

<b>Project ID No.</b>	CP 387 / 7 / 1 / 4
<b>GOAL</b>	4
<b>SUB-PROGRAM</b>	

## Effective Networking Communities of Practice

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Centre for Adult Education (CAE)
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#### 3. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

The project is designed to enable Victorian ACE providers, including CAE, and small private providers to improve the quality of delivery and consistency of assessment of the Certificate IV in Training and Assessment (TAA40104). Participants will share their knowledge and exchange models of effective practice with a specific focus on the language, literacy and numeracy (LLN) components of the TAA. The project aims to extend the capacity of small providers across the state to successfully deliver this qualification.

#### 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)

The project will have its *domain of knowledge* based around the crucial Certificate IV in Training and Assessment (TAA40104) and its underpinning LLN components including attention to teaching and learning approaches and the quality and consistency of assessment. Aspects of the national training system will be addressed through:

- its focus on improving the implementation of the Certificate IV in Training and Assessment (TAA40104) and underpinning LLN components which relate also to the implementation and delivery of other training packages
- improving the quality and consistency of teaching, learning and assessment of the TAA across a range of small providers, both public and private
- enhancing relationships with other providers to share knowledge and improve service provision.

## 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 project will nurture and facilitate a community with a common need and interest under the guidance of an experienced facilitator. This will be developed and supported through the following growth stages of the development of a Community of Practice.

### Potential

Currently, ACE providers and small private RTOs need a network where they can come together with similar providers who are either delivering, or interested in delivering, moderating and assessing the TAA and who have limited resources. This stage will include the identification and invitation of members to join the group, collectively determining the purpose, intent and issues to be addressed, identifying expertise and potential roles amongst the group, and connecting the group.

### Coalescing

The initial planning session will confirm the purposes of the project, agree on outcomes and timelines, identify issues, and confirm how the community will connect. This stage will then involve ongoing communication and sharing and discussing common knowledge and identifying gaps that need to be addressed. Connections will occur via face-to-face meetings, emails, telephone & online forums spaced out through the project. The facilitator plays a key role in this stage in beginning the discussions, scheduling the interactions and activities, engaging practitioners and managers and documenting the information and ideas.

### Maturing Stage

This stage will be undertaken and achieved when community members have agreed on how to address the gaps in their knowledge and the activities to overcome these have been planned and start to occur. These will not be known until during and after the coalescing stage. Each participant will need to address how the community of practice can be proactive in supporting their own organisation. For example, this stage will potentially include co-operation and joint delivery and/or moderation of aspects of the TAA.

## 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*):

### Domain of knowledge

The domain of knowledge is based around the Certificate IV in Training and Assessment (TAA40104) and its underpinning LLN components including attention to teaching and learning approaches and the quality and consistency of assessment. The expertise and knowledge of the community members will be utilised as the basis for expanding the knowledge of the whole community through sharing and networking. As the host organisation, the CAE brings to the domain of knowledge the latest work on the development of the Essential Skills Framework (ESF) that is to replace the current National Reporting System (NRS).

### Community

A community with a common need and interest will be nurtured and facilitated under the guidance of an experienced facilitator. This will develop and support strong community interactions and relationships based on mutual respect and trust and encourage a willingness to share ideas. Given that organisational participants are from small RTOs there is mutual benefit from participating and sharing their knowledge and expertise. Gaps can be mutually identified and solutions identified by the community and addressed.

### Practice

The practice will be identified jointly with the community members: the knowledge, frameworks, ideas, tools, experiences, information, anecdotes, processes and documents that community members are interested in and can share. Mechanisms such as face-to-face meetings, emails, and online discussions or forums will be the basis for operating under the facilitation and guidance of the facilitator and convenor.

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

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

for participating individuals	<p>To improve the quality of delivery and consistency of assessment of the Certificate IV in Training and Assessment (TAA40104). The community of Practice will enable participants to:</p> <ul style="list-style-type: none"> <li>• manage change through a supportive community of similar small providers with similar problems and issues to face</li> <li>• provide the practitioner with access to new knowledge and information about the TAA and underpinning LLN.</li> <li>• foster trust and a sense of common purpose in relation to implementing the TAA.</li> </ul>
for participating organisations	<p>To extend the capacity of small providers across the state to successfully deliver this qualification and to improve the quality, relevance and effectiveness of teaching and learning of the Certificate IV in Training and Assessment (TAA40104). The community of Practice will enable participating organisations to:</p> <ul style="list-style-type: none"> <li>• support each other in implementing best practice of the TAA</li> <li>• disseminate valuable information to their staff</li> <li>• foster innovation</li> <li>• reinforce strategic directions in the implementation of the underpinning LLN components of the TAA.</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.

CAE will use a clearly defined self-evaluation strategy to measure the effectiveness of the workbased learning process and other project outcomes and products. This will be done by first establishing with the team members what the agreed objectives and outcomes will be for the project and documenting these after the first meeting. Once these are established a questionnaire will be developed that will be delivered early on in the project and after the completion of the activity, and this data will be evaluated alongside regular feedback to be collected by the facilitator and project manager after each session.

## 9. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Completion of Action Plan including appointment of facilitator	June 20th
RTOs invited to participate	June 26th
CAE team selects members of the community of practice	July 7th
Participants informed and dates set for first Facilitated workshop	July 14th
Participants sent participant's packs and advance materials	July 21st
First Facilitated workshop organised and held	Early August
Discussion forum established and online discussions held supported by emails and telephone. Facilitator supports members and facilitates ongoing discussions.	August
Mid term report	September 5th
Second Facilitated workshop organised and held. Guest speaker(s).	Mid - September
Discussion forums held supported by emails and telephone. Facilitator supports members and facilitates ongoing discussions.	October
Third Facilitated workshop organised and held. Guest speaker(s).	November

Discussion forums held supported by emails and telephone. Facilitator supports members and facilitates ongoing discussions.	November
Final reports and documentation completed	Dec 6th