

Effective Networking

Communities of Practice

CP184-4-1-23

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

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| Sunshine Coast Institute of TAFE (formally Cooloola Sunshine Institute of TAFE) |
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1. Convenor's details

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2. Facilitators' details

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3. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

COP for delivery of common core competencies

This COP will specifically address the development of skills required for the delivery of common elements of the core competencies of training packages across all Vocational Training Area's, the identification of industry contextualization requirements and the integration of employability skills within competencies. Outcomes will ensure delivery of competencies compliant with AQTF and employability skills requirements.

The COP targets three groups involved in the delivery of VET training:

- Teachers, including casuals, involved in delivering common core competencies across Training Packages
- Administrative staff involved in the enrolment and support of students
- Faculty heads and administrators involved in developing common systems for shared delivery across faculties

This COP will bring together the teaching and administrative sectors of the Institute to work together to develop strategies which will provide quality outcomes for students and establish inter- and intra-faculty partnerships which will enhance the Institute's existing collaborative arrangements.

The COP will encourage collaboration with industry as their input is critical to the successful integration of employability skills. The COP will invite guests from industry groups when their input is required, mindful of the time-constraints that would preclude attendance at every meeting.

Through sharing of knowledge and the practical experience of all participants COP members will be encouraged to use free-thinking discussions to design and implement delivery strategies which will enhance the Institute's vocational training and its support structures and maintain the Institute's strong industry relevance.

It will expand on already strong relationships between the Institute sectors and lead to improved commitment within the groups to attain best outcomes for all stakeholders:

4. Domain of knowledge

What aspects of the national training system will be addressed by your project?
(e.g. establishing relationships with industry clients; improving workplace assessment or delivery; implementing new Training Packages)

This Community of Practice will focus on quality practices and the AQTF.

Its role will be to provide improved staff capabilities to enable the target groups to determine options for common delivery of the core competencies of all Training Packages delivered at SC TAFE.

- The COP will ensure the consistency of quality delivery and assessment of the common elements of the core competencies, the integration of employability skills and the required industry contextualisation across all faculties and VTA's.
- The COP will consist of teachers, administrative staff and faculty heads and administrators who will share knowledge to enable the development of strategies for effective systems for the cross-faculty delivery of the common elements of the core competencies of training packages. The make-up of the COP will ensure the continuation of SC TAFE's commitment to the continuation of delivery of quality, relevant VET training to industry.
- Integration of employability skills within the competencies will be a key function both for teachers and administrative staff as industry concerns about these is increasing and AQTF audit processes will become more stringent.
- The COP will also invite representative from various industry groups as guest speakers to provide information on the relevance of employability skills in the workplace.
- Specific roles for members together with methods of communication between the members of the COP will be determined at the first meeting of the group. Because of the wide geographical diversity of the Institute, methods of communication could include a combination of face to face and electronic meetings and incorporate the Institute's Learning Management System.
- The actual outcomes of the COP will be determined by the members and will vary according to stakeholder needs but will ensure that identified strategies will maintain compliance with the Institute's Management System which itself ensures externally audited compliance with both the AQTF and ISO9001.
- This model is based on SC TAFE's recognition of the benefits of actual work performance in providing opportunities for staff to work together to combine theoretical knowledge and competent practice.

(Please add rows as required)

5. Facilitating your community of practice

Please describe how you propose to facilitate your group progressing through the stages of growth of a Community of Practice (see Table 4.1 in the report: *The Potential for Communities of Practice to underpin the National Training Framework*):

The methodology of the project will provide support for all participants and ensure that organisational benefits are achieved. The "COP Life Cycle" will be applied throughout the term of project and this will help determine the future of the group – whether it will continue in current format, re-form or reach its natural conclusion.

The COP will be created and operate under the following stages:

1. Formation of the COP
 - a. Identification of the strategic context of the COP through clarification of its relationship to AQTF and the embedded employability skills which replace the Mayer Key Competencies within all endorsed competencies
 - b. Outline of the COP approach – its structure and methodology, its role within the Institute. This is an essential phase which will encourage participation and foster enthusiasm of members
 - c. Provision of advice on administrative and facilitation support for COP
 - d. Identification of group expectations – proposed roles, protocols, workload issues
 - e. Identification of obvious inhibitors to the success of the COP and determination of strategies to overcome
 - f. Identification of industry partners who will bring their individual aspects to the competencies and the employability skills
2. Operation of the COP
 - a. The actual operation of the COP will include the following points:
 - Appointment of an experienced facilitator to lead the COP
 - Identification of the purposes of the COP and its stakeholders to clarify all desired outcomes
 - Encouragement of professional conversations which will allow the sharing of experience and skills and the discussion of common issues. This process will help define the COP's areas of focus.
 - Collaboration in solving potential problems related to how system can support different delivery strategies
 - Inclusion of industry representatives at relevant sessions
 - Development of understanding of what employability skills really are by trainers and assessors
 - Identification of existing practices and discussion of current conceptions and misconceptions about the relevance of the common competencies and employability skills.
 - Identification of the importance of the seamless integration of employability skills and the impact this will have for both delivery and administrative staff.
 - Sharing of different practices and the development of new ideas

- Publication of the COP's progress and success. This will be done through the Institute's various management groups, faculty heads, administrators and leading vocational teachers to all frontline staff involved with enrolment and delivery of VET programs

3. Continuation of the COP

8. The group members will determine the future of the COP after review of its achievements.

6. Structuring your community

Please describe how you propose to support the development of the three components of your community: its domain of knowledge, community and practice (see *Effectively Structuring Communities of Practice in VET*):

This Community of Practice will focus on quality practices and the AQTF. It is proposed that through developing shared approaches and through formal and informal interactions a strong community of mutual respect and trust will be developed

Domain of knowledge will be supported by

- Defining and refining the Community of Practice at the initial meeting
- Identification of the Key Core Competencies and what relationship employability skills relate
- Choosing the key focus areas for each meeting
- Revisiting the domain at the COP activities

Community will be supported by

- Team Building activities
- Social learning
- Project celebrations
- Integration of Industry representation

Practice will be supported by

- Face to Face Forums
- Teleconferences, email and web communications
- One on one forums
- Guest Speakers from Industry/Vet organizations etc
- Combined development of models that embed learnings into practice

7. Anticipated outcomes (see Chapters 6-7 of *The Potential*)

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

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| for participating individuals | <ul style="list-style-type: none"> ○ Delivery of the competencies by a group of teachers from different VTA's who will work across the faculties thus encouraging wider Institute co-operation ○ Improved practices in collaborative delivery of the common core competencies with embedded employability skills ○ |
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| for participating organisations | <ul style="list-style-type: none"> ○ Enhancement of the mutual respect between staff from different faculties, VTA's and administrative areas ○ Building of two-way understanding between industry and Institute staff particularly around the practical implications of employability skills as they apply in the workplace ○ This focus on development of competent practice in VET delivery will encourage cross campus, cross discipline and shared experience interaction thus strengthening communication channels within the Institute and increasing its effectiveness |
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8. Evaluation

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

Evaluation of the COP will focus on three specific areas:

Increased capability of teachers in the delivery of common competencies:

This assessment will be based on a range of perspectives including

- Personal satisfaction of teachers
- Faculty satisfaction
- Student satisfaction
- Industry feedback (if possible)

1. Increased capability of administrative staff in establishment of practical systems

This assessment will be based on a range of perspectives including

- Personal satisfaction of staff
- Team satisfaction of faculty
- Team satisfaction at Institute level
- Student satisfaction

2. Increased capability of all Institute staff in the delivery of employability skills within the context of all endorsed competencies

This assessment will be based on a range of perspectives including

- Industry and employer satisfaction with skills of employees

Evaluation process will determine successes across the following areas:

- delivery of quality products which meet industry and AQTF requirements
- delivery of quality customer service which meets industry, AQTF and ISO9001 compliance

- dissemination and adoption of outcomes across faculties of the Institute
- evidence of the seamless integration of employability skills into delivery, assessment and administrative processes

Results will be distributed to the relevant Institute Management Team (IMT) and Academic Board for analysis and to determine the future role (if any) of the COP.

9. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

| Milestone | Key date |
|--|----------------|
| Action Plan Submitted | June 2006 |
| Initial COP meeting | July 2006 |
| Information Sharing/ Industry consultation | August 2006 |
| COP meetings | August 2006 |
| Developed training agenda | September 2006 |
| Mid Term Report | September 2006 |
| COP Meeting | October 2006 |
| Professional Development workshop | October 2006 |
| COP Meeting | November 2006 |
| Reframing the Future Forum | November 2006 |
| Final Report | November 2006 |