



Mining  
Skills Organisation  
Pilot

**REQUEST FOR QUOTATION**  
**MINING SKILLS ORGANISATION PILOT**  
**APPRENTICESHIPS PROGRAM DESIGN AND**  
**RESOURCE SPECIFICATIONS INITIATIVE**



## 1. OVERVIEW

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### 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 Apprenticeships Hub program design and resource specifications 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 methodology to underpin task analysis
- Mapping of tasks to National Register of Training
- Formation of task based assessment proof points and program delivery options that will allow acceleration of the training program
- Report and recommendations regarding new training product development
- Development/acquisition of learning resources to deliver innovative learning experience.

### 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 and evaluate quotations against the 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

## APPRENTICESHIPS – PROGRAM DESIGN AND RESOURCE SPECIFICATIONS

Telephone: 0430 246 804

Email: [karolina.szukalska@minerals.org.au](mailto: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](mailto: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

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### 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 apprenticeships project hub seeks to modernise how skilled tradespeople are produced in a more timely way for the mining industry initially focusing on a pressure point within the industry – diesel mobile plant mechanics.

This will be achieved through developing and testing a modernised approach to apprenticeships – focusing on program design to make content more contemporary/relevant to a resources sector site environment, and program delivery to accelerate learner outcomes and provide greater confidence.

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

This procurement seeks to engage a specialist/expert to provide consultancy services for the MSOP Apprenticeships Hub program design and resource specifications.

### Contract services/outcomes required

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

- Task analysis and map of tasks to content of National Register of Training
  - Development of consultation methodology to underpin site based task analysis and implementation of methodology across participating company identified sites.
  - Mapping of identified tasks to contents of National Register of Training and determination of current training products to meet identified need
- Capability gap analysis in delivering agreed training program
  - Catalogue of existing learning resources and assessment tools developed
  - Confirmation of gaps in catalogue of identified teaching and learning resources together with assessment tools required
- Report and recommendations regarding new training product development
  - Activity to determine alignment of identified tasks with existing training products and need (or otherwise) to create a new training product
  - Examination of existing product packaging rules to guide recommendations
  - Recommendations on appropriate training product to meet identified tasks (industry need) and any additional development work required (units of competency)
- New training program outline
- Assessment methodology to support ‘proof points’ and acceleration of training program
  - Development of task based assessment proof points and program delivery options that will allow acceleration of the training program
- Learning resources to deliver innovative learning experience

## APPRENTICESHIPS – PROGRAM DESIGN AND RESOURCE SPECIFICATIONS

- Development/acquisition of learning resources to deliver innovative learning experience – based on identification of gaps in learning resource availability to support approved program (technology enabled learning resources).

### Timeframe for completion of the contract services

The expected timeframe for completion of the services is 30 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	1-9 February 2021
Contract negotiation and award	10-16 February 2021
Contract executed and kick-off meeting held	17-19 February 2021
Site based task analysis completed	21 February-26 March 2021
Mapping completed and degree of alignment with existing training products determined	5 March-16 April 2021
Monthly statements of progress commence	15 March 2021
Report and recommendations regarding new training product development submitted	19 April-17 May 2021
Catalogue of existing learning resources and assessment tools developed	3-19 May 2021
Decision reached re: recommendations by MSOP	18- 21 May 2021
New training program outline	18 May-15 June 2021
Methodology for addressing identified gaps in teaching and learning resources and assessment tools agreed	10-31 May 2021
Proof points (task based holistic assessment) developed	10 May- 30 June 2021
Learning resources to deliver innovative learning experience	13 June-30 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)
- Further detail and information on the apprenticeships project hub

- Other resources/materials as agreed with the organisation.

**Special skills/knowledge needed**

The vendor/supplier will need to possess the following:

- Demonstrated understanding of the vocational education and training system and its operation
- Demonstrated understanding of the Australian apprenticeship system, its key stakeholders and participants and regulatory operation
- Contemporary understanding of the Australian vocational education and training reform agenda
- Experience in task analysis and mapping of such an analysis to a competency framework
- Demonstrated understanding of the relationship between training products and learning resources and assessment tools and the mapping of learning resources to units of competency
- 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 listed in Table 3.

The selection panel may seek expert/specialist advice in the course of deliberations.

**Table 3: Selection criteria**

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

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### 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.

### Apprenticeships Project Hub

#### **Background**

Australia's apprenticeship system is over 100 years old and has served an important purpose in providing a nationally recognised qualification and on-the-job experience. Increasing technology deployment within the resources sector, combined with changing industry and learner expectations, have created tension points which necessitate consideration of how the apprenticeship system functions from two key perspectives: program content and how the desired program content is delivered and assessed.

The relevance of a four-year apprenticeship is being challenged by both industry and prospective learners as a pathway to working in the industry. In examining delivery and assessment aspects of apprenticeships, flexibility is essential to enable companies (and individuals looking at an apprenticeship as an entry into an industry career) interested in pursuing accelerated apprenticeship options an opportunity to do so.

#### **Problem/ Opportunity statement**

Technology adoption, industry/learner expectations and skills availability pressures are combining to create a compelling case to test ways the resources sector can better produce tradespersons appropriately skilled to safely and productively work now and into the future.

Through taking a discrete focus area (heavy-duty mobile-plant diesel mechanics) and developing relevant contemporary program content, greater alignment between industry need and apprentice knowledge, and practical application of this knowledge in a workplace context (resources sector sites) can be achieved.

Industry has identified a mismatch between current apprenticeship program design and industry requirements at a site level. The current system is largely based on traditional skill domains (e.g. mechanical, electrical, systems) which are being challenged and disrupted by technology.

Employers are increasingly requiring 'hybrid skilled' workers that have specific skill and knowledge requirements across these traditional skill domains in order to perform specific site based roles.

Industry's strong demand for heavy duty diesel mobile plant mechanics is necessitating consideration of options to produce skilled tradespeople faster, without and reduction in quality. Delivery and assessment of program content focused around task-based demonstration of knowledge and skill at specific 'proof points' during the apprenticeship can enhance outcomes and ensure apprentices have the necessary knowledge and skill.

These proof points can also:

- Form the basis of testing the skills and knowledge of people entering the resources sector with transferable skills
- Form the basis of acceleration where required by industry to maintain quality and confidence in outcomes.

#### **Description**

This project comprises three key elements:

- Program design (including necessary approvals at the national and state and territory levels)
- Program delivery (including training delivery and assessment – with acceleration options and consideration of technology enabled learning resource development)
- Program administration.

**Project objectives, outputs and outcomes**

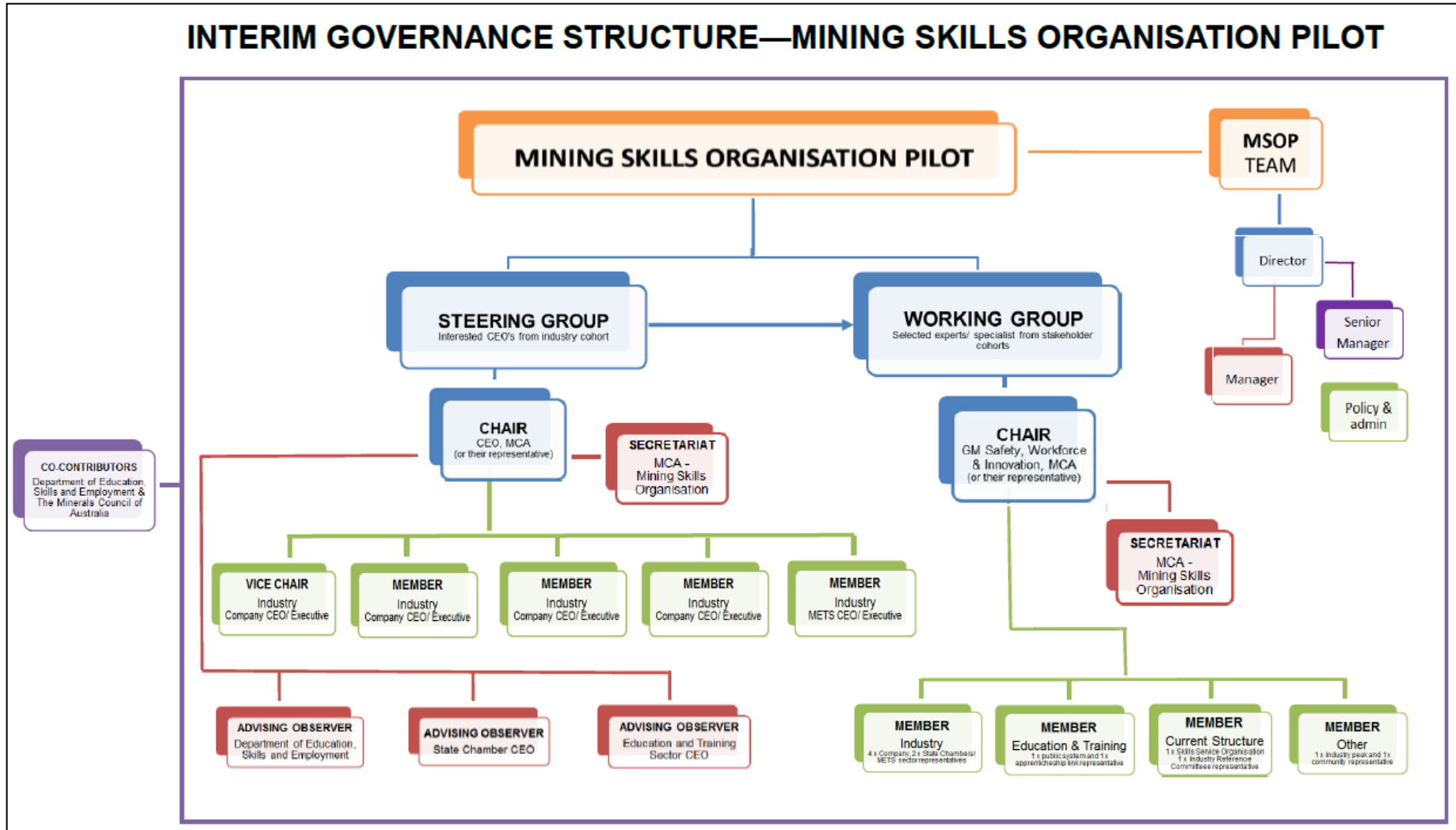
Table 1 provides a breakdown of project objectives, outputs (deliverables) and outcomes (gains).

**Table 1: Objectives, outputs and outcomes**

OUTPUTS	OUTCOMES
<b>Objective 1: Methodology for accelerating delivery of skilled tradespeople and thereby increasing flexibility of the apprenticeship system</b>	
Training program delivery and assessment methodology is established that allows for quality acceleration	Ability for the industry to confidently produce skilled tradespeople in a period of less than 4 years
	Apprenticeships are more attractive to people considering a career in the mining industry – more apprenticeship candidates and higher quality of candidates
	Portability of acceleration methodology to other trade areas
<b>Objective 2: Codifying task-based capability set for diesel mobile plant mechanics</b>	
Catalogue of tasks performed by diesel mobile plant mechanics and its alignment to the existing training products	Training program that specifically meets the needs of industry and enhances site based productivity
	Additional skill sets that may provide a pathway for existing tradespeople to improve their skills and their industry currency
<b>Objective 3: Creating a mechanism/process to govern endorsement of SO developed national training product content</b>	
Mechanism/process is defined, developed, tested and rolled out	Better speed to market for new training products aligned to evidence based industry need
	Demonstration of best practice able to be adopted by other Skills Organisations
	Greater industry engagement in vocational education and training product development – industry led training system
<b>Objective 4: Elevating apprenticeships in the mining industry as a career pathway of choice</b>	
Increases in the quantity and quality of candidates seeking a career in the mining industry as a diesel mobile plant mechanic	Mining industry able to attract best talent necessary to ensure it can operate sustainably
Connecting these pathways with the Career Framework portal (Attraction and Retention hub), including case studies illustrating possible career pathways for apprentices in the industry that can go within and across job clusters (e.g. within trades or across to professional job clusters)	Increased awareness of career pathways for apprentices
	A centralised hub to promote and share the work of the MSOP project hubs
Technology enabled learning resource bank that supports accelerated learning and promotes an engaging and challenging learning environment	High quality appropriately skilled tradespeople familiar with technology and capable of working productively and safely.

APPENDIX B: MSOP GOVERNANCE STRUCTURE

Chart 1: Mining Skills Organisation Pilot governance structure



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## QUOTATION FOR MSOP A&R - APPRENTICESHIPS 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](mailto:MiningSkillsPilot@minerals.org.au)**

**Signature:**

**Full Printed Name:**

**Title/Position:**

**Date:**