

Project ID No.	SD 149 / 2 / 1 / 2
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 Details of participants in item 11 will only be used in accordance with our privacy policy and will not be published on the website.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

JobQuest

1. Convenor's details

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2. Facilitators' 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?

The professional development group consists of 8 VTE practitioners, representing 6 RTO's in the Retail Industry.

After our initial planning session the group has agreed to focus on four professional development activities in order to develop practical tools that can be customised and applied to the participating RTO organisations of the project.

PROFESSIONAL DEVELOPMENT ACTIVITY	OUTCOMES
1. LLN Identification and Assessment	Create tool to meet Training package AQF and AQTF requirements
2. RPL Cert II & III Retail	Sample evidence guide in plain English
3. Workplace Assessor Guides	Create Work instruction tool to guide all assessors in best practice for workplace context. Contract, casual and permanent
4. Certificate IV Retail Management	Create Learning and Assessment Strategy incorporating clustering and holistic assessment

5. Methodology

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

METHODOLOGY

The method of learning will reflect a work-based action learning model, where trainers and assessors from this industry network together to find solutions to real challenges facing themselves and their organisations. The outcomes listed above are the result of the initial planning meeting (8 June 2006) to determine an agreed focus of activities that will ultimately embed new ways of working, improve work practices and as a result, develop confidence in individuals, ensuring compliance with the Retail training package, AQF and AQTF requirements.

This Action learning process will follow a cycle of learning where practitioners will:

- 1 DEVELOP A PLAN FOR PROFESSIONAL DEVELOPMENT ACTIVITIES
- 2 PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES
- 3 REFLECT ON AND ANALYSIS THE ACTIVITIES
- 4 DEVELOP, REFINE AND IMPLEMENT OUTCOMES
- 5 EVALUATE THE ACTION LEARNING PROCESS AND OUTCOMES

At each of these 5 stages the practitioners will have key roles in the learning cycle:

- 1 DEVELOP A PLAN FOR PROFESSIONAL DEVELOPMENT ACTIVITIES
 - A) Develop agreed outcomes to benefit all parties, industry and their RTO organisations
 - B) Develop elements of trust, respect, sharing and synergy in order to meet the agreed outcomes
 - C) Engage actively in the process and commit to 4 set meeting dates and achievement of stated outcomes

This step has been achieved in the first planning meeting on the 8 June where all practitioners shared the challenges they faced and agreed on focus of the activities. They created a 'List of Values' that developed an open and respected environment. They committed to the outcomes of the project and scheduled agreed dates for four further meetings.

- 2 PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES
 - A) Commit to attend and actively participate in professional development activities on the scheduled meeting dates
 - B) Uphold the 'List of Values' created by the work group
 - C) Collect, contribute and exchange knowledge and expertise in implementing the retail qualifications nominated
- 3 REFLECT ON AND ANALYSE THE ACTIVITIES

- A) Analyse, reflect and acknowledge the focus and scope of the activity to ensure it will benefit each individual and organisation by responding prior to the planned meeting
- B) Analyse and evaluate resources, tools etc presented by each member against the Training package, AQF and AQTF requirements ensuring the 'List of Values' is upheld

4 DEVELOP, REFINE AND IMPLEMENT THE OUTCOMES

- A) Develop each others capabilities in implementing the nominated components of the Retail Training Package in line with the AQF and AQTF requirements.
- B) Create and/or refine and customise tools to meet the needs of participating individuals and organisations
- C) Evaluate and validate tools to ensure they meet the requirements of industry, training packages, AQTF and AQF.
- D) Implement tools in RTO organisations and industry to incorporate new and improved ways of working in the VTE environment

5 EVALUATE THE ACTION LEARNING PROCESS AND OUTCOMES

- A) Evaluate professional development outcomes for benefits to individual, industry and RTO organisation
- B) Evaluate the synergy of the group and ability to uphold the 'List of Values'
- C) Evaluate the skills of the facilitator in leading the action learning project to meet the stated outcomes

FACILITATION

An independent facilitator has been engaged to implement the action learning model having extensive knowledge in work based learning methodologies, leadership, communication and an advanced understanding of the VTE system, training packages and the AQTF

Their role will be to:

1 Fostering an environment of trust respect, safety and engagement of all members and the representation of their RTO organisation

This will be achieved through development of a 'List of Values' where all participants have contributed, agreed and documented to be applied throughout the project

2 Facilitate and evaluate the different stages of development of the workgroup according to Wenger, McDermott and Snyder 2002 following the agreed action plan above

3 Provide a central point of contact for group members to communicate via email, agendas, meeting minutes, action plans, verbally as well as storage of resources on the HTAN forum site

4 Coordinate and facilitate four meetings to implement the 5 stages of the action plan and achieve the stated outcomes

5 Evaluate the project and action plan according to stage 5 of the Action learning process at the mid point in order to implement any adjustments and at the conclusion to make recommendation for future professional development programs and work based learning methods

EVALUATION

Generic evaluation methods such as questionnaires, observation, discussion, individual and group questioning will be applied to evaluate the action learning project at the mid and conclusion points based on stage 5 of the action plan.

6. Anticipated outcomes

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

for participating individuals	<ul style="list-style-type: none"> - Development of new tools for training and assessing in the Retail Industry - Participate in an action learning model to achieve outcomes - Ability and confidence to implement and apply new tools and new work practices - Documented evidence towards units of competency in TAA training package
for participating work teams and organisations	<ul style="list-style-type: none"> - Developed knowledge and expertise of representatives in the VTE system - Development of new tools and work practices that assist compliance with Training Package, AQTF standards 7,8,9 and AQF - Developed expertise in the Retail training and assessing industry - Evidence of individuals progress towards units in the TAA package and AQTF standard 7
for the VET system	<ul style="list-style-type: none"> - Developed expertise and consistency in the implementation of the Retail Training Package across organisations - Developed expertise in compliance with AQTF and AQF in the national training system

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.

Generic evaluation methods such as questionnaires, observation, discussion, individual and group questioning will be applied to evaluate the action learning project at the mid and conclusion points based on stage 5 of the action plan.

The five basic components of evaluating workplace learning will be applied

- Define project objectives
- Collect data on the actual activities of the group
- Judgement - comparison of the objectives and activities against plan
- Helicopter view of the project and data
- Communication of conclusion and make recommendations for improvement

A written report will be presented to the representing RTO on the results of the evaluations and recommendations. At this point stage of learning will be considered in using the above methods to develop questions and promote discussion that encourages valuable feedback from the participants.

8. Promotion

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

within your organisation(s)	<ul style="list-style-type: none"> - Through implementation of LLN tools created as part of the project to improve the identification of individual client needs - Workbased learning methodology will be promoted to Assessors of other industries to encourage in house professional development activities
to industry and other relevant organisations	<ul style="list-style-type: none"> - Adoption of evidence guides and L&A strategies developed by participating organisations to make training more accessible to equity groups such as mature aged workers and women - Through linkages with NSW Wraps to promote action learning methodologies and practical tools to a broader group of VTE practitioners operating within the Retail Sector

to the broader VET sector	<ul style="list-style-type: none"> - Showcasing methodology used and outcomes achieved at the Reframing the Future National Conference - Promoting project and activities through the Hunter Trainer and Assessor Networks (HTAN) to generate interest in workbased learning models - Products developed as part of the project will be made available across the VET sector through Reframing the Future
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9. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

Task/action	Key date
Develop a plan for professional development activities	8 th June 2006
Participate in Professional Development Activities – LLN Identification and Assessment Reflect on and Analyse the activities Develop, Refine and Implement the Outcomes	25 th July 2006
Participate in Professional Development Activities – RPL Cert II & III Retail Reflect on and Analyse the activities Develop, Refine and Implement the Outcomes	12 th September 2006
Participate in Professional Development Activities – Workplace Assessor Guide Reflect on and Analyse the activities Develop, Refine and Implement the Outcomes	10 th October 2006
Participate in Professional Development Activities – Cert IV Retail L&A Strategy Reflect on and Analyse the activities Develop, Refine and Implement the Outcomes Evaluate the Action Learning Process and Outcomes	8 th November 2006