

Project Overview and Consultation Strategy

Project Name: Sheetmetal fabrication

Training Package: *MEM Manufacturing and Engineering (MEM)*

Introduction

Trade-qualified sheetmetal fabricators work in a wide range of manufacturing contexts, and the number of workers employed in this area is expected to increase to 4,400 by November 2026 – a growth of 20.3% over 5 years.

Industry representatives would like to expand the sheetmetal fabrication (SMF) skills available in MEM31922 Certificate III in Engineering - Fabrication Trade, Group E – Sheetmetal Working Trade specialisation electives.

Scope of the project

CAD

Computer-aided design (CAD) is increasingly used in sheetmetal fabrication workplaces, including by trade-qualified sheetmetal workers. The initial proposal was to develop a CAD unit tailored to this job role, covering the production of basic workplace drawings.

However, after further industry discussion, we propose instead that we add an existing unit, *MEM30031 Operate computer-aided design (CAD) system to produce basic drawing elements*, to Group E and Group H (General electives).

MEM30031 is currently included in Certificate III in Engineering – Technical and in other qualifications up to an Advanced Diploma level. It has no prerequisites. Industry feedback is also sought on whether the unit is suitable for inclusion in:

- MEM30119 Certificate III in Engineering – Production Systems
- MEM40119 Certificate IV in Engineering
- MEM50119 Diploma of Engineering – Advanced Trade.
-

CNC - Computer Numerical Control (CNC) machines/machining

Most sheetmetal fabrication workplaces use CNC thermal cutting machines, with trade-qualified fabricators increasingly called on to set and edit them. However, there are no units that cover these skills in Group E. We propose to add these 2 units (currently included elsewhere in MEM31922) to the specialisation:

- MEM05009 Perform automated thermal cutting
- MEM05086 Set and edit computer controlled thermal cutting machines.

Initial development

Website notification

Manufacturing Industry Skills Alliance (Manufacturing Alliance) will publish the project commencement, consultation process, and feedback options on the website www.manufacturingalliance.org.au.

Establishment of Technical Committee

A Technical Committee will be established to provide expert advice, based on evidence, across educational and expert and/or technical knowledge to assist the design and development of training products. During the

research and drafting phase, the Technical Committee will help to identify changes in job roles and pathway requirements and will assist in the functional and task analysis of job roles.

Members of the Technical Committee will also be briefed and asked for advice on technical issues and potential risks within the project and any stakeholders to add to the *Project Overview and Consultation Strategy*.

This project is relatively small and has quite limited scope/impact, as such proportionality has been applied to technical committee membership. Technical committee members are subject matter experts with the necessary expertise to inform the development of the training products. A list of members can be found at Attachment A: Proposed Stakeholder Consultation List.

Notify Senior Responsible Officers, Assurance Body, and other Jobs and Skills Councils

A briefing will be sent to State/Territory Training Authorities with a request to identify key stakeholders within their jurisdiction and leverage any local industry engagement opportunities. All Jobs and Skills Councils (JSCs) will be alerted of the project and those that import units being reviewed will be contacted to determine opportunities for involvement for both the JSC and their stakeholder networks.

Drafting process

Key stakeholders will be contacted in the initial project phase to provide an overview of the project and consultation arrangements. This enables Manufacturing Alliance to determine any risks or potential issues that may affect the project and to develop possible mitigation strategies.

The initial phase will also undertake a functional and task analysis of the industry to develop a thorough understanding of the application of skills and knowledge across different work settings and product types.

For this project, stakeholders will be interviewed (over the phone or virtually) through face-to-face workshops convened prior to drafting the products. These activities will investigate:

- current job roles, skills, and knowledge including similarities and differences across roles
- current and emerging concepts, practices, and technologies in the field
- gaps in current training products
- types of employers of vocational education and training (VET) qualified personnel.

Public and Government Consultation

Release of draft training products

Consultation draft training products will be accessed via the project page on the Manufacturing Alliance website with consultation dates and an explanation of the options for providing feedback. The links on the project web page make all drafts publicly available to download for review and comment.

The opening of consultation will be promoted through Manufacturing Alliance newsletters, email alerts and social media, and reminders will be sent via the same mechanisms during the four-week consultation period.

Undertake consultations

Stakeholder engagement and collaboration will be open, proactive, inclusive, fair, and transparent across industry and the VET system. Several mechanisms will be used to collect intelligence and feedback to inform the development process. These are designed to maximise participation opportunities and garner a comprehensive range of views and perspectives from stakeholders across Australia.

Feedback options include direct emails (with written feedback and/or attachments), attendance at webinars and forums, and phone calls.

Webinars and workshops will be undertaken during the public consultation phase to ensure the content that is drafted is accurate, relevant, and meets the needs of industry. These facilitated consultations give stakeholders an opportunity to discuss issues as a group and provide their feedback. This provides a rich source of information for training product development work and helps to determine general consensus between stakeholders and divergent views.

Webinars give the opportunity for a diverse range of stakeholders to discuss draft products, it also assists in maximising reach to rural and remote stakeholders. Commonwealth and state/territory government stakeholders, and their representatives, will be invited to participate in webinar discussions.

If required, face-to-face workshops will be held with key stakeholders to facilitate specialist feedback. These consultations allow for in-depth discussion on targeted topics that may be complex or where divergent views exist.

Maintain a Consultation Log

Throughout the development process, feedback will be captured in the project *Consultation Log*. The *Consultation Log* will include a high-level summary of feedback received and will be published to the website at key points. It will include evidence of consultations, responses to feedback, and if relevant any dispute resolution, justification for feedback not incorporated, and issues not resolved.

Incorporating feedback

Determine revisions

Collated information from consultations will be analysed to identify trends and diverse views. Potential actions, responses and solutions will be developed through regular facilitated processes including advice from the Technical Committee, and where necessary other subject matter experts. Best efforts will be made to incorporate feedback to ensure the final product reflects a common shared view.

Where identified issues fall outside the scope of the project a project variation may be considered or recommendations for future work may be documented.

Validate revisions

The Technical Committee will provide advice on the final draft training products and a statement to this effect forms part of the submission of the final products to the Manufacturing Alliance Chief Executive Officer.

Additional consultation if required

Additional consultation may be undertaken to manage diverse viewpoints or if significant changes have been made to the training product as a result of public and government consultation. Timeframes for any additional consultation will reflect the scope and complexity of the proposed changes.

Provide justification

Justification will be provided where consultation feedback is not implemented or broad consensus from stakeholders can not be reached, along with reasons why issues cannot be resolved. Any impact on learners and employment outcomes will be clearly identified.

Dispute resolution

Where broad agreement cannot be achieved, the Manufacturing Alliance will engage with all relevant stakeholders to facilitate an outcome. Should a formal dispute be raised Manufacturing Alliance will apply the Model Dispute Resolution Policy.

Publication of training products

The completed and endorsed training products will be released and published on the National register of VET within 10 days of endorsement. Notification of the release along with the final submission documents will be published on the Manufacturing Alliance website once the release is publicly available.

Key Stakeholders

Stakeholders from the following categories will be invited to engage throughout the development process:

- employers
- peak bodies/associations
- unions
- the Commonwealth, state and territory governments
- Registered Training Organisations (RTOs)
- educational experts
- learners and other interested stakeholders, as appropriate
- other Jobs and Skills Councils, as appropriate.

Identified stakeholders for targeted consultations can be found at Appendix A.

Please contact Gordon Campbell 0448 262 551 gordonc@manufacturingalliance.org.au for further details.

Appendix A: Proposed Stakeholder Consultation list

Technical Committee

Name	Organisation	Stakeholder Type	State
David Wilson	Ringwood Training	SME, RTO (private)	Vic
Troy Bester	TasTAFE (Metals North West – Burnie)	SME, Educational expert	Tas
Nathan Edwards	Condari – Qasair Rangehoods	SME	Vic
JP Shelburn	XL Service Bodies / XL Industries	Employer	Qld
Wayne Lee	Manufacturing Skills Queensland	State/Territory rep	Qld
Scott Stanford	AMWU	Union	National

Consultation with key stakeholders

Organisation	Type	State
Australian Industry Group	Employer organisation	All
Australian Manufacturing Workers Union (AMWU)	Union	All
Wilson & Gikes	Employer	NSW
QSM Fabrication	Employer	WA
Metaltex	Employer	Vic
Williams Metal Fabrications	Employer	South Australia
ACS Fabrications	Employer	NSW
Sheetmetal Australia	Employer	South Australia
Croydon Industries	Employer	NSW
Australian General Engineering	Employer	Vic
Brisbane Metal Products	Employer	Qld

Incat	Employer	Tas
Hilton Manufacturing	Employer	Vic
McKinna group	Employer	Vic
Jarlam Australia	Employer	Vic
Catten Industries	Employer	Vic
TRJ Engineering Group	Employer	Vic
Fabmetal specialists	Employer	Vic
G.T & J.A Jones Engineering	Employer	Vic
ABECK Group	Employer	Vic
Direct Edge Manufacturing	Employer	Tas
Burnie Plumbing	Employer	Tas
F.A.M.E. Foley Industries	Employer	Tas
Jensens Quality Metalworkd	Employer	Tas
Degree C	Employer	Tas
Incat	Employer	Tas
Kolmark	Employer	Tas
TAFEs (all states and territories)	RTO	All
Tasmanian Minerals, Manufacturing and Energy Council	Industry Advisory Body	Tas
Manufacturing Skills Australia	Industry Advisory Body	NSW
Manufacturing Skills Queensland	Industry Advisory Body	QLD
Industry Skills Advisory Council NT (ISACNT)	Industry Advisory Body	NT
Utilities, Engineering, Electrical and Automotive (UEEA)	Industry Advisory Body	WA
Manufacturing and Automotive Industry Skills Council	Industry Advisory Body	SA
Victorian Curriculum Maintenance Management Service	Industry Advisory Body	Vic
Skills Tasmania	Government	Tas
Skills Canberra	Government	ACT
Victorian Skills Authority (VSA)	Government	Vic
Skills Insight	JSC	National
BuildSkills Australia	JSC	National