



# Skill Standard Template

## Code and title – Skill Standard (SS)

**Purpose:** Title of SS which should directly state the job function being described. SS code should follow a similar naming convention to that of UoCs, and include an indicator as to whether the SS is classified as Foundational, Cross Sectoral or Specialist.

**Format:** Brief phrase and 10 character alphanumeric code.

<b>Description</b>	<p><b>Purpose:</b> Provides a brief summary of the Skill Standard and how the skills described within the Skills Standard apply to the competent performance of the job function. The description should be written in a way that enables the skills described within the Skills Standard to be applied in a range of vocational contexts.</p> <p><b>Format:</b> 1-3 sentences.</p>						
<b>Applicable industries</b>	<p><b>Purpose:</b> Indicates key industries in which this job function is performed, and the Skills Standard is relevant to. Should also indicate the key job roles which perform the job function, and are relevant to this Skills Standard. Both industries and job roles should be linked to those contained within the Australian Skills Classification (ASC).</p> <p><b>Format:</b> 1-2 brief paragraphs.</p> <p><b>Standardised wording:</b></p> <ul style="list-style-type: none"><li>• This job function applies to [INSERT INDUSTRIES]...</li><li>• Job roles may include [INSERT JOB ROLES]...</li></ul>						
<b>Classifications</b>	<p><b>Purpose:</b> A concise table outlining the scheme and classification value that links the completion rules to the applicable ASC Skill Cluster Family and Skill Cluster.</p> <p><b>Format:</b></p> <table border="1"><thead><tr><th>Scheme</th><th>Classification value</th></tr></thead><tbody><tr><td>ASC Skill Cluster Family</td><td>e.g. Construction</td></tr><tr><td>ASC Skill Cluster</td><td>e.g. Apply paint or finishes</td></tr></tbody></table>	Scheme	Classification value	ASC Skill Cluster Family	e.g. Construction	ASC Skill Cluster	e.g. Apply paint or finishes
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<p><b>Qualifications and Skill Sets that use this Skill Standard</b></p>	<p><b>Purpose:</b> Automatically integrated into TGA functionality to indicate which qualifications and skill sets use the Skill Standard.</p> <p><b>Format:</b> Live updating list of dot points linked to TGA functionality.</p>																								
<p><b>Skills and knowledge summary</b></p>	<p><b>Purpose:</b> Describes the essential job performance outcomes, in terms of the demonstration of skills and application of relevant knowledge. The skills summary outcomes should be listed in an order that makes sense to the completion of job outcomes associated with Skills Standard.</p> <p><b>Note:</b> Industry specific context is provided in the related Training and Assessment Requirements and should not be included here.</p> <p><b>Format:</b> A combined list of essential skills and underpinning knowledge written in a way that explicitly demonstrates how the knowledge links to the application of skills. Dotpoints are numbered to promote clear line of sight/mapping to requirements as listed in the TAR.</p> <p><b>Standardised wording:</b></p> <p>Learners are required to demonstrate the following skills and knowledge:</p> <p>e.g.</p>																								
<p><b>Foundation skills</b></p>	<p><b>Purpose:</b> Describes the foundational skills and knowledge that facilitate the successful performance outcomes of the Skill Standard. The capabilities should align to the principles of the Australian Core Skills Framework (ACSF) and use indicators and performance features to describe the level of performance that is expected across each required capability. Also includes a leadline that clarifies that foundation skill levels are listed at the outcome level, following the completion of the Skills Standard.</p> <p>Also describes the digital literacy skills that facilitate the successful performance outcomes of the Skill Standard. The capabilities should align to the principles of the Digital Literacy Skills Framework (DLSF) and use indicators and performance features to describe the level of performance that is expected across each required capability.</p> <p><b>Format:</b> Table format with levels of ACSF skills included and lead in line that describes how to use the table.</p> <p><b>Standardised wording:</b></p> <p>The below listed foundation skills are indicative of the language, literacy, numeracy and related requirements that typical learners would have demonstrated when undertaking this Skill Standard in alignment with the Australian Core Skills Framework (ACSF). Further information about the ACSF and its levels can be found here.</p> <table border="1" data-bbox="491 1771 1444 2031"> <thead> <tr> <th>Foundation Skill</th> <th>Learning</th> <th>Reading</th> <th>Writing</th> <th>Oral communication</th> <th>Numeracy</th> </tr> </thead> <tbody> <tr> <td>Level 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Foundation Skill	Learning	Reading	Writing	Oral communication	Numeracy	Level 1						Level 2						Level 3					
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<p data-bbox="204 920 459 949"><b>Mapping information</b></p>	<p data-bbox="491 920 1417 987"><b>Purpose:</b> Indicates where previous versions of the same Skill Standard exist and how they map to the Skill Standard</p> <p data-bbox="491 1021 1401 1088"><b>Format:</b> Single sentence indicating where previous training products exist and their status.</p> <p data-bbox="491 1122 746 1151"><b>Standardised wording:</b></p> <p data-bbox="491 1184 1098 1214">The following Skill Standards map to this Skill Standard:</p> <ul data-bbox="539 1247 735 1276" style="list-style-type: none"> <li>• CODE / TITLE</li> </ul>																																				