**Digital Capability Uplift – Training Product Trial Briefing Session**

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Meeting notes:

- **Overview and Purpose of the Training Product Trial:** Charlotte, Sally, and Rachel from FSO outlined the purpose, scope, and timelines of the Training Product Trial, emphasizing its aim to rapidly uplift Australia's workforce with standardized, industry-validated digital skills training, and explained the two-stage procurement process involving EOI and RFP.
    - **Project Objectives and Rationale:** Charlotte explained that the project aims to address critical gaps in workforce readiness by creating standardized, practical, and industry-validated digital skills training at speed, aligning vocational education with industry demands and supporting national priorities.
    - **Two-Stage Procurement Process:** Charlotte clarified that the process consists of an initial EOI to scope the market for creativity and innovation, followed by a more detailed RFP stage where delivery plans and partnerships will be refined.
    - **Timeline and Milestones:** Charlotte stated that the project was approved in April, with the learning and assessment material writing team to be appointed by November, delivery beginning early next year, and outcomes expected towards the end of next year.
    - **Collaboration and Support:** Charlotte emphasized that FSO expects a collaborative approach, offering support throughout the process and encouraging diverse expertise and partnerships among participants.
- **Project Scope, Units of Competency, and Delivery Methods:** Charlotte and Sally described the scope of the project, including the development and trial of a subset of draft units of competency aligned with the Dig Comp framework, and outlined expectations for diverse delivery methods and cohort engagement.
    - **Units of Competency Selection:** Charlotte explained that the project will trial a subset of draft units, with the specific selection determined by EOI responses and the needs of participating cohorts.

- **Alignment and Templates:** Charlotte noted that all units will align with AQF levels 2 to 5 and the Dig Comp framework, using ASK templates, with FSO providing support for their use.
- **Delivery Methods:** Charlotte outlined the expectation for a range of delivery methods, including face-to-face, online, self-paced, facilitated, and blended formats, with a focus on quality, impact, and reach.
- **Cohort Diversity and Inclusion:** Charlotte highlighted the importance of engaging diverse cohorts, such as First Nations, women, digitally excluded, upskillers, reskillers, and especially the VET workforce, with at least one party focusing on VET workforce..
- **Funding and Participant Targets:** Charlotte stated that the project is funded at $1.5 million, aiming to reach 500 face-to-face and 200-300 online participants, with the budget allocation dependent on EOI responses.

- **EOI Evaluation Criteria and Partnership Formation:** Charlotte explained the EOI evaluation criteria, including capability statements, partnership proposals, and preliminary delivery commitments, and described the process for forming consortia and sharing contact details among interested parties.
  - **EOI Submission Requirements:** Charlotte stated that EOI submissions should include capability statements, partnership proposals, and preliminary delivery commitments, with more detailed plans to be developed during the RFP stage.
  - **Partnerships and Consortia:** Charlotte encouraged the formation of consortia, noting that expertise in specific areas (AI, cyber, digital capability) is valued and that three to four groups may be involved in the trial.
  - **Contact List and Networking:** Charlotte described the process for creating and sharing a contact list of interested parties, contingent on participant permission, to facilitate networking and partnership formation.
- **Questions and Answers on Project Details:** Sally, Charlotte, and Rachel addressed numerous participant questions regarding unit development, delivery formats, cohort recruitment, funding, intellectual property, and evaluation, providing clarifications and outlining next steps for unanswered queries.

- **Unit Development and Delivery:** Sally clarified that FSO will create new units, including digital capability, AI, and cyber, with partners developing training and assessment materials for selected units based on cohort needs.
- **Delivery Formats and Cohort Selection:** Charlotte and Sally confirmed that units can be delivered online, face-to-face, or blended, and that applicants may select delivery formats and cohort types that best suit their expertise and capacity.
- **Recruitment and Engagement of Learners:** Charlotte explained that consortia are responsible for recruiting students, describing cohorts and participant numbers in the EOI, and ensuring learner engagement and completion.
- **Funding and Budget Breakdown:** Charlotte stated that the $1.5 million budget covers design, development, and delivery, and requested applicants to propose budget breakdowns, noting no template is provided at the EOI stage.
- **Intellectual Property and Resource Sharing:** Charlotte and Sally clarified that IP for developed materials remains with the DEWR. Content must be shareable and accessible for use within the project, with resources to be made available to RTOs and training organizations nationwide.
- **Evaluation and Data Sharing:** Charlotte emphasized the need for partners to support evaluation by sharing data on delivery impact, learner progression, and outcomes, as the project is a pilot intended to inform future recommendations.
- **Unanswered and On-Notice Questions:** Sally and Rachel noted that some questions, such as pre-enrolment screening and RPL kit development, would be taken on notice and answers posted on the FSO website along with the meeting recording and FAQs.

- **Administrative and Next Steps Information:** Charlotte and Rachel provided instructions on EOI submission via Microsoft Forms, confirmed the availability of the meeting recording and FAQs on the FSO website, and outlined the process for ongoing communication and support.
    - **EOI Submission Process:** Charlotte instructed that EOI responses should be submitted via Microsoft Forms, and advised those outside

the Microsoft environment to save responses separately before uploading.

- **Access to Recording and FAQs:** Charlotte confirmed that the meeting recording and a set of frequently asked questions will be posted on the FSO project webpage for reference and sharing.
- **Ongoing Support and Communication:** Charlotte and Sally encouraged participants to reach out with further questions and to indicate interest in being included in the contact list for networking and partnership opportunities.