

BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC)

Consultation Strategy

FSO_ANN_2425_011

Version	Date	Summary of changes
V0.1	June 2025	Draft version for DEWR approval
V0.2	September 2025	Draft version for Technical Committee approval
V1.0	January 2026	Final version with included Technical Committee input/feedback
V2.0	April 2026	Updated Technical Committee table in Appendix 1 (Member resignation and appointment of replacement representative)

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Project Name: BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC) Consultation Strategy

Training Package: Business Services Training Package (BSB)

Introduction

Bullying, sexual harassment, and racism are issues across several industries, as identified following widespread media coverage resulting from a WA Parliamentary Inquiry report titled *Enough is Enough*, which considered sexual harassment against women in the fly-in fly-out (FIFO) mining industry. This report, along with recent legislative changes, including amendments to the Fair Work Act (March 2023) and updates to Work Health and Safety Regulations (April 2023), has increased employer obligations to prevent sexual harassment and manage psychosocial hazards.

Insights from the FSO Workforce Plan and stakeholder consultation further emphasise the importance of addressing digital exclusion, gender inequality, cultural safety, and psychological safety to prepare workers for contemporary employment pathways.

This has highlighted a current gap in the nationally accredited training in this area.

Scope of the project

The project will update the BSB30719 Certificate III in Work Health and Safety to include a new elective UoC, embedding safe and respectful workplace skills in a nationally recognised qualification, and a new qualification template for the BSB30719 Certificate III in Work Health and Safety. Cross-sector learning and assessment resources will also be developed to support quick and effective adoption of the UoC into learning programs. Future Skills Organisation (FSO), supported by other Jobs and Skills Councils (JSCs), will design the UoC for contextualisation across sectors to reduce duplication and drive consistent training outcomes.

Outputs include:

- A new elective UoC developed for Safe and Respectful Workplaces
- Updated BSB30719 Certificate III in Work Health and Safety to include the new elective UoC and a new Qualification template
- Cross-sector learning and assessment resources to support rapid take-up of the new UoC.

Qualification in scope

Code	Title
BSB30719	Certificate III in Work Health and Safety

Project Timeline

Activity	Commencement
Project Commencement	July 2025
Establish Technical Committee	October 2025
Drafting of Training Products	October 2025
Draft 1 Training Products Technical Committee approval	January 2026
Initial Public and Government consultation	February 2026
Incorporating Feedback	March 2026
Public and Government Consultation round 2 (if required)	April 2026
Incorporating Feedback	May 2026
Senior Official Check	July 2026
Finalisation and submission to the Assurance Body	July 2026
Assurance Body consideration	August 2026
Skills Ministers' endorsement	August 2026
Products available on Training.gov.au	October 2026

Initial development

Website notification

July 2025

FSO will publish a project webpage including the project commencement. At the commencement stage, the draft consultation process and feedback option are available on the [project website](#).

Establishment of Technical Committee

October 2025

FSO will provide a link on the project webpage and send an email to key stakeholders seeking expressions of interest for nominations to become a member of the BSB Training Product (TP) Update: Safe and Respectful Workplaces – Unit of Competency (UoC) Technical Committee.

Following the expressions of interest, FSO will establish a Technical Committee to provide expert advice based on evidence across educational and technical knowledge to assist in the design and development of training products.

The Technical Committee will leverage their expertise to advise FSO on training design, delivery, and assessment; Australian Qualifications Framework (AQF) levels; impacts on learners; implementation issues and identifying any additional stakeholders that should be included in the consultation strategy.

The membership of the Technical Committee will be proportional to the scope of the project.

Technical Committee Meetings

October 2025 – June 2026

Technical Committee meetings will be held throughout the project to obtain subject matter expertise (SME) on the draft training products, provide industry advice and recommendations, and support FSO's Draft Training Package Products.

- Technical Meeting 1: 10 October 2025
- Technical Meeting 2: 27 January 2026
- Technical Meeting 3: 8 April 2026
- Technical Meeting 4: 10 June 2026

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

January 2026

An email will be sent to Senior Responsible Officers, the Assurance Body and other Jobs and Skills Councils (JSCs) notifying them of the availability of the Consultation Strategy, Technical Committee Membership, and [Terms of Reference](#) on the [project website](#).

Drafting training package products process

October – December 2025

The drafting process will commence on the new elective UoC and a new qualification template. This stage will involve evaluating the content, structure and relevance of the proposed training products to ensure alignment with recent legislative changes and increased employer obligations to prevent sexual harassment and manage psychosocial hazards.

The draft product will be iteratively reviewed by the Technical Committee to confirm fitness for purpose, industry relevance, and compliance with the Training Package Organising Framework (TPOF).

Once approved by the committee, the draft products will be released for the first round of government and public consultation process, ensuring stakeholders across the Vocational Education and Training (VET) system and industry can provide input.

Writing consultation

October – December 2025

Stakeholder engagement and collaboration will be open, proactive, inclusive, fair and transparent across the VET system and industry. Multiple mechanisms will be used to collect feedback and inform the development process, maximising participation opportunities and gathering a comprehensive range of views and perspectives from stakeholders across Australia.

FSO and the Contractor will engage with members from the consultation group and a wider network of stakeholders to acquire feedback through various communication channels. These facilitated consultations give stakeholders an opportunity to discuss issues as a group and provide feedback. This provides a rich source of information for training product development work and helps to determine consensus between stakeholders and divergent views.

For this project, stakeholders will have the ability to attend workshops, individual consultations and online feedback forms. These mechanisms allow stakeholders to:

- provide input on training design, delivery and assessment,
- comment on proposed Australian Qualifications Framework (AQF) levels,
- identify impacts on learners and
- flag potential implementation issues

This approach ensures stakeholder input is central to the development process, supporting effective and representative outcomes for the VET system.

Workshops and Individual Consultations

October – December 2025

FSO and the Contractor will host workshops to explore and shape the anticipated BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). These sessions are designed to bring together a diverse range of stakeholders to exchange ideas, challenge thinking, and provide direct feedback on the draft products.

Workshops will also ensure regional, rural, and remote voices are heard, maximising reach and inclusivity across Australia. Commonwealth and state/territory government stakeholders, along with industry representatives, RTOs, and learner groups will be invited to participate.

To make the sessions engaging and accessible, FSO will use online collaboration tools to capture real-time input, including perspectives from minority and underrepresented cohorts. This approach ensures every participant has a voice and that a wide range of insights are incorporated into the development process.

Email Feedback

FSO recognises that not all stakeholders can participate in workshops or consultations, so we are also inviting written feedback via email on the anticipated BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC) training products.

This option provides a flexible way for stakeholders to share their insights, raise issues, or highlight opportunities at a time that suits them. All feedback will be reviewed and considered as part of the development process.

- To provide email feedback, please email: whs@futureskillsorganisation.com.au

Treatment of Feedback

Feedback captured during the consultation period will be applied to the development of the training products and the final version will be presented to the Technical Committee for their review, feedback and approval prior to Public and Government Consultation.

Consultation Log

Throughout the development process, feedback will be recorded in a project Consultation Log. This log will provide a high-level summary of stakeholder input.

Public and Government Consultation

Release of draft training products

February 2026

The Draft training products will be made available via the FSO project website page, including consultation dates and options for providing feedback. The links on the project web page make drafts publicly available to download for review and comment. The opening of consultation will be promoted through FSO newsletters, email alerts and social media, and reminders will be sent via the same mechanisms during the four-week consultation period.

Undertake Initial Public and Government Consultation

February 2026

Stakeholder engagement and collaboration will be open, proactive, inclusive, fair, and transparent across the Vocational Education and Training (VET) system and industry. Multiple mechanisms will be used to collect 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.

FSO will engage with members from the consultation group and a wider network of stakeholders to acquire feedback through various communications channels. 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 consensus between stakeholders and divergent views.

Consultation will be inclusive and responsive to the needs of the stakeholders concerned, especially for vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

Consideration will be given to facilitating consultations that capture the views of stakeholders in metropolitan, regional and remote areas, smaller states and territories, and small businesses.

For this project, stakeholders will have the ability to attend workshops, one-on-one consultations and online feedback forms. These activities will give stakeholders the ability to provide feedback on:

- provide input on training design, delivery and assessment,
- comment on proposed Australian Qualifications Framework (AQF) levels,
- identify impacts on learners and
- flag potential implementation issues

Workshops

February 2026

FSO will hold workshops promoting interactive discussion on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). Workshops give the opportunity for a diverse range of stakeholders to discuss draft products. Commonwealth and state/territory government stakeholders and their representatives will be invited to participate in workshop discussions. During the workshops, FSO will use online software tools to facilitate interactive synchronous feedback from participants.

- The link to enrol in the workshops will be made available on the [project website](#).

Email Feedback

February 2026

FSO will promote the option of accepting email feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC) from stakeholders.

- To provide email feedback, please email: whs@futureskillsorganisation.com.au

Feedback Forms

February 2026

FSO will provide feedback forms promoting feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). Feedback forms give the opportunity for a diverse range of stakeholders to provide feedback on draft products; it also assists in maximising reach to minority cohort stakeholders.

- The link to the questionnaire will be made available on the [project website](#).

Individual Consultations

April 2026

The FSO will hold individual consultations 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.

State and Territory Updates

FSO will hold individual state and territory feedback sessions to promote interactive discussion and gain feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). This gives the opportunity for state and territories to include their stakeholders in discussions and provide feedback on draft products.

Treatment of Feedback

Feedback captured during the Public and Government consultation period will be analysed and presented to the Technical Committee for review for relevance to the training product. The Technical Committee will use their expertise to analyse the feedback and identify which feedback is to be incorporated within the training products. Where feedback is not incorporated FSO will provide justification for exclusion.

Maintain a Consultation Log

July 2025 – October 2026

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 project 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

March 2026

Information collated from Public and Government consultations will be analysed to identify potential actions, responses and solutions. These actions, responses and solutions will be developed through regular facilitated processes including advice from the Technical Committee, and where necessary other subject matter experts. FSO endeavour to incorporate feedback to ensure the final products reflect a shared RTO (Registered Training Organisations) and industry view.

Validate revisions

April 2026

The Technical Committee will provide a statement that they have reviewed the final draft training products, and they will endorse the training products. This statement forms part of the submission of the final products to the Assurance Body.

Additional consultation if required

April 2026

Stakeholder engagement and collaboration will be open, proactive, inclusive, fair, and transparent across the Vocational Education and Training (VET) system and industry. Multiple mechanisms will be used to collect 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.

FSO will engage with members from the consultation group and a wider network of stakeholders to acquire feedback through various communications channels. 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 consensus between stakeholders and divergent views.

Consultation will be inclusive and responsive to the needs of the stakeholders concerned, especially for vulnerable or minority cohorts, including women, people with disability, culturally and linguistically diverse communities, and First Nations people.

Consideration will be given to facilitating consultations that capture the views of stakeholders in metropolitan, regional and remote areas, smaller states and territories, and small businesses.

For this project, stakeholders will have the ability to attend workshops, one-on-one consultations, and online feedback forms. These activities will give stakeholders the ability to provide feedback on:

- provide input on training design, delivery and assessment,
- comment on proposed Australian Qualifications Framework (AQF) levels,
- identify impacts on learners and
- flag potential implementation issues

Workshops

April 2026

FSO will hold workshops promoting interactive discussion on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). Workshops give the opportunity for a diverse range of stakeholders to discuss draft products. Commonwealth and state/territory government stakeholders and their representatives will be invited to participate in workshop discussions. During the workshops, FSO will use online software tools to facilitate interactive synchronous feedback from participants.

- The link to enrol in the workshops will be made available on the [project website](#).

Email Feedback

April 2026

FSO will accept email feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC) from stakeholders.

- To provide email feedback, please email: whs@futureskillsorganisation.com.au

Feedback Forms

April 2026

FSO will provide a questionnaire promoting feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). Feedback forms give the opportunity for a diverse range of stakeholders to provide feedback on draft products.

- The link to the questionnaire will be made available on the [project website](#).

State and Territory Updates

FSO will hold individual state and territory feedback sessions to promote interactive discussion and gain feedback on the BSB Training Product (TP) Update: Safe and Respectful Workplaces - Unit of Competency (UoC). This gives the opportunity for state and territories to include their stakeholders in discussions and provide feedback on draft products.

Treatment of Feedback

Feedback captured during the consultation period will be reviewed by the Technical Committee for relevance to the training product. The Technical Committee will use their expertise to analyse the feedback and identify which feedback is to be incorporated within the training products. Where feedback is not incorporated, FSO will provide justification for exclusion.

Provide justification

June 2026

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

Dispute resolution

June - July 2026

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

Senior Officials Check

Senior Responsible Officers

July 2026

FSO will provide the final draft training products and consultation log to the Senior Responsible Officers for a final review. During this minimum two-week period, feedback provided from the Senior Responsible Officers will be added to the consultation log.

Finalisation and Submission to Assurance Body and Skills Ministers' Endorsement

Finalisation and Submission

July 2026

Finalisation of training package products and preparation of submission documentation.

Assurance Body and Skills Ministers' Approvals

August - September 2026

FSO will provide the final draft training products and consultation log to the Assurance Body for a final review. During this period, the Assurance Body considers if the process was TPOF compliant. Any feedback provided from the Assurance Body will be actioned.

Upon endorsement of the Training Package Products, the Assurance Body provides a recommendation to the Skills Ministers.

The Skills Ministers review the Training Package Products and either endorse or not endorse the Training Package Products. Non-endorsed training package products will require remedial action and resubmission.

Publication of training products

September - October 2026

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 FSO project website once the release is publicly available.

Key Stakeholders

FSO will engage stakeholders throughout the training product development process from the following categories:

- employers and their representatives/peak bodies
- employees and their representatives/unions
- the Commonwealth, state and territory governments (including licensing and regulatory bodies)
- RTOs (Registered Training Organisations)
- educational experts
- learners and other interested stakeholders as appropriate (including those with disability-specific knowledge)
- other Jobs and Skills Councils, as appropriate.

Identified stakeholders for targeted consultations can be found in [Appendix 1](#).

For further project information, please contact: whs@futureskillsorganisation.com.au

Appendix 1: Proposed Stakeholders for Consultation

Technical Committee members

Name	Organisation	State/Territory	Representation
Caroline Winter (resigned from Technical Committee effective 20 April 2026)	Mining and Automotive Skills Alliance (AUSMASA)	National	Jobs and Skills Council
Andinet Shiferaw (appointed to Technical Committee replacing Caroline Winter effective 20 April 2026)	Mining and Automotive Skills Alliance (AUSMASA)	National	Jobs and Skills Council
Claudia Carsten	Mining and Automotive Industry Training Council WA	Western Australia	Educational Expert Subject Matter Expert
David Smithwick	Australian Council of Trade Unions (ACTU)	National	Unions Educational Expert
Eleanor Ravenarki	HumanAbility	National	Jobs and Skills Council Educational Expert
Kit McMahon	Women's Health in the South East (WHISE)	Victoria	Educational Expert Subject Matter Expert
Luisa Grant	Industry Skills Jobs Advisor – DTET/ACS	Queensland	State and Territory Representative
Peta Twomey	Federation University	Victoria	Registered Training Organisation Educational Expert
Sally Caruana	Sheforce	Victoria	Subject Matter Expert
Sonia Sadrani	Council of Small Business Organisations Australia (COSBOA)	National	Subject Matter Expert
Dion Daniell	Charles Darwin University	Northern Territory	Registered Training Organisation Educational Expert
Kripa Jacob	Industry Skills Advisory Council Northern Territory (ISACNT)	Northern Territory	State and Territory Representative

Industry and Peak Body Stakeholders

Organisation	State/Territory	Representation
Australian Institute of Health & Safety (AIHS)	National	Peak Body
Business Council of Australia (BCA)	National	Industry

Council of Small Business Organisations Australia (COSBOA)	National	Peak Body
Small Business Association of Australia (SBAA)	National	Peak Body
Australian Chamber of Commerce and Industry (ACCI)	National	Peak Body
AI Group	National	Peak Body
Safe Work Australia	National	Government
SafeWork NSW	State	Government
SafeWork VIC	State	Government
SafeWork SA	State	Government
WorkSafe QLD	State	Government
WorkSafe WA	State	Government
WorkSafe TAS	State	Government
WorkSafe ACT	State	Government
NT WorkSafe	State	Government
Community Skills WA	State	Industry
Chamber of Minerals and Energy WA	State	Industry
Respect (Prevention Arm), VIC	State	Government
Australian Institute – Dr Lisa Heap	National	Industry
Industry Reference Group, QLD – BSB	State	Industry
Workplace Gender Equality Agency (WGEA)	National	Government
Department of Local Government, Industry Regulations and Safety (LGIRS), WA	State	Government
Diversity Council of Australia	National	Peak Body
Australian Human Rights Commission	National	Government
Food, Fibre & Timber Industry Training Council WA	State	Government
Logistics Training Council WA	State	Government
Construction Training Council WA	State	Government
Community Skills WA	State	Government
Chamber of Minerals & Energy WA	State	Government

Employees & Unions

Organisation	State/Territory	Representation
Australian Council of Trade Unions (ACTU) – David Smithwick	National	Union

Commonwealth, state and territory governments (inc. regulatory bodies)

Organisation	State/Territory	Representation
ISACNT – Industry Skills Advisory Council NT	NT	Industry Training Council NT Gov
Industry Skills Jobs Advisor – DTET/ACS	QLD	Industry Training Council QLD Gov
FAPSTC - Financial, Administrative and Professional Services Training Council	WA	Industry Training Council – WA
South Australian Skills Commission	SA	State Govt and ISCs - SA
Skills Tasmania	TAS	State Govt and ISCs - TAS
Business Skills Victoria	VIC	Industry Training Council - VIC

ACFIPS – Arts, Communications, Finance Industries & Property Services	NSW	ITAB – NSW
Skills Canberra	ACT	Industry Training Council - ACT
Comcare	National	Commonwealth Government regulator

RTO and educational expert Stakeholders

Organisation	State/Territory	Representation
Advanced Mine Performance Training Services Pty Ltd	Western Australia	Private
Asset Training Australia Pty Ltd	Queensland	Private
Australian Concert & Entertainment Security Pty Ltd	New South Wales	Private
Australian Training Academy Pty. Ltd.	Queensland	Private
Auswright Training Pty Ltd	Queensland	Private
Ballistic Training Solutions Pty. Ltd.	Queensland	Private
Calibre Training & Development Pty Ltd as Trustee for the Calibre Unit Trust	Victoria	Private
CAQA	Victoria	Private
Charles Darwin University	Northern Territory	University
Civil Safety Pty Ltd	Queensland	Private
Construction Forestry Maritime Employees Union - Construction and General Division Victoria-Tasmania Divisional Branch	Victoria	Private
Core Training Group Pty Ltd	Western Australia	Private
Department of Defence	Australian Capital Territory	Enterprise - Government
DTE Enterprises Pty Ltd as trustee for the BKB Family Trust	Western Australia	Private
Flexible Training Solutions Pty Ltd	Victoria	Private
GEM College of International Business (Australia) Pty Ltd	South Australia	Private
Halo Nation Training Pty Ltd	Queensland	Private
Harness Energy Services Pty Ltd	Queensland	Private
Health & Safety Advisory Service Pty Ltd	New South Wales	Private
Iascend Polytechnic Pty Ltd	Victoria	Private
Innovative Learning Solutions Pty Ltd	New South Wales	Private
INTRINSIC SAFETY PTY LTD	Queensland	Private
Learning Partners Pty Ltd	Tasmania	Private
Linked 2 Pty Ltd	New South Wales	Private
Local Employment and Training Services Pty Ltd	New South Wales	Private
Master Builders Association of Victoria, The	Victoria	Private
MiTraining Ltd	Queensland	Private
North Regional TAFE	Western Australia	Public RTO
OPEC SYSTEMS PTY LTD	New South Wales	Private
Queens Group Pty Ltd	Victoria	Private
Queensland Training Services Pty Ltd	Queensland	Private
River Oak College Pty Ltd	Queensland	Private
Serve it Up Training Pty Ltd	Victoria	Private
Skills Recognition International Pty Ltd	Queensland	Private

Organisation	State/Territory	Representation
South Metropolitan TAFE	Western Australia	Public RTO
The Change Network Pty. Limited	New South Wales	Private
The Management Edge Pty Ltd	Victoria	Private
Training Services Australia Pty Ltd	Western Australia	Private
Vital Training Solutions Pty Ltd	New South Wales	Private
Westbourne College Pty Ltd	New South Wales	Private
Workforce Development Pty Ltd	Tasmania	Private

State and territory governments - SRO Stakeholders

Organisation	State/Territory	Representation
Skills Canberra	ACT	SRO
Department of Trade, Business and Innovation	NT	SRO
Department of Education	NSW	SRO
Department of Trade, Employment and Training	QLD	SRO
South Australian Skills Commission	SA	SRO
Skills Tasmania	TAS	SRO
Department of Jobs, Skills, Industry and Regions	VIC	SRO
Department of Training and Workforce Development	WA	SRO

JSC Stakeholders

Organisation	State/Territory	Representation
Skills Insight	National	JSC
Service and Creative Skills Australia	National	JSC
Powering Skills Organisation	National	JSC
Manufacturing Industry Skills Alliance	National	JSC
Mining and Automotive Skills Alliance	National	JSC
Industry Skills Australia	National	JSC
Public Skills Australia	National	JSC
HumanAbility	National	JSC
BuildSkills Australia	National	JSC