

Electrotechnology Vocational Standard Package — Review process summary

Activity/action	Who	By	Notes
1. Write concept document draft	NTD	23/10/02	Draft reviewed by BT and TP
2. Edit concept document as needed	NTD	28/10/02	
3. Validation Group Briefing	NTD/BT	28/10/02	Validation Team Meet Brian Seymour Ian Neeson & Darrell Hills
4. NTG/STARG meeting arranged	BT	31/10/02	Concept document distributed to NTG/STARG
5. NTG/STARG meeting conducted	BT/TP	16/11/02	
6. Concept revised as required by NTG/STARG	NTD	30/11/02	If necessary
7. NTG/STARG meeting conducted	BT/TP	15/12/02	May be sufficient to deal with any revision out-of-session
8. Validation Group Briefing	NTD/BT	17/12/02	Validation Team Meet Brian Seymour Ian Neeson & Darrell Hills
9. Develop <i>Vocational Standards Package</i>	NTD (BT)	30/06/03	
1 st Draft		30/03/03	Based on what is currently known
Research		30/05/03	Will involves forums / consultation with industry
2 nd draft		30/06/03	Based on research
10. Validation Group Briefing	NTD/BT	2/7/03	Validation Team Meet Brian Seymour Ian Neeson & Darrell Hills
11. Draft <i>Vocational Standards Package</i> documents prepared for validation	BT (NTD) Ed	12/08/03	Internal edit and print
12. <i>Review Process Report</i> prepared	BT (NTD) Ed	12/08/03	Internal edit and print
13. NTG/STARG meeting arranged	BT/TP	15/08/03	Draft <i>Vocational Standards Package</i> and <i>Review Process Report</i> distributed to NTG/STARG
14. NTG/STARG meeting conducted	BT/TP	15/09/03	Allow 2 days
15. Validation Group Briefing	NTD/BT	29/10/03	Validation Team Meet Brian Seymour Ian Neeson & Darrell Hills
16. National validation implemented	BT +	30/10/03	

[21/4/03](#)[23/9/02](#)[19/9/02](#)

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Activity/action	Who	By	Notes
Public comment period			
National workshops conducted			
17. Comments compiled	(BT) GA	31/11/03	Allow 1 week
18. Working group meeting arranged	BT (NTD)	15/12/03	
19. Comments reviewed by working group		31/12/03	Allow 1 week
20. Technical committee meeting arranged	BT	15/01/04	
21. Technical committee meeting conducted	BT/NTD	31/01/04	
22. 1 st draft of completed <i>Vocational Standards Package</i> revised	NTD	15/02/04	Based on deliberations of Technical committee
23. 1 st draft of final <i>Review Process Report</i> prepared	BT (NTD) Ed	15/02/04	
24. Draft <i>Vocational Training Vocational Standards Package</i> prepared for NTG/STARG meeting	NTD Ed	22/02/04	Internal edit and print
25. NTG/STARG meeting arranged	BT/TP	22/02/04	Draft <i>Vocational Standards Package</i> and <i>Review process report</i> distributed to NTG/STARG
26. NTG/STARG meeting conducted		20/03/04	<i>Vocational Training Vocational Standards Package, Review process report</i> and <i>Support Material Revision Report</i> formal acceptance!!!
27. <i>Vocational Training Standard and Reports</i> prepared for submission to ANTA	TP	31/03/04	
28. <i>Vocational Training Standard and Reports</i> submitted to ANTA	TP	31/03/04	

NTG National Steering Group

STARG State Training Authorities Reference Group

BT Bob Taylor

TP Tony Palladino

[21/4/0323/9/0219/9/02](#)

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Electrotechnology Training Package UTE99 Review — Stage 2

NTD Ian Neeson
GA General Assistant
Ed English editor (if needed)

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