Completion Rules Template

Code and title – Completion Rules (CR)

Purpose: Title of completion rules should directly state the qualification or skill set for which the completion rules are applicable.

Format: Brief phrase and alphanumeric code relating to the training outcome (either qualification or skill set).

Description	**Purpose:** A brief statement that indicates the name of the training outcome; either a full qualification or skill set. Followed by a short paragraph outlining the job function(s) the qualification relates to. **Format:** Single sentence followed by a brief paragraph. **Standardised wording:** The following completion rules apply to [CODE / TITLE]. This [QUALIFICATION / SKILL SET] reflects the job functions of [INSERT FUNCTIONS].
Classifications	**Purpose:** A concise table outlining the scheme and classification value that links the completion rules to the applicable Australian Skills Classification (ASC) Skill Cluster Family. **Format:** <table><tr><td>**Scheme**</td><td>**Classification value**</td></tr><tr><td>ASC Skill Cluster Family</td><td>e.g. Construction</td></tr></table>
Packaging Rules	**Purpose:** Describes which Skill Standards and their related Training and Assessment Requirements are included in this completion rules document. At a qualification level this field should clearly specify the Skill Standards and their related Training and Assessment Requirements that must be completed (core) and clearly articulate elective requirements and how specialisations can be obtained. Any prerequisite Skill Standards should also be listed here.

Format: 1 brief paragraph that makes use of dot points where appropriate. Followed by a Core Component table and Elective Component table outlining the applicable Skill Standards and related Training and Assessment Requirements. Concluded by brief paragraph(s) outlining requirements to achieve a specialisation.

Standardised wording:

In order to be awarded [INSERT QUALIFICATION], learners must complete X Skill Standards and associated Training and Assessment Requirements.

This includes:

- Y core Skill Standards & associated Training and Assessment Requirements
- Z elective Skill Standards & associated Training and Assessment Requirements

Core Component (Y)

Skill Standard	Recommended Training and Assessment Requirements
CODE / TITLE	CODE / TITLE

Elective Component (Z)

Skill Standard	Recommended Training and Assessment Requirements
Group A	
CODE / TITLE	CODE / TITLE

[IF APPLICABLE]

This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:

For specialisation in [SPECIALISATION], 4 elective Skill Standards must be selected from Group A.

The achievement of a specialisation will be identified on a testamur as follows:

CODE - QUALIFICATION (SPECIALISATION)

Licensing or regulatory requirements	**Purpose:** Articulates when either a TAR / completion rules represents part or all of the requirements of a state or national based licensing requirement OR b. the work

	function described within the relevant TAR / completion rules requires attainment of a license or certification. **Format:** First sentence states that licensing requirements either do or do not apply to the TAR/completion rules. If required, further information describing the licensing requirements is included in the following sentences. Standardised wording (CR only): - No licensing, legislative or certification requirements apply to this qualification at the time of publication. OR - Licensing, legislative, regulatory and certification requirements may apply to the job function in the Skill Standard and may vary between states and territories. [Skill Standards] OR - Licensing, legislative, regulatory and certification requirements may apply to the job functions in some Skill Standards and may vary between states and territories. [Broad-based qualifications / Skill Sets]
Entry Requirements	**Purpose:** Specifies any mandatory entry requirements for a skill set/qualification. **Format:** List of dot points.
Mapping information	**Purpose:** Indicates where superseded versions of the same qualification or skill set exist and their equivalence status. **Format:** Single sentence followed by dot points indicating whether previous training products have been superseded and their equivalence status. Standardised wording (CR only): The vocational outcome is equivalent / not equivalent to: - CODE / TITLE
Pathways information	**Purpose:** Indicates pathways across VET and relevant industries that stem from the qualification or skill set. **Format:** Short paragraph with dot points for VET pathways upon completion of the qualification or skill set and short paragraph with dot points for industry pathways (linked to the Australian Skills Classification). Standardised wording (CR only): VET pathways upon completion of this qualification include:

	• CODE / TITLE Industry pathways upon completion of this qualification include roles across the following Australian Skills Classification clusters: • INSERT RELEVANT CLUSTERS
Guidance for training provision	**Purpose:** Provides specific but non-mandatory information about industry's expectations of training delivery including how specific references to tools and technology should be interpreted. Where applicable, example learning resources should be included. Information about sequencing of training, co-delivery of SSs or other industry specific information designed to improve transparency of industry expectations for training should be included here. **Format:** Flexible to meet the needs of industry. Text should prioritise clarity for trainers and learners and reflect the skills needs of industry. Typical headings include: • Sequencing of training • Any other relevant content as required by industry.
Suitable delivery modes	**Purpose:** Describes expected delivery models of training such as apprenticeships, industry's anticipated duration range of training in hours as aligned to the AQF and any workplace requirements. **Format:** Single sentence.