

Project ID No.	AN 242 / 2 / 1 / 19 V2
GOAL	4 SUB-PROGRAM

## Effective Networking

### Teaching and Learning Networks and Assessor Networks

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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 – Illawarra Institute
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**3. Project overview** (100 words maximum)

This project will develop a network of skilled practitioners focused on improving the quality and consistency of teaching and learning and assessment across the Business, Arts and Information Technology Faculty. The project will ensure that duplication of effort is minimised and that there is consistency in the development and ongoing quality improvement processes for the implementation of training packages in the faculty.

The outcomes from this project will be applicable across other faculties within the Institute and the wider VET community.

**4. Aspects of the national training system to be addressed by your project, e.g.:**

- AQTF compliance issues, particularly Standard 9.2.2 regarding the validation of assessment strategies (assessor networks)
  - Develop an assessment validation strategy where members can develop their skills and knowledge with an opportunity to:
  - Establish common understanding of criteria used in assessment within the faculty, ensuring our approach is consistently applied and reliable.

- Evaluate the technical quality of the assessment tools we develop and use in accordance with benchmark performances stated by industry, curriculum documents and training packages
- Quality and consistency of assessment in relation to specific Training Packages, covering both on and off the job settings
  - Ensuring the quality, consistency and relevance of training packages are delivered in a manner that meets the needs of industry whilst meeting the criteria set out by the AQTF for RTOs
  - Ensuring the quality and consistency of training, delivery and assessment in the classroom, flexible study methods and workplace training
- Recognition of current competence
  - Provide assessment only services to determine current skill levels of participants to the highest possible standards whilst ensuring quality and consistency in assessment practices

**5. Network facilitation**

Please describe what steps you will take to ensure that all members of your network are able to benefit from membership of the network, when the participants:

The development of this network will include input from other stakeholders, such as, local business, Computer Technology Centre (CTC) networks and institute staff and will provide a greater awareness of the value of teaching and learning strategies currently implemented.

Staff in BA&IT faculty will be invited to become members of the Assessor’s Network. Attendance at regular discipline meetings and assessor meetings will be a requirement of membership.

Our teachers have a wide and diverse skill range. Existing skills and abilities will be highlighted through self-evaluation and where possible incorporated into network meetings and projects.

**6. Network processes**

Please describe how you propose to provide opportunities for network participants to undertake one or more of the following activities:

<p>1. To reflect upon and improve their practice</p>	<ul style="list-style-type: none"> <li>• Skills audits at commencement, mid-way and at conclusion of network project</li> <li>• Reflective activities at team meetings on an individual and group basis</li> <li>• Goals set and KPIs determined</li> <li>• Customer feedback sought on proposed and implemented models</li> </ul>
<p>2. Share information</p>	<ul style="list-style-type: none"> <li>• Sharepoint</li> <li>• Forums</li> <li>• Faculty blog or website</li> <li>• Team meetings</li> <li>• Reporting to management and other stakeholders</li> <li>• Sharing amongst members on an individual level</li> <li>• Mentoring and Coaching models</li> </ul>
<p>3. Access resources</p>	<ul style="list-style-type: none"> <li>• Sharepoint</li> <li>• Forums</li> <li>• Faculty blog or website</li> <li>• Team meetings</li> <li>• Reporting to management and other stakeholders</li> <li>• Sharing amongst members on an individual level</li> </ul>

4. Validate assessment or other teaching tools	<ul style="list-style-type: none"> <li>• Development of a faculty model with regular validation/faculty meetings at section and Institute faculty level</li> </ul>
5. Develop new forms of collaboration with other assessors or trainers	<ul style="list-style-type: none"> <li>• Formation of the network</li> <li>• Communication protocols developed as a result of the implementation of the network</li> <li>• Showcase of work at faculty meetings and other events</li> <li>• Team meetings</li> <li>• Group work</li> <li>• Research tasks</li> <li>• Coaching and mentoring models</li> </ul>

### 7. Anticipated outcomes

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

1. For participating individuals	<ul style="list-style-type: none"> <li>• Identifying existing skills, knowledge and attitudes (SKAs) and provide mechanisms for further development of SKAs</li> <li>• Self-evaluating SKAs to determine growth</li> <li>• Identify how SKAs are being used</li> <li>• Identify what difference new and developed SKAs make on the individuals performance</li> <li>• Assisting individuals to interpret the standards set out in relevant training packages</li> <li>• Ensuring the individual is consistently delivering and assessing to the standards required by the AQTF and Institute</li> <li>• Offers opportunity to share information and resources</li> </ul>
2. For participating organisations	<ul style="list-style-type: none"> <li>• Identifying SKAs at individual and faculty level</li> <li>• Increasing SKA levels in team members</li> <li>• Identifying and developing social capital</li> <li>• Determining how members are using SKAs</li> <li>• Determining if and how the network was useful for individuals and the organisation</li> <li>• Ensuring that there is a consistent approach across the faculty to teaching, learning and assessment</li> <li>• Ensuring the quality of delivery and implementation of training packages</li> <li>• Development of a network of skilled professionals</li> <li>• Promote sharing within the organisation</li> <li>• Meet the needs of industry</li> </ul>
3. For the VET system	<ul style="list-style-type: none"> <li>• Comply with RTO standards set out by AQTF</li> <li>• Develop a network of skilled professionals</li> <li>• Ensure consistency of teaching, delivery and assessment</li> <li>• Ensure correct interpretation of standards and training packages</li> </ul>

**8. Evaluation**

Please provide an outline of the methods you will use to evaluate the participants' learning and your project's efficiency and effectiveness.

1. Set goals for the program in consultation with network members
2. Draw a diagram of how the network model should look in consultation with network members
3. Evaluate if the network model is suitable to implement
4. Evaluate that the goals and objectives of the network has been achieved
  - a. Develop criteria and evaluate if the project has been implemented as it was supposed to
  - b. Check goals and timelines to determine if the network is on track through out the project
  - c. Collaboratively review progress with participants and facilitators
  - d. Identify problems that are merging
  - e. Determine what has really taken place, the cost and if the members found value
5. Conduct a faculty audit to identify current strengths & weaknesses and to determine how great the need for consistency in learning and assessment within the faculty
6. Conduct individual self-assessment audits to identify current skills, knowledge and attitudes (SKAs) of network members
7. Develop criteria to identify what SKAs the network members have learnt and to determine how well SKAs have been learnt?

