



Project ID No.	CP 196 / 1 / 1 / 6
GOAL	4 SUB-PROGRAM

Effective Networking Communities of Practice

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

AgriFood Industry Skills Council

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3. Project overview

What outcomes do you hope to achieve in your project?

The Racing Industry Community of Practice project will focus on three prime outcomes:

Focus 1 – To establish a network of racing industry practitioners (including casual lecturers) to support the Racing Industry Standing Committee strategic priorities to increase collaboration and cooperation between industry participants and training providers during and beyond the life of the project.

Focus 2 – To build an environment of trust where the network group feel free to share their knowledge, expertise and resources. The network will work towards identifying and implementing quality consistent delivery and assessment practices across national public and enterprise Registered Training Organisations (RTOs).

Focus 3 – To provide activities where participants adopt specific roles to support effective networking and organise a networking workshop. The workshop will:

- (i)examine current delivery and assessment practices
- (ii)identify a range of available quality practices to be adopted
- (iii)identify any gaps requiring a collaborative network development effort

(iv)examine ways to apply these practices to the implementation of the Racing Industry extension qualifications (endorsement pending).

4. Domain of knowledge

What aspects of the national training system will be addressed by your project?

Ensuring consistency of delivery and assessment in the Racing Industry Training Package as required by AQTF standards,

Ensuring that the racing industry needs are met by RTOs

Extending knowledge of delivery and assessment practice and forging cooperation between industry participants and training providers by;

- (1) researching AQTF standards, delivery and assessment methodologies and comparing their current practices in discussion with other members
- (2) organising a one day workshop prior to the National Racing Industry Training Conference
- (3) identifying priority areas for the workshop and preparing packages incorporating delivery and assessment materials and providing an outline of current implementation approaches
- (4) presenting a Racing Community of Practice project conference progress presentation
- (5) conducting the evaluation processes for the Racing Industry Community of Practice project.

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*):

Potential

Identifying participants

Promoting the value and benefits of community

Establishing best communication method

Put membership in contact with each other

Encourage involvement by setting task of preparing for workshop

Coalescing

Build membership by encouraging participation through email and teleconference

Canvas ideas and needs of group and input into workshop

Prepare for workshop

Delegate tasks

Identify individual areas of expertise or best practice for sharing before and during workshop

Maturing

Facilitate workshop with involvement of all participants

Create environment of trust to encourage sharing

Plan shared activities to achieve goal of validation

Create a repository of shared knowledge and products or a method of continuing sharing

Stewardship

Provide leadership for continuance of network

Create a suitable communication strategy

Create a procedure for inclusion of new members and identifying changing circumstances

Commit to an annual workshop

Transformation

Encourage continuance of group depending on wishes and needs of group

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*):

Supporting the development of the domain of Knowledge by:

- Providing the group with suitable prereading in the topics of Communities of practice, validation and moderation
- Sharing knowledge through contact and discussions prior to the face to face workshop by discussing the issues and setting the agenda and activities.
- Developing knowledge through the preparation of assessment instruments for presentation at the workshop
- Learning from other presentations and networking at the workshop
- Through the sharing of resources, websites and experiences.

Supporting the development of community by:

- Establishing a group that communicates first by email or perhaps teleconferencing (depends on the size of the group).
- Encouraging different levels of participation depending on members experience, interest, time constraints and local needs.
- Asking the members to be involved in the planning, giving them ownership.
- Fostering relationships between RTO's and industry
- Providing a face to face forum to develop friendships, foster sharing and provide a forum for validation of assessment.

Supporting the development of Practice by:

- Involving the participants in developing the agenda for the forum
- Preparing and creating their own assessment strategies and tools for presentation and validation by the group.
- Establishing reporting and feedback tools which satisfy the auditing requirements under the AQTF standards,
- Establish a model for a validation forum which can be used for other areas of the Agrifood Industry Skills Council's responsibility.

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

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

for participating individuals	An opportunity to share issues and concerns with a group of people of common background and interests through a sense of common purpose Acquisition of new knowledge skills and ideas particularly of validation and assessment processes New friendships and educator and industry networks Addition of value to their professional lives through contact with others To have created a community which has shared experiences and expertise
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for participating organisations	<p>Increased motivation of staff through sharing with others</p> <p>An opportunity for the sharing to be a benefit to other colleagues on return to their organisation</p> <p>Fulfilment of the AQTF standards in areas of validation and moderation of assessment and industry consultation</p> <p>A cost effective staff development activity</p> <p>Establish on going contact with industry, RTO and ITAB</p> <p>To provide a model for further networking forums</p>
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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.

- Invite participant input on preferred methodology and content of workshop, to ensure efficiency and maximise effectiveness in providing what the participants need
- Preparation of the Action Plan has allowed focussing on the issues to ensure an effective and efficient program
- Feedback from Agrifood Industry Skills Council on the format and effectiveness of the workshop and their willingness to use a similar model for other areas
- Feedback from participants on their perception of the value of the activities and sharing of ideas and knowledge and the difference it will make to their delivery and assessment processes
- A desire from the group to continue into the future as a network would be a good indicator of the value they have placed on the effectiveness of the community
- Feedback from the group as to whether they feel the requirement of the AQTF standards for validation for assessment with industry has been met for both the industry and educator viewpoint.
- Feedback from the RTO's as to how helpful the process has been in providing evidence for their next audit under the AQTF standards

9. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Initial formation project team	6 th June 2006
Task allocation requests	12 th June 2006
Action Plan submitted	20 th June 2006
Project team teleconference	27 th June 2006
Non-workshop task allocation determined	30 th June 2006
Forum website setup	10 th July 2006
Mapping checklist development	17 th July 2006
Group canvassed for additional issues and concerns to be raised at workshop	24 th July 2006
Tasks allocated for participants to prepare for workshop	7 th August 2006
RPL Done Well forum	10 th August - Brisbane
Travel / Accommodation bookings all confirmed	14 th August 2006
Workshop	10 th September 2006
National racing industry training conference	11/12 September 2006
Mid Term report Due	September TBA

Ongoing communication within group over issues and planning of workshop activities as per facilitation plan Planning of workshop agenda and activities	
AFISC national conference	28 th and 29 th Sept 2006
National Forum (Sydney)	Late November TBA
Feedback forms completed	December 2006
Team teleconference	December 2006
Final report due	5 th December 2006
Project wash up	Mid January 2007
Celebration	January 2007
Final invoice financial acquittal and project products forwarded	29 th January 2007