



Mining
Skills Organisation
Pilot

REQUEST FOR QUOTATION
MINING SKILLS ORGANISATION PILOT
DIGITAL TRANSFORMATION – EMBEDDING
MATERIAL INTO THE TRAINING PACKAGE
FRAMEWORK



1. OVERVIEW

Introduction

This Request for Quotation (RFQ) for the supply of consultancy services is issued by the Mining Skills Organisation Pilot (MSOP) under the auspices of the Minerals Council of Australia (MCA).

Purpose

The purpose of this RFQ is to invite suitably qualified and experienced specialists to submit a quotation to undertake consultancy services related to the MSOP Digital Transformation Hub program – embedding accredited course material into the training package framework initiative. A summary of the MSOP is at [Appendix A](#).

Services required

Services that the MCA is seeking are detailed in [Section 2: Statement of Requirement](#) and include:

- Development of consultation document which details the project and areas on which the MSOP is seeking comment from an industry perspective.
- Engagement with stakeholders on consultation document
- Development of final position around mechanisms and processes for enshrining of accredited courses into training packages at the national level
- Creation of criteria and process to prioritise future digital/technology training product development – including guidance material.

Quotation

Interested vendors who are able to provide the services in accordance with the MCA's requirements should complete the quotation template at [Attachment A](#), which includes the following elements:

- Statement detailing capability and capacity to deliver the contract services/outcomes required to the MCA's satisfaction and within established/agreed timeframes
 - Summarising proposed approach to meeting requirements
 - Addressing special skills/knowledge
 - Acknowledging reporting and critical timelines and demonstrating ability to meet them
 - Providing any additional information the vendor wishes the MCA to consider.
- Company overview
 - Official registered name (company, individual etc.), ABN, trading name if different, address, main telephone number, main email address, company website and social media links
 - Key contact name, title, address direct telephone and email address
 - Person authorised to contractually bind the organisation for any quotation to this RFQ
 - Project team staffing, including biographies, qualifications and relevant experience of key team members and management personnel
- Table of fees, expenses and costs
 - As per the template contained in the statement of requirement
- Nominated references
 - Details of at least two customers to which services similar to those described in this RFQ have been provided within the last three years

- The evaluation process may involve discussions with the nominated referees).

Contract/services agreement award

An MSOP selection panel will be convened to review/ evaluate quotations against statement of requirement. The panel will comprise representatives from across the MSOP governance structure (detailed at [Appendix B](#)) and the MCA, including a representative independent of the MSOP.

Award of the contract/services agreement resulting from this RFQ based on the response which offers the most advantageous approach to the MSOP in terms of cost, functionality, and other factors as specified in the statement of requirement and measured against the selection criteria. The selection panel may seek expert/specialist advice in the course of deliberations.

The MCA reserves the right to:

- Vary the process and timetable relating to this process in its absolute discretion
- Vary the terms of the RFQ
- Reject any or all quotes and discontinue this RFQ process without obligation or liability to any respondents
- Accept other than the lowest priced quote
- Seek additional information or clarification from respondents (including their sub-contractors or agents)
- Award a contract on the basis of initial quotes received, without discussions or requests for best and final quotes
- Select and negotiate with more than one respondent
- Cancel, add to or amend the information, requirement, terms, procedures or processes set out in this RFQ.

Neither the issue of this RFQ by the MSOP or any response to it by any party commits, obligates or otherwise creates a legal relationship between the MCA and that party.

The MCA does not guarantee, warrant or otherwise represent that any business, revenue or other benefit or any minimum volume or value of business, will be earned or received by the successful respondent(s).

As an initiative co-funded by the MCA and the Department of Education, Skills and Employment, the MSOP supports the [Indigenous Procurement Policy](#) and encourages quotations from Indigenous vendors and/or vendors that stimulate Indigenous entrepreneurship and business development and/or employment.

Vendors found to be on the Workplace Gender Equality Agency [non-compliance list](#) will not be considered.

The MCA may, at its discretion and without explanation to prospective vendors, at any time choose to discontinue this RFQ without obligation to such prospective vendors.

Intellectual property

The MSOP will retain all intellectual property developed/created in the course of activities undertaken in the delivery of services and/or expert/specialist consultancy and provide access and license, and/or transfer IP as appropriate.

RFQ contact officer

All queries in relation to this request for quotation should be directed to:

Name: Karolina Szukalska

DIGITAL TRANSFORMATION – EMBEDDING MATERIAL INTO THE TRAINING PACKAGE FRAMEWORK

Telephone: 0430 246 804

Email: karolina.szukalska@minerals.org.au

Lodgement of quotations

All quotations to provide services in accordance with the MCA's requirements and in the format stipulated in the statement of requirement should be lodged through the MSOP inbox:

MiningSkillsPilot@minerals.org.au

Responses must be received by 9.00 am – Australian Eastern Daylight Time, Monday 25 January 2021. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

2. STATEMENT OF REQUIREMENT

Background

Through MSOP, the mining industry is trialling innovative new approaches to skills development and acquisition to complement and enhance the current training system, and achieve the responsive pathways and skills acquisition required in the immediate and post COVID-19 employment landscape.

Centred on three project hubs covering apprenticeships, digital transformation and attraction and retention, the MSOP will specifically test key elements of the current VET system with a view to achieving necessary reforms for the benefit of industry, individuals and participating organisations.

The digital transformation project hub aims to develop and test a mechanism which will allow accredited training products developed for the sector relating to automation and the application of digital technologies to be part of Australia's nationally recognised training product library.

[Appendix A](#) provides a summary of apprenticeships project hub.

This procurement seeks to engage a specialist/expert consultancy services for the MSOP Digital Transformation Hub – embedding accredited course material into the training package framework

Contract services/outcomes required

Scope of services/outcomes required includes, but is not limited to:

- Consultation paper
 - Development of consultation document which details the project and areas on which the MSOP is seeking comment from an industry perspective.
- Key stakeholder engagement
 - As agreed in conjunction with the MSOP team, noting that stakeholders will come from the identified key stakeholder cohorts at [Appendix C](#)
 - Engagement is expected to be a combination of face to face, virtual or written based on the most appropriate platform and external influences such as border closures or travel costs
 - Facilitated engagement with stakeholders on consultation document – all jurisdictions and nationally
 - Facilitated engagement with stakeholders on draft recommendations – all jurisdictions and nationally.
- Mechanisms and processes report
 - Report, including recommendation to inform final position around mechanisms and processes for enshrining of accredited courses into training packages at the national level.
- Prioritisation process/criteria to guide additional digital/technology related training product content
 - Development of criteria and process to prioritise future digital/technology training product development – including guidance material.
- Standardised learning resources and assessment tools for automation content
 - Development/acquisition of standardised learning resources and assessment tools to support automation content.

Timeframe for completion of the contract services

The expected timeframe for completion of the services is 2 September 2021, with the option to extend for up to six weeks at the discretion of the MCA, should there be delays or scope changes within the MSOP and/or in the project hubs.

Timelines/key dates

The services required have limited scope and are task-based, with deliverables required across the contract/service agreement period. Table 1 provides a breakdown of expected activity timelines and key dates.

Table 1: activity timelines/key dates

Activity	Date
Request for quotation distributed	17 December 2020
Quotation due date	25 January 2021
Quotation review and selection period	26 January – 3 February 2021
Contract negotiation and award	4 – 8 February 2021
Contract executed and kick-off meeting held	9 – 12 February 2021
Prioritisation process/criteria to guide additional digital/technology related training product content created	9 February – 31 March 2021
Consultation document developed	14 February – 5 March 2021
Key stakeholder engagement – consultation paper	8 March – 31 March 2021
Monthly statements of progress commence	15 March 2021
Consultation on prioritisation process/criteria	1 April – 31 May 2021
Draft report with recommendations on mechanism and processes	23 April 2021
Key stakeholder engagement – recommendations ology related training product content created	26 April – 14 May 2021
Final report with recommendations on mechanism and processes	31 May 2021
Decision reached re: recommendations by MSOP	1 – 18 June 2021
Learning resources and assessment tools developed	1 March – 2 September 2021

Resources/materials to be provided by the MCA

The MCA's MSOP staff will be made available as needed to assist the vendor to undertake this work.

The MCA will make available to the vendor the following resources/materials:

- Documents to enable the vendor to perform the services, including the required base content (as agreed during kick-off meeting)
- Access to the relevant MSOP staff
- Further detail and information on the digital transformation hub
- Other resources/materials as agreed with the organisation.

Special skills/knowledge needed

The vendor/supplier will need to possess the following:

- Extensive experience in co-design, collaboration and innovation in development of consultation materials and facilitation of consultation and engagement activity
- Skills/proficiency in the national training system requirements
- Demonstrated understanding of the complexities across the state and federal system
- Experience and understanding of the Australian VET system, including policies and processes
- Awareness of the challenges, reforms and priorities of the contemporary skills landscape
- Experience working with the mining industry, the VET system and the Australian Government.

Reporting

In addition to the recommendations report stipulated in the services/outcomes required section of this RFQ, the Vendor will be required to provide a monthly statement of progress against deliverables and agreed timelines.

Fees, Expenses and Costs

Noting that the timeframe for completion of services spans seven months, costs should be broken down by hourly rate and expected number of hours for each deliverable. Any additional costs should be outlined.

Table 2 provides a template for populating contract costings.

Table 2: contract costings

Name	Title/Role	Hourly rate	Estimated hours	Total Cost

Evaluation Criteria

Quotations will be assessed on the vendor’s demonstrated capability and capacity to provide the services described in this statement of requirement.

Any award to be made pursuant to this RFQ will be based upon the quotation with appropriate consideration given to operational, specialist, cost, and management requirements.

Evaluation of offers will be based upon the vendor’s responsiveness to the RFQ and the total price quoted for all items covered by the RFQ.

All eligible quotations will be evaluated against the criteria in the table below.

Table 3: Selection criteria

Criteria	Description	Weighting
Response and service offering	The extent to which the quotation responds to and fulfills requirements set out in the RFQ	20 per cent

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Criteria	Description	Weighting
Technical/specialist capability	Vendor's demonstrated ability to deliver the indicated services	15 per cent
Experience and personnel	Vendor's stability, experiences, and record of past performance	10 per cent
	Vendor personnel with requisite skills and experience for proposed approach	
Value for money	Value for money, including the overall cost of vendor's proposal	25 per cent
Collaboration and co-design	The extent to which the quotation reflects collaborative practices and co-design in service delivery	10 per cent
Innovation	The extent to which the quotation demonstrates innovation – including innovative work practices and innovation in developing policies/programs in skills and training and/or mining	20 per cent

APPENDIX A: THE MINING SKILLS ORGANISATION PILOT

Context

As part of the \$585.3 million [Skills Package](#), the Commonwealth is trialling new approaches to expand the role of industry in the national training system, including industry-led [Skills Organisations](#) proposed in the [Joyce Review](#).

The Mining Skills Organisation Pilot (MSOP) was [officially launched](#) on 7 May 2020 and will be federally funded until 30 June 2023 and is supported by the Australian Government through the Department of Education, Skills and Employment.

The MSOP seeks to:

- Improve the quality and responsiveness of nationally recognised training for the industry
- Embed employers within the Australian VET sector architecture and functions
- Support the design and implementation of broader national VET reform.

Scope

Through an industry-led hub and spoke model, the MSOP will undertake scalable, value for money activity across the VET [Skills Pipeline](#), including:

- Leading industry engagement in the VET Sector
- Developing and testing nationally recognised training (alongside the existing system)
- Working with key players in the national VET governance structures to advise on and obtain agreement to changes that improve the quality and extent of training for the mining industry
- Exploring new methods of assessment
- Identifying/testing crossover and alignment in different industries and options for 'clustering'
- Recommending ways different providers (public, private, university) can interact better
- Advising on the needs of the regions, and working with states to develop skills 'roadmaps'
- Providing long term recommendations for Skills Organisations overseeing apprenticeships
- Testing the sustainability of the MSOP model developed.

Approach

The MSOP will deliver system improvement activities across three project hubs which were agreed to and scoped through an intensive ideation, design and development process across the MSOP governance, with broader industry consultation, and targeted engagement activity.

The skills project hubs include:

- Apprenticeships – with an initial goal of at least 5000 new apprenticeships to modernise trades training, education and development, with an initial focus on in-demand Heavy Duty Diesel Fitters and developing content, delivery and assessment models that better align industry need and apprentice knowledge
- Digital transformation – for faster delivery of training products for automation and the application of digital technologies, with the goal of integrating existing automation training products into Australia's training package framework
- Attraction and retention – to position mining as an industry of choice through developing, testing and activating a framework for attracting and retaining the talent pipeline the modern mining industry and the mining equipment, technology and services (METS) sector needs, now and into the future.

Digital transformation hub

Background

Australia's resources sector is rapidly adopting technological innovations in order to remain internationally competitive and to improve sector safety outcomes.

Through [The Future of Work – the changing landscape for miners](#), EY considered the minerals industry skills landscape – now and into the future – through the lens of an innovation study focused on automation, digitisation and the 'electric' mine.

EY examined the skills needed to reflect and respond to changes in minerals operating practices, particularly increased remote operations. The study framed the future of work through the dominant drivers of change shaping that future, including shifting workforce expectations, convergence of technology, robotics and artificial intelligence, social and demographic shifts and blind-disruptors. In considering the impacts on the minerals workforce, the study found:

- Innovations predicted to redesign traditional occupations and increase demand for greater skills in contemporary data and digital technologies – robotics and automation through drones, autonomous vehicles and remote-controlled operational systems.
- Increased demand for data and digital literacy skills across the whole mining value chain will redesign most occupations as human-to-machine interface evolves/becomes more prevalent.
- Accelerated uptake and application of cloud computing, information sharing and big data shifting employees away from hazardous on-site events to an improved work health and safety rating and enhanced workplace conditions. This availability of data will also improve the quality and timeliness of production related decisions at mine site level.

EY concluded that to benefit from drivers of change shaping the future of work, the dominant sector response required will be to support the workforce through contemporary training/education products.

Rio Tinto, in partnership with the Western Australian Government, South Metropolitan TAFE and in collaboration with industry, developed the first automation related vocational education and training products in 2018/19. The decision was made to accredit these training products locally was influenced by speed to market considerations.

The following, nationally recognised training products were developed:

- Certificate II in Autonomous Workplace Operations
- Automation Skill Set (for existing tradespeople/apprentices)

Certificate IV in Autonomous Control and Remote Operations.

Problem/ Opportunity statement

Speed to market, particularly for technology related training requirements, has been identified by industry as a barrier in the vocational education and training system training product development and review process. It can currently take 12 to 24 months between when an industry need is identified to when a training product to address this need is available nationally. This lag erodes the sector's competitive standing and is unable to keep pace in our rapidly changing industry environment.

Increasing deployment of technology and innovation across the mining value chain is driving an industry need for reform across many aspects of Australia's vocational education and training system. Current training package development and review processes are complex, multi-layered and inconsistent with industry expectations.

Pursuit of accredited course options provided a partial remedy for this situation but come with their own complexity as they are nationally recognised but sit outside of the training package framework.

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For example, as the WA automation training products remain outside the existing training package framework they are not widely accessible within the sector or across industry more broadly.

Eliminating this additional complexity requires consideration of mechanisms and processes to efficiently enshrine accredited courses into training packages.

Description

This project is broken into three elements:

- Embedding existing automation training products
- Identification and prioritisation of new digital/technology content
- Mechanism/process to govern development of digital transformation related national training product content.

Project objectives, outputs and outcomes

Table 2 provides a breakdown of project objectives, outputs (deliverables) and outcomes (gains).

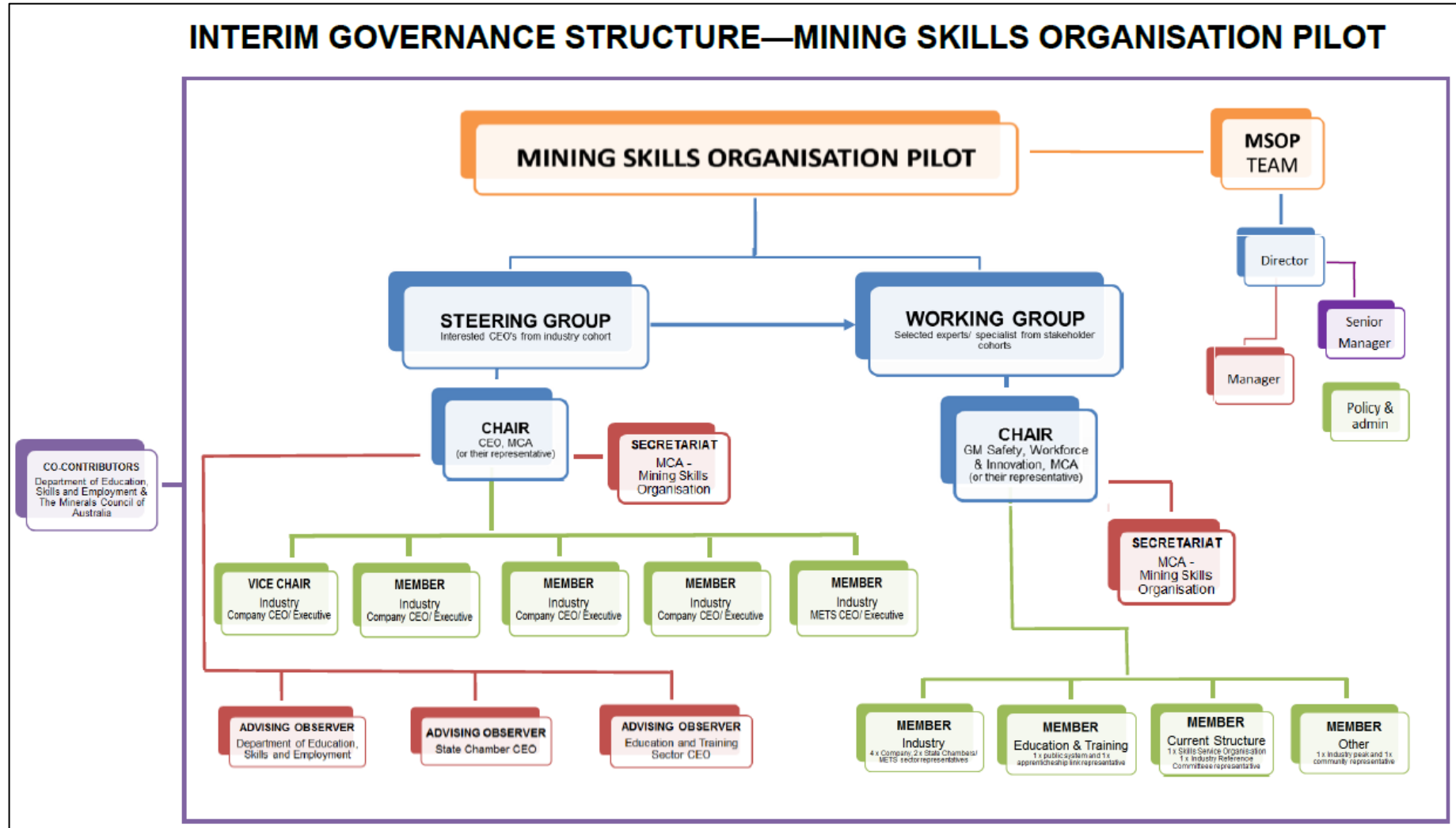
Table 2: Objectives, outputs and outcomes

OUTPUTS	OUTCOMES
Objective 1: Career framework to support education to employment pathways	
Embedding existing automation training products into training package framework	Enhanced take-up of automation training products elevated into Australia's training package framework
Develop industry framework to support education to employment pathways for these training products developed	Opportunities for people in industries impacted by COVID-19
Objective 2: Knowledge bank	
Repackaging existing content to meet the needs of those workers seeking to upskill	Existing workers are upskilled to work confidently and safely alongside new technology
	Better connection between learner and industry needs to the learning system
Objective 3: Resources and tools to support delivery of automation qualification	
Standardised learning resources and assessment tools to support delivery of automation qualifications by RTOs	Quality delivery meets industry expectation baseline
	Consistency in graduate outcomes
Increasing enrolments in the training products	Industry diversity enhanced
	Increased pool of potential new entrants and existing workers with automation/digital technology skills
Objective 4: Mechanism/process to govern development and endorsement of digital transformation related national training product content	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new digital transformation related national training product development
Prioritisation process to guide industry decisions around training product development relating to digital technologies	Model/process that can apply across more industry sectors – will assist in allocation of scarce resources to areas of highest industry need

OUTPUTS	OUTCOMES
Objective 5: Better alignment between industry expectations and Registered Training Organisation activities	
Development/publication and implementation of quality criteria which guide industry in choosing a RTO	Improved relationships between industry and Registered Training Organisations through better alignment of expectations
Objective 6: A holistic approach to identifying and meeting the mining industry need for attracting skilled workers and retaining the industry’s existing skills base	
Linking this project to the other MSOP project hubs, in particular ‘attraction and retention’ — pathways approach	Transferability of qualifications mapped to the broader resources industry and other industry contexts

APPENDIX B: MSOP GOVERNANCE STRUCTURE

Chart 1: Mining Skills Organisation Pilot governance structure



APPENDIX C: KEY AUDIENCE/STAKEHOLDER GROUPS

Key audience/stakeholder groups for the pilot include, but are not limited to:

- Industry
- Education and training providers
- Government
- Current structure entities
- New architecture entities
- Learners.

Industry

As the pilot is testing the Joyce recommendation for industry owned and led Skills Organisations, industry is a critical audience group. The industry audience includes:

- MCA member and non-member companies
- State chambers/divisions, such as the Chamber of Minerals and Energy Western Australia, MCA Northern Territory Division, MCA Victorian Division, the Queensland Resources Council, South Australian Chamber of Minerals and Energy, the Tasmanian Manufacturing and Energy Council and the NSW Minerals Council
- Specialist bodies such as recruitment agencies
- METS sector representatives such as the Austmine and METS Ignited
- Complementary industry representatives such as defence, agriculture or civil construction.

Education and training providers

While the pilot is testing an industry-centric approach to the skills pipeline, the engagement, collaboration and commitment of providers from across the education and training landscape is essential to achieving pilot outcomes. The education and training provider audience includes:

- Peak bodies in the education and training sector (captured in the 'other bodies' section below)
- Group Training Organisations
- Private Providers
- Enterprise Registered Training Providers
- TAFEs
- Higher education providers (in particular dual sector)
- Public and private secondary and senior-secondary schools
- In-school careers advisers.

Government

Government is a critical co-contributor, collaborator and connector for pilot messaging. The government audience includes:

- The Minister for Employment, Skills, Small and Family Business and the Minister's office
- The government co-contributor, the Department of Education, Skills and Employment
- Relevant state departments

- Other Federal departments as required e.g. the Departments of Industry, Innovation and Science and the Department of Prime Minister and Cabinet.

Current structure entities

As the pilot is seeking to test and pilot innovations and new opportunities across the skills pipeline and not replace or displace the existing system, current structure entities are an important audience group/stakeholder cohort. The current structure entity audience includes:

- Skills Service Organisations, PwC's [Skills for Australia](#)
- Australian Industry Skills Committee
- Industry Reference Committees – metalliferous mining, extractive drilling and coal mining
- State and Territory Training Authorities
- Unions such as the Construction, Forestry, Maritime, Mining and Energy Union, the Australian Workers Union, the Electrical Trades Union and the Australian Manufacturing Workers Union

New architecture entities

The pilot is part of the robust skills landscape envisioned by Steven Joyce, so the other entities that form this new architecture are a crucial audience group/stakeholder cohort. The new architecture entity audience includes the:

- [National Skills Commission](#)
- [National Careers Institute](#)
- [Digital Skills Organisation Pilot](#)
- [Human Services Care Skills Organisation Pilot.](#)

Other bodies

Other bodies that are key stakeholders and represent an essential audience group, include:

- Other industry, peak or professional bodies such as the Independent Tertiary Education Council Australasian, TAFE Directors Australia, Australian Industry Group, Australian Institute of Mining and Metallurgy and the Resource Industry Network
- Other specialist providers, agencies or networks
- Community representatives or specialists
- Any other stakeholders identified.

Learners

At the core of the pilot is innovating and testing new opportunities to facilitate access to skilled workers for the current and future workforce. The uptake of opportunities created through the pilot will support the long-term viability and sustainability of a Mining Skills Organisation. As the ultimate stakeholder, learners are an essential audience group and include:

- Existing workers in the mining industry looking to upskill, re-train or cross-skill
- Existing workers in adjacent industries interested in entering the mining industry
- New learners – secondary and senior-secondary still exploring learning and career pathways
- Existing learners – apprentices and graduates seeking clear and/or alternative pathways within their studies and/or alternative pathways into industry.

QUOTATION FOR MSOP A&R - DIGITAL TRANSFORMATION INITIATIVE

CAPABILITY AND CAPACITY TO DELIVER

Proposed approach to deliver services/outcomes required

Special skills/knowledge

Reporting

Critical timelines

Additional information

COMPANY OVERVIEW

Company details

Key contact

Authorised person

Project team

TABLE OF FEES, EXPENSES AND COSTS

Prepare and attach a table of fees, expenses and costs, GST exclusive. Figure1 below provides an example table.

Figure 1: table of contract costings

Name and title/role	Contribution	Hourly rate	Estimated hours	Total cost

NOMINATED REFEREES

DECLARATION

I/We quote to provide the services described in the RFQ at the GST exclusive prices specified in the quotation

I/We undertake to provide evidence of insurance policies if selected as the preferred vendor prior to entering into a contract with the MCA

I/We declare that I/We agree to the any special conditions of RFQ at Section 2

I/We declare that all information required as stipulated in Section 1 and Section 2 of the RFQ has been included in the quotation

I/We declare that all information and evidence provided in the quotation is true and correct

I/We declare that I/We have the legal authority to be a signatory for this quote.

NB: electronic signatures are accepted for this quotation. Complete the information and return electronically to MiningSkillsPilot@minerals.org.au

Signature:

Full Printed Name:

Title/Position:

Date: