

Skills Development for VET Practitioners

SD323-5-1-6

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Education Services and Programs DFEEST

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 aim of this project is to provide the following Skills Development:

- Provide staff members of the Training Package and Curriculum Unit with the literature that provides the meaning of "Skills Sets"; their purpose; their development and implementation
- Provide staff members of the Training Package and Curriculum Unit with an opportunity to discuss and question the literature with those that are responsible for the processes and procedures for implementing, developing and promoting "Skills Sets" which includes: VET Quality Branch and Training Apprenticeship Management Branch, DFEEST; National Industry Skills Councils; State Industry Boards.

- With the above knowledge Senior Project Officers, with the support of lecturing staff and Project Officers will develop Action Plans with industry stakeholders/representatives to embed “Skills Sets” within Delivery and Assessment Strategies for their particular industry portfolios.
- These Action Plans will be promoted to work teams across TAFE SA via QA Convenors in all industry programs; then the QAG membership then across all TAFE SA staff.

5. Methodology

The work-based learning methodologies employed will be as follows:

- All staff members of the Training Package and curriculum Unit will be provided with the latest research, and a summary of that research, into the development and implementation of “Skills Sets” as proposed in The Council of Australian Governments (COAG) report);
- Using this research material as a basis for their understanding, these staff members will then be involved in a facilitated workshop to initiate and develop professional conversations with various stakeholders that are currently promoting “Skills Sets”. These stakeholders include the relevant departments of DFEEST and the Industry Skills Councils; plus those that are concerned about the impact of “Skills Sets” as stated by the State ITAB for Construction.
- Both Senior Project Officers and Projects Officers responsible for their respective industry portfolios will work with appropriate QAG convenors and industry stakeholders to develop Action Plans to embed “Skill Sets” within Delivery and Assessment Strategies.

6. Anticipated outcomes

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

for participating individuals	Increased understanding of Skills Sets and their impact on their core business; how to develop appropriate Action Plans in line with their specific industry portfolio; how to develop training programs by combining skills sets from a number of training packages.
for participating work teams and organisations	How to advise clients both now and in the future the intention of “Skills Sets”; how to develop processes to support the delivery of “Skills Sets”; how to deliver and assess “Skills Sets”; how to evaluate the delivery and assessment of those Skills Sets in relation to the parent training package; how to create training programs from skills sets from a number of training packages. Awareness of the issues that should be considered when delivering or developing skills sets: <ul style="list-style-type: none"> • User Choice funding and Skills Sets-the issues • Issuance of parchments-the details to be recorded on that parchment • Development of parts of qualification; supporting skills sets for the relevant industry or industries.
for the VET system	A method of addressing skills shortages by providing the following: <ul style="list-style-type: none"> • Encouraging the current workforce to gain recognition for their current or past skills • The individual developing qualifications gradually whilst in the workforce • Training for licensing • Creating training options from a number of training packages to address skills shortages in the context of the relevant industry

7. Evaluation process

For the first method of evaluation we aim to utilise an e-survey tool (established via survey monkey) to benchmark current knowledge and practice of Training Package and Curriculum Unit staff at the commencement of the Project. This survey will be constructed to draw on current knowledge. A post project e-survey tool is intended to then measure “learning and effectiveness” of the Skills Development project.

The second method of evaluation will be the questions developed by individual team members that will be compiled in preparation for the Professional Conversations forum.

The third means of evaluation will include feedback sheets from the Professional Conversations Forum to ascertain the level of understanding and the aspects that were of particular interest to individuals; Senior Project officers; Project Officers.

The fourth evaluation tool will be the Action Plans developed by the Senior Project Officers in conjunction with QAG convenors with advice from the State and National Industry Skills Councils. These Action Plans will be presented for QAG members across industry programs for evaluation and final presentation to all program staff.

8. Promotion

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

within your organisation(s)	Details of the Project will be announced at a Training Package and Curriculum Unit Staff meeting; these details will include the timelines of the project; the stages of the project –Research and the aims of that research; Professional Conversations Forum; Development of Action Plans; Evaluation of the Skills Development Project; details of the project will be posted on TAFE SA website
to industry and other relevant organisations	Details of the final Action plans and how they were developed will be posted on National and State Industry Skills Councils' websites; promoted to all interstate Curriculum Maintenance Managers
to the broader VET sector	To be promoted to all State Training Authorities via VET Quality and the Training and Apprenticeship Management Branch

9. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

Task/action	Key date
Staff members to be given an outline of the project; their role in the project and the proposed timelines; advised on how to access and complete e-survey	4 July 2006
Research /summary of research documentation to be issued to staff members	25 July 2006
Analysis of e-survey results	July 30 2006
Attendance at RPL "Done Well" Forum	August 2006
List of questions developed by individual staff members from analysis of e-survey results; items documented in research material; clarification of details or areas of concern in preparation for the "Professional Conversations forum"; Professional Conversations Forum will be held	30 Aug. 2006 14 Sept. 2006
Development of Action Plans with QAG Convenors	30 Sept. 2006
Development of Communication Strategy to QAG members; Educational Managers; program staff	11 Oct. 2006
Implementation of required changes at a delivery site level within TAFE SA	30 Oct. 2006
Final evaluation of project	17 Nov. 2006
National Re-framing the Future Forum	November 2006
Finalisation of project/projects	December 2006