

Project ID No.	SD 109 / 2 / 1 / 13
GOAL	1
SUB-PROGRAM	

Skills Development for VET Practitioners

Action plans must be submitted online to www.reframingthefuture.net by COB Tuesday 20 June 2006.

Please refer to 'How to submit an action plan online' in the Reframing the Future handout or on the website.

All sections must be completed.

Please note: sections 1 – 9 of this document will be uploaded onto the Reframing the Future website. Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.

Name of organisation funded by Reframing the Future

TAFE NSW – Western Institute

1. Convenor's details

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3. Project focus

Focus area	Indicate your project focus below:
Quality Practice and the AQTF	
Implementing recently endorsed Training Packages (please indicate the National Training Package code(s) _____)	
Developing and implementing workplace training and assessment strategies	√

4. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

AQTF Standard 9 states that (the) "RTO must identify, negotiate, plan and implement appropriate learning and assessment strategies to meet the needs of each of its clients". TAFE NSW Western Institute has traditionally approached compliance with this on a case by case basis. This lack of rigor and consistency across delivery areas was identified as a weakness in a recent compliance audit.

This project will provide staff with a professional development opportunity to learn more about AQTF compliance with specific regard to developing and implementing learning and assessment strategies. This project will:

- Develop an agreed process for learning and assessment
- Pilot the process on 14 high risk courses
- Review and implement the process in all delivery areas by December 2006
- Aim to complete the learning and assessment strategies for the remainder of the courses on the Institute's scope of registration in 2007

5. Methodology

Please describe the workbased learning methodology(ies) you will be using and how workbased learning will be facilitated and evaluated.

The project team consists of 7 Educational Leaders (representing the 5 Faculties of the Institute) and the (responsible for continuous improvement and compliance).

A series of 4 facilitated workshops will be run to enable participants to develop tools and processes for trial of the learning and assessment strategy.

Workshop 1 conducted on the 16 June, set clear parameters for the project, set expectations, identified stakeholders and set timelines. Participants reviewed current tools and approaches to the development of a learning and assessment strategy and the processes currently being used across the Institute

The time between workshops 1 and 2 will be used to pilot the implementation of the tool on 7 high risk courses. Participants will be using an existing template and reflecting on its usefulness throughout the pilot. Stakeholders will be canvassed for their suggestions and ideas in terms of the implementation of the strategy. Participants will also reflect on the current process and evaluate it in terms of our information management system. These reflections and evaluations will be continuously captured throughout the pilot on an on-line, either using a blog, forum or wikki.

Workshop 2 will review and refine the tools and develop a process to be evaluated in the second pilot. The reflections from the on line site will be explored and discussed. Learning from the first pilot will be evaluated and used to develop the implementation process.

The time between workshops 2 and 3 will be used to complete the second round of implementation. Another 7 high risk courses will be targeted. This time the process will be evaluated more closely with the tool being refined if necessary. Again learning will be recorded continuously on line.

Workshop 3 Will explore any barriers to the implementation of the learning and assessment strategy and again tools and processes will be further refined as a result of the recorded reflections. This workshop will also explore the most appropriate communication strategy to share the task and process outcomes with Institute staff. Promotional and training strategies will be considered.

The time between workshops 3 and 4 will be spent on the evaluation of the communication processes and gathering feedback from stakeholders such as head teachers on the strategy. In this way the learning will be shared but at the same time stakeholders will again be involved and consulted on the tools and the process.

Workshop 4 will review the outcomes and the learning of the entire project and report on the effectiveness of the communication strategy of the process. Promotion in the VET context will also be discussed with a view of sharing our learning. The outcome of this learning and assessment strategy will be critical to ensuring that we have a way of understanding the needs of our clients by negotiating an appropriate learning and assessment strategy for their specific needs but also ensuring quality educational outcomes.

6. Anticipated outcomes

Please describe the specific outcomes anticipated as a result of your project:

for participating individuals	Provide staff with a development opportunity to learn more about AQTF compliance with specific regard to developing and implementing learning and assessment strategies. It will provide them with a greater understanding of legislative and quality requirements.
for participating work teams and organisations	The project will assist the Institute to achieve tangible outcomes in both AQTF requirements and meet key result areas of the Institute's Strategic plan in relation to complying with legislative and external quality standards. For participating work teams it will provide a streamline process that will ensure we are meeting industry and client needs as well as ensuring quality educational outcomes.

for the VET system	The outcomes of this project may assist other RTO's in their approach to compliance with AQTF. It could easily be taken up by other TAFE NSW Institutes who deliver the same courses
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7. Evaluation process

Please provide an outline of the methods you will use to evaluate the participants' learning and your project's efficiency and effectiveness.

In summary the range of tools to be used to evaluate the effectiveness of the project are as follows:

- The workshops will be evaluated using established learning and development evaluations (both on line and hard copy)
- The methodology used in the workshops will provide constant review and evaluation of the new strategies and processes with the ultimate outcome being an agreed, streamlined process for implementation across all courses.
- Participants will use a blog for recording their self reflections during the entire project
- The Organisational Improvement Team (which will be overseeing the project) will be using the auditing body of VETAB to measure the compliance of the newly developed strategy and process.

8. Promotion

Please outline how your project's processes and products will be promoted:

within your organisation(s)	The outcomes will be promoted in the Institute's journal, at Faculty Forums and at the Institutes Delivery Committee and sharing through quality reference group with other Institutes
to industry and other relevant organisations	Local industry contacts and industry partners
to the broader VET sector	Through documentation and publications related to the framing future projects

9. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

Task/action	Key date
Workshop meeting – define parameters of the project, establish goals and timelines	16 June
Project Action plan due	20 June
Choose high risk course,(7 courses in all) preliminary review, source information consolidation on final document and learning documented on line	16 June – 18 August
Workshop 2 First part of pilot complete, refinement and reflection. Process outline formulated, 2 nd part of pilot to start	18 August
Complete second part of pilot another 7 high risk courses. Use refined teaching and learning strategies template and trial the process. Use on line forum to record learning	18 August – 23 October
Workshop 3 evaluate results of pilot and refine both tools and process. Discuss communication strategy for Institute and write up policy and procedures for IMS and associated forms. Discuss promotion to key stakeholders and to broader stakeholders eg industry and other Institutes	23 October
Implement and evaluate communication strategy for teaching and learning assessment strategy	23 October – 20 November
Workshop 4 review entire project, evaluate learning, write up final report and assess the effectiveness of communication strategy and discuss any further action required as a result of feedback from stakeholders	20 November
Project Final report due	5 December
All aspects of the project submitted: signed financial statement and final invoice	29 January 2007