



TOOLKIT SERIES

Skills & training action plan template

Supporting local workforce
development and long-term
capability building in renewable
energy projects

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ASL acknowledges the Traditional Custodians of the land on which we live and work. We pay our respects to Elders, past and present.

Artwork credit: The 'Journey of unity: AEMO's Reconciliation Path' was created by Wiradjuri artist Lani Balzan.



The ASL Social Value Toolkit tools and guidance are structured across three levels to support the gradual development of social value capability and maturity.



INTRODUCTORY

Builds foundational understanding and capability in social value practice.



INTERMEDIATE

Builds on foundational capability to support more developed social value practice.



ADVANCED

Supports established capability and more mature social value practice.

Contents

About this template	4
1. Project overview	5
2. Skills and training vision	6
3. Local workforce context	7
4. Objectives and targets	8
5. Planned initiatives	9
6. Partnerships and collaboration	10
7. Monitoring, evaluation and reporting	11
8. Communication and recognition	12
9. Risks and mitigation	13
10. Review and endorsement	14

About this template

This template supports proponents to plan, implement and report on actions that create local employment, training and workforce development opportunities linked to renewable energy projects. It helps ensure that skills and training commitments are evidence-based, measurable, and aligned with community, regional and industry needs.

The *Skills and Training Action Plan Template* forms part of ASL's *Social Value Toolkit*, a suite of open-access resources designed to support proponents in delivering meaningful social and economic outcomes through the energy transition.

The template provides a structured framework for identifying, planning and tracking skills development, workforce participation, and training initiatives associated with renewable energy projects. It is intended to help proponents embed workforce development objectives early in project design, align with local and regional needs, and measure progress over time.

Templates within the *Social Value Toolkit* are voluntary and adaptable. They are provided to assist organisations at any stage of social value maturity to plan and deliver initiatives that leave lasting benefits for communities and the clean energy workforce of the future.

1. Project overview

Field	Details
Project name	
Proponent	
Project location	
Project phase	☐ Development ☐ Construction ☐ Operations
Reporting period	



2. Skills and training vision

Describe your overarching intent. Consider:

- What outcomes do you aim to achieve through workforce and skills initiatives?
- How do these align with regional workforce priorities and the energy transition more broadly?

Example:

“To create enduring employment pathways for local residents and First Nations peoples, strengthen regional training partnerships, and support the development of transferable clean energy skills.”

[Insert your skills and training vision here]



3. Local workforce context

Summarise key workforce insights from your Local Needs Analysis or stakeholder engagement. Include details (as relevant) on:

- Existing regional workforce strengths and shortages
- Relevant TAFE or registered training organisations (RTOs) nearby
- Demographic or social considerations (e.g. youth unemployment, gender participation, underrepresented groups)
- Industry trends or emerging skills gaps.

[Insert local workforce context here]

4. Objectives and targets

Objective	Target / KPI	Measurement method	Timeframe	Responsibility
Example: Establish local apprenticeship program	Minimum 5 apprentices from host LGA	Signed training agreements	By Q2 2026	Workforce Manager
Example: Partner with regional TAFE for renewable energy course delivery	MOU signed with [TAFE name]	Executed agreement	By Q4 2025	Community Engagement Lead
Example: Increase female participation in project workforce	20% of project workforce	HR diversity reports	Construction phase	HR Manager

5. Planned initiatives



Initiative	Description	Partners / stakeholders	Expected outcomes	Resources required
Example: Local apprenticeship intake	Partner with TAFE NSW to recruit and train local apprentices in electrical and civil trades	TAFE NSW Local Jobs Network	5 new apprentices employed	Training budget
Example: First Nations employment pathways	Co-design pre-employment program with local First Nations organisation	Local Aboriginal Corporation	3 traineeships created	Joint funding
Example: School-to-industry engagement	Deliver STEM outreach and site tours for local schools	[List schools]	Increased awareness of energy careers	Staff time



6. Partnerships and collaboration

Identify the partnerships you'll pursue to deliver these outcomes. Examples include:

- TAFEs and RTOs
- Local councils and regional development bodies
- Employment and training providers
- First Nations organisations
- Women in trades networks or diversity programs.
- Describe partnership roles, responsibilities and coordination mechanisms.

[Insert partnership and collaboration plan here]

7. Monitoring, evaluation and reporting



Indicator	Data source	Reporting frequency	Responsible person
Example: Number of local trainees/apprentices	HR records	Quarterly	Workforce Manager
Example: Number of partnerships with training providers	Signed agreements	Biannually	Community Engagement Lead
Example: Local workforce participation (%)	Payroll and postcode data	Quarterly	HR Manager
Example: Lessons learned and improvement actions	Project review	Annually	Project Director

Continuous improvement:

Outline how monitoring results will inform ongoing workforce and training strategies.

[Insert continuous improvement strategies here]

8. Communication and recognition



Describe how you will communicate progress and celebrate achievements:

- Internal reporting and leadership briefings
- Community newsletters or open days
- Case studies or media stories highlighting local success stories.

[Insert communication plan here]

9. Risks and mitigation

Risk	Likelihood	Impact	Mitigation strategy
Example: Skills shortages in key trades	High	High	Engage early with RTOs; stagger recruitment
Example: Limited local training capacity	Medium	High	Fund trainer positions; offer online modules
Example: Low participation from target groups	Medium	Medium	Targeted outreach and mentoring

10. Review and endorsement

Role	Name / Position	Signature	Date
Project Manager			
HR / Workforce Lead			
Community Engagement Lead			
Executive Sponsor			

Additional guidance

- Align initiatives with your Local Needs Analysis and First Nations Engagement Plans.
- Ensure commitments are proportionate to project scale and deliverable within budget and timeframe.
- Incorporate feedback from community and regional partners before finalising the plan.
- Use data collected through this plan to inform social value reporting and evaluation.

