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| Project ID No. | SD 429 / 3 / 1 / 1 |
| 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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

1. Convenor's details

| | | |
|--------------------------------------|--|--------------------|
| Name: Anne Shew | | |
| Position: Training Manager | | |
| Organisation: Chamber of Commerce NT | | |
| Address: GPO Box 1825 | | |
| City/Suburb: Darwin NT | | Postcode: 0801 |
| Ph: 08 89363115 | | Fax: 08 89414297 |
| | | Mobile: 0400296723 |
| Email: ashew@chambernt.com.au | | |

2. Facilitators' details

Name: As above

3. Project focus

| Focus area | Indicate your project focus below: |
|---|-------------------------------------|
| Quality Practice and the AQTF | <input checked="" type="checkbox"/> |
| 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?

On completion of this project, Chamber administrative staff, trainers and assessors (including external consultants) will be able to:

- Clearly identify how the AQTF Standards for RTOs underpin the Chamber's Training Management System policies and procedures.

- Based on these linkages, identify issues that impact on their specific responsibilities within the Chamber*
- Evaluate and review the Chamber's risk management policies and procedures.*
- Jointly develop a risk management flowchart based on those considerations*
- Demonstrate an increased level of knowledge about the AQTF and the Chamber's Training Management System*
- Develop IT skills and knowledge with consideration to the 20 Technology skills every educator should have, that supports quality practices within the Chamber.*

5. Methodology

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

The participants of the project will; learn through doing with the support of expert input at relevant times by:

- Attending Facilitator led workshops;*
- using real work based issues;*
- contributing to on-line communication;*
- participating in the flexible learning networks community of practice;*
- being involved in research activities where appropriate throughout the project;*
- gathering testimonials and photos and participant feedback from meetings and activities*
- developing a digital story to present at the conclusion of the project as a record of the groups professional development journey*

6. Anticipated outcomes

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

| | |
|--|---|
| for participating individuals | Identify issues that impact on their specific roles |
| for participating work teams and organisations | Identify with issues that impact on their specific roles within the organisation and developing a culture of continuous improvement |
| for the VET system | Continuous improvement for Learning and Development |

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.

- Survey of knowledge about the AQTF and the Chamber's Training Management System – The Chamber will develop a small survey to be conducted at the beginning of the project, mid-way and again on completion. This will measure any increase in knowledge as a result of participation in the project.*
- Collaborative reviews of progress by facilitator and participants*
- Reflective activities including participant feedback from meetings and activities undertaken*
- Skills Audits*
- Interviews to see how each individual is going*
- Preparation of Reframing the Future mid term report*

- Review of achievement against specific outcomes to be set by the group - An action plan will be developed at the beginning of the project so that the group can develop a shared understanding of priorities and what needs to be achieved, and use the action plan to keep the project moving along.*
- Preparing the final Reframing the Future Report*

8. Promotion

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

| | |
|--|---|
| within your organisation(s) | Through staff meetings and presentations |
| to industry and other relevant organisations | Through Chamber of Commerce NT Industry Report Magazine "Chamber Update". |
| to the broader VET sector | Edna/TAC's/Vet Quality and Regulatory Unit |

9. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

| Task/action | Key date |
|---|--------------------|
| Meet once a month as a minimum | |
| Applications Close date | 11 April 2006 |
| Project selection by Selection Panel | May 2006 |
| Start-up Forum | 29 May 2006 |
| Project Action Plan due | 20 June 2006 |
| Convene first project meeting with all participants | 30 June 2006 |
| Establish detailed project schedule (activities/responsibilities/timelines) | 15 June 2006 |
| Monthly participant meeting – including project schedule review | July |
| Monthly participant meeting – including project schedule review | August |
| Monthly participant meeting – including project schedule review | September |
| Project Mid Term Report Due | 5 September 2006 |
| Mid-term forum | September 2006 |
| Monthly participant meeting – including project schedule review | October |
| Monthly participant meeting – including project schedule review | November |
| National Forum – Sydney | Late November 2006 |
| Project Final Report Due | 5 December 2006 |
| All aspects of project completed | 29 January 2006 |