

Skills Development for VET Practitioners

SD477-5-1-1 V2

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Booth Transport Pty Ltd

1. Convenor's details

Name: Terrie Paice		
Position: National OH&S/QA Manager		
Organisation: Booth Transport RTO		
Address: Cnr Brian and Lindsay Rds		
City/Suburb: Lonsdale South Australia		Postcode: 5160
Ph: 08 83813077	Fax: 08 83813888	Mobile: 0417 842 288
Email: tpaice@boothtransport.com		

2. Facilitators' details

Name: Peter Simmons		
Address: PO Box 55		
City/Suburb: Morphett Vale		Postcode: 5162
Ph:	Fax:	Mobile: 0408 482 033
Email: psimmons@boothtransport.com		

3. Project focus

Focus area	Indicate your project focus below:
Quality Practice and the AQTF	X
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?

As an enterprise RTO in the road transport industry, our aim is to develop an organisation wide awareness of the ATQF standards and their impact on day to day operations

Training resources will be developed as well as utilizing material from TDT Australia, will be used to develop an understanding of the Transport & Distribution (Road Transport) Training Package, the Booth Transport Quality Management System and the interaction between the training and the development of the staff within Booth Transport

5. Methodology

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

Work based learning will involve trainer/assessors, Managers, supervisors from Booth Transport in a team environment for problem solving, discussion, critical thinking and sharing of information.

An informal structure will give the flexibility to capitalise on any new learning opportunities which may arise.

Initially we will survey strengths and weaknesses of the group, and identify training needs while recognising existing skills and experience. It is envisaged that during the course of the project, mentoring of core participants will be provided by the facilitator and company trainer/assessors who bring relevant expertise to the group.

The aim will be to develop and review the group's knowledge of Booth Transport's RTO quality management system. Participants will analyse the implications and impact of RTO obligations on their individual work roles. Through action learning, real workplace issues can be identified and solved.

The group will contact TNT who are a leading transport company who have recognised experience working within the VET system.

We will use existing communication networks with all sites via Booth Transport's intranet and email system. Learning strategies will include facilitator led conference calls, site visits and workshops for exchange of information and development of new ideas.

6. Anticipated outcomes

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

for participating individuals	Increased knowledge of the VET system
for participating work teams and organisations	Higher understanding of VET Team building and networking skills List of benefits and responsibilities of working under the AQTF
for the VET system	Highly skilled implementation of the National training system The spread of knowledge about the AQTF standards Increased compliance with the AQTF standards

7. Evaluation process

With clear objectives for the project, we will conduct an initial survey to determine knowledge and understanding of the participants.

As the program is implemented, facilitator led group sessions will allow for questioning and shared observations. Time for reflection will be provided to review personal performance as well as group progress. Other methods will include teleconferences for information sharing and on-line surveys to check the project's progress against objectives.

At this point a mid term report will be prepared using the data collected.

As the project continues, a questionnaire will seek participant's honest appraisal of their personal performance and development, and whether the project objectives are being achieved.

At the conclusion of the project a peer review session will give participants the opportunity to report on how they are using newly gained knowledge.

A final report will give an overall review of the impact the project has made on participants and the organisation, as well as providing a basis for future training needs and quality improvement.

8. Promotion

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

within your organisation(s)	Intranet, email telephone
to industry and other relevant organisations	Report to other networks such as assessor Networks and other Skills development groups connected through Reframing the Future
to the broader VET sector	On the Reframing the future web site and EdNA forums

9. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

Task/action	Key date
Initial meeting to establish core group	2 June 06
Teleconference to discuss action plan and develop initial survey questions	7 June 06
Action plan due	20 June 06
Conduct initial survey	20 June 06
Complete training needs analysis	30 June 06
First face-to-face delivery Adel-12 th , Melb 18 th , Syd 19 th , Bris 20 th .	12 July 06
Teleconference all	23 Aug 06
Mid point report due	5 Sept 06
2 nd face to face delivery 13 th Adel, 19 th Melb , 20 th Syd, 21 st Bris	13 Sept 06
Teleconference all	25 Oct06
Workshop in Sydney and reframing the Future National Forum	Nov 06
Final survey re-visit initial survey	Dec 06
Final report due	Dec 05