

Maintain a Consultation Log

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 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

Collated information from consultations will be analysed to identify trends and diverse views. Potential actions, responses and solutions will be developed through regular facilitated processes including advice from the Technical Committee, and where necessary other subject matter experts. Best efforts will be made to incorporate feedback to ensure the final product reflects a common shared view.

Where identified issues fall outside the scope of the project a project variation may be considered or recommendations for future work may be documented.

Validate revisions

The Technical Committee will provide advice on the final draft training products and a statement to this effect forms part of the submission of the final products to the Manufacturing Alliance Chief Executive Officer.

Additional consultation if required

Additional consultation may be undertaken to manage diverse viewpoints or if significant changes have been made to the training product as a result of public and government consultation. Timeframes for any additional consultation will reflect the scope and complexity of the proposed changes.

Provide justification

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

Dispute resolution

Appendix A: Proposed Stakeholder Consultation list

Technical Committee

Full Name	Organisation	Type	State
Angelo Zaccari	Australian Institute for Non-destructive Testing (AINDT)	Association/SME	National
Karen Humphreys	TAFE NSW	RTO	NSW
Jason North	Australian Defence Force	Employer/SME	National

Consultation with key stakeholders

Organisation	Type	State
Defence		