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| <b>Project ID No.</b> | SD 233 / 2 / 1 / 28 |
| <b>GOAL</b>           | 1                   |
| <b>SUB-PROGRAM</b>    |                     |

## Skills Development for VET Practitioners

Action plans must be submitted online to [www.reframingthefuture.net](http://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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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, Northern Sydney Institute |
|-------------------------------------|

#### 1. Convenor's details

|   |                   |                      |
|---|-------------------|----------------------|
| Name: Sharon Rimington                                |                   |                      |
| Position: Teacher, Office Administration & Technology |                   |                      |
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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<br>(please indicate the National Training Package code(s)<br>_____ ) |                                    |
| Developing and implementing workplace training and assessment strategies  |                                    |

#### 4. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

- Develop a centralised bank of financial assessments for Office Administration & Technology (OAT) financial teachers to access
- Develop collaborative work practices, in particular, promote a 'Share & Care' culture for OAT financial teachers to encourage regular communication about financial resources
- Develop staff competencies in assessing against training package competencies
- Develop staff competencies in workbased learning methodologies

## 5. Methodology

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

- Community of Practice in particular action learning and action research
- Facilitation by an independent facilitator not the program manager
- Regular reflection by team members to evaluate the process and the outcomes

## 6. Anticipated outcomes

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

|  |  |
|--|--|
| for participating individuals                  | <ul style="list-style-type: none"> <li>▪ upskilling in resource development and validation</li> <li>▪ increased relevance to industry eg opportunities to liaise with employer associations such as the Association of Accounting Technicians (AAT)</li> <li>▪ increase ability to identify issues and challenges confronting VET practitioners</li> </ul> |
| for participating work teams and organisations | <ul style="list-style-type: none"> <li>▪ a systematic approach to assessment validation</li> <li>▪ an increased awareness of 'community of practice'</li> <li>▪ inter-College networking</li> </ul>  |
| for the VET system                             | <ul style="list-style-type: none"> <li>▪ more contextualised assessment material</li> <li>▪ more communication between VET practitioners</li> <li>▪ sharing and building of resources</li> </ul>   |

## 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.

- Appreciative Inquiry, in particular, reflecting on what we do well and how can we improve?
- Self-assess in terms of: learning at start and learning at end of project relating to implementation of the Financial Services Training Package (FNS04)

## 8. Promotion

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

|  |  |
|--|--|
| within your organisation(s)                  | <ul style="list-style-type: none"> <li>▪ Regular team meetings and email correspondence</li> <li>▪ A regular 'FEDs' News &amp; Views Information Update for team members with courtesy copies to other Office Administration &amp; Technology (OAT) teachers as well as line managers ('FEDs' is an acronym for Finance Editing &amp; Design Squad)</li> <li>▪ An OAT 'rollout forum' at end of project with invitations to publishers to display financial resources</li> </ul> |
| to industry and other relevant organisations | <ul style="list-style-type: none"> <li>▪ Discussion meetings where part-time and full-time staff share their current industry work practices and experiences</li> </ul>  |
| to the broader VET sector                    | <ul style="list-style-type: none"> <li>▪ Participate in the upcoming 'New Ways of Working' forum</li> </ul>  |

**9. Project timeframe**

Please list project task/actions and key dates

(Please add rows as required)

| <b>Task/action</b>   | <b>Key date</b> |
|--|-----------------|
| Startup Workshop for the project team; Action Plan developed; Minutes taken  | 31/5/06         |
| Submit Action Plan before ...  | 20/6/06         |
| Regular meetings being fortnightly or monthly (still to be finalised); Minutes to be taken including action lists being prepared at each meeting | TBA             |
| Mid-term Project Report before ...   | 5/9/06          |
| OAT Rollout Forum, week beginning  | 4/12/06         |
| Final Project Report before ...  | 5/12/06         |
| Remaining aspects of project submissions including signed financial statements and final invoice before ...                                      | 29/1/07         |