintaining professional boundaries. Following careful analysis, tinnitus content has been integrated within existing units, in line with the Qualification Reform Principles, ensuring relevance without unnecessary duplication.

Feedback also indicated that HLTINF006 Apply basic principles and practices of infection prevention and control contained overly detailed, specialised content not directly relevant to audiometry practice. Rather than creating a new unit, it has been replaced with the cross-sector unit BSBWHS332X Apply infection prevention and control procedures to own work activities, reflecting contemporary workplace health and safety practices while supporting cross-industry applicability.

A unit on teleaudiology was initially proposed to address the growing need for remote service delivery. However, given that telehealth skills are broadly applicable across health professions, the existing nationally recognised unit HLTADM008 Administer and

coordinate Telehealth services has been adopted. This unit has been included in Elective Group A, ensuring flexibility, transferability and opportunities for credit transfer, while addressing the increasing demand for telehealth competency in audiometry practice.

In response to stakeholder feedback, HLTAUD005 Dispense hearing devices has been split into two distinct units—HLTAUD012 Prescribe, select and fit hearing devices and HLTAUD013 Assist clients with management of hearing devices. This change provides more targeted training and aligns more closely with workforce roles. Previous merging of HLTAU505C Dispense and maintain hearing devices for adults and HLTAU507B Apply hearing device technology into a single unit had caused confusion by combining clinical and support functions. The revised structure clearly separates clinical responsibilities from client support, supporting knowledge progression and maximising learning outcomes, in alignment with TPOF Principles 2 and 6.

All decisions and changes were guided by broad stakeholder consensus and fully documented in the Consultation Log and Consultation Summary Report, ensuring a transparent, consultative, and evidence-based development process.

21.1 Has the analysis identified any overlap with existing units?



Yes



No (go to Q22)

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

The analysis of the reviewed Audiometry training products has not identified any overlaps with existing units. All content is distinct and specific to the audiometry sector.

As explained above, the previous unit *HLTINF006 Apply basic principles and practices of infection prevention and control* was replaced with the cross-sector unit *BSBWHS332X Apply infection prevention and control procedures to own work activities*. This streamlining step removed overly specialised content and aligned the qualification with contemporary workplace health and safety practices, which allowing for further transferability across occupations and industries.

22. Request to change transition period

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



Yes



No (go to Q23)



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

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

N/A

Training Product Content

23. Training Package Products

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



Upload a copy the Companion Volume Implementation Guide

24. Pre-requisites

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

☐ Yes ☒ No (go to Q23)

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

N/A

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

☐ Yes ☒ No (go to Q25)

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

Click here to enter text.

25. Stand-alone Units

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

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

☐ Yes ☒ No (go to Q26)

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

N/A

25.1 Support for Stand-alone Unit/s



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

Section 3 – CEO Declaration

26. Submission declaration

- ☒ This submission and proposed training package products were developed in accordance with all components of the Training Package Organising Framework (TPOF).
- ☒ I confirm the training package product/s align with their intended purpose and are structured to meet the needs of industry, employers and learners.
- ☒ I confirm all required attachments are included with this submission.
- ☒ I confirm the final draft products are accurately entered into Training Product Central and are ready for assurance assessment.

Jobs and Skills Council Chief Executive Officer			
Signature*:	Emma King	Date:	29/08/2025
Full Name:	Emma King		

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

27. CEO summary statement

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

I confirm that this Training Product submission has been developed in accordance with the Training Package Organising Framework (TPOF).

The project followed a structured development process, beginning with a functional analysis to determine workforce needs and job functions. This analysis informed the design and review of the training products to ensure it is contemporary, fit-for-purpose, and aligned with current industry expectations.

Comprehensive stakeholder engagement was undertaken, including broad public consultation and targeted validation with employers, industry experts, and training providers. Feedback was carefully considered and used to shape the final training products to ensure it reflects real-world practice and supports learner and workforce outcomes.

Each stage of development was guided by rigorous internal quality assurance, consistent with our commitment to quality, transparency, and continuous improvement.

I am satisfied that the training product meets the design, consultation, validation, and quality expectations set out in the TPOF and is ready for Assurance Body review and endorsement.

Submission Checklist

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

Q.	Submission Requirement	Uploaded	N/A	 Evidence Reference
3	Attachment A – Products submitted for assurance, including (where applicable): - Regulatory, licensing, or legislative implications (see item 12) - Mandatory Workplace Requirements (see item 14) - Requested transition period details (see item 22)	☒		3. 24-006_Submission_Attachment_A_Training_products_submitted_for_assurance
5	Technical committee membership details	☒		5. 24-006_HLT_Audiometry Qualification Review_Technical_Committee_TermsofReference 5. 24-006_LST_Audiometry_Technical_Committee_Member_Bios
6	A statement that the technical committee has reviewed the final draft training package products	☒		6. 24-006_LST_Audiometry_Technical_Committee_Members_Training_Product_Review_Confirmation
7	A copy of the stakeholder consultation strategy	☒		7. 24-006_HLT_Audiometry_Consultation_Strategy
10	The consultation log including: Detail about disputes and the stakeholders involved where applicable (see item 16)	☒		10. 24-006-HLT_Audiometry_Consultation_Log_Main_Version
11	Evidence that the SRO check was undertaken	☒		11. 24-006_LOS_SRO_Combined_Letters_of_Support

Q.	Submission Requirement	Uploaded	N/A	 Evidence Reference
12	Evidence of support from all relevant national/state and territory regulatory and/or licensing bodies	☒	☐	12. 24-006_Support_regulatory_licensing_bodies
13	Evidence of engagement with other relevant JSCs	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
14.1	Evidence of support for proposed MWRs including employer willingness to support placements	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
17	The Alternative Dispute Resolution practitioner's advice	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.
18	Evidence to support broad consensus	☒		18. 24-006 Audiometry Consultation Summary Report 10. 24-006-HLT_Audiometry_Consultation_Log_Main_Version 6. 24-006_LST_Audiometry_Technical_Committee_Members_Training_Product_Review_Confirmation
19	The Anti-Discrimination Assessment	☒		19. 24-006_HLT_Project_Anti-discrimination Assessment
20	Evidence that pathways into and through the products have been considered and agreed	☒		20. 24-006_FA_Audiometry_Functional analysis report 6. 24-006_LST_Audiometry_Technical_Committee_Members_Training_Product_Review_Confirmation HA_HLT_Release_10.0_Companion_Volume_Implementation_Guide (CVIG) V1.0
23	The Companion Volume Implementation Guide	☒		HA_HLT_Release_10.0_Companion_Volume_Implementation_Guide (CVIG) V1.0
25.1	Evidence of identified industry need and support for a stand-alone unit	☐	☒	Click here to enter the evidence reference/s, e.g. the relevant document title.