



Project ID No.	CP 107 / 7 / 1 / 07 amended V2
GOAL	4
SUB-PROGRAM	

Effective Networking Communities of Practice

Action plans must be submitted online to www.reframingthefuture.net by COB Tuesday 5 June 2007.

Please select "Submit a Form" on the Home Page Menu and follow the prompts.

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

The Victorian ACE Coalition (VACEC) to be managed by Centre for Adult Education CAE

1. Convenor's details

Name: Dave Tout on behalf of Ray Ferres, Chairperson VACEC		
Position: Manager Education Quality and Compliance		
Organisation: Centre for Adult Education CAE		
Address: 253 Flinders Lane		
City/Suburb: Melbourne		Postcode: 3000
Ph: 0396578118	Fax:	Mobile: 0418526586
Email: davet@cae.edu.au		

2. Facilitators' details

Name: Philippa McLean		
Address: 253 Flinders Lane		
City/Suburb: Melbourne		Postcode: 3000
Ph: 0396520709	Fax: 0396509071	Mobile: 0413620182
Email: philippa@cae.edu.au		

3. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

The outcomes of the project will meet the needs of up to 17 key Victorian ACE organisations by improving the quality of delivery and consistency of assessment across a range of courses and certificates including courses such as:

- o Certificate IV in Training and Assessment
- o Cert II and III Aged Care
- o Cert II in Information Technology.

Through a Community of Practice model, participants will share their knowledge, exchange models of effective practice and moderate assessment tools and tasks. Using an experienced facilitator and a blend of face-to-face and online interaction, the project will extend the capacity of ACE providers across the state to successfully deliver and assess a range of qualifications.

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 quality and effective delivery, assessment and moderation of an agreed set of accredited vocational Certificates 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 accredited vocational Certificates
- improving the quality, validity and consistency of teaching, learning and assessment of the Certificates across a range of ACE providers from across Victoria, both metropolitan and rural
- enhancing relationships with other providers to share knowledge and improve service provision
- quality practice and the AQTF2007.

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 around the above domain of knowledge by working under the guidance and facilitation of an experienced moderator and facilitator, and utilising the expertise and knowledge of senior managers and training consultants from across the key ACE providers that make up VACEC. This will be developed and supported through the following growth stages of the development of a Community of Practice.

Potential

ACE providers need a network where they can come together with similar providers who are either delivering, or interested in delivering, moderating and assessing the same or related courses and who themselves have limited resources to support, moderate and validate the delivery and assessment of such courses. This stage will include the identification and invitation of members to join the group, collectively determining the content, purpose, intent and issues to be addressed, identifying expertise and potential roles amongst the group, and connecting the group.

Coalescing

The initial online and face-to-face planning sessions 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, sharing of resources and moderation of aspects of the courses selected to be part of the domain of knowledge.

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 project will have its *domain of knowledge* based around the quality and effective delivery, assessment and moderation of an agreed set of accredited vocational Certificates 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.

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 similar RTOs with a common interest that have come together to form VACEC 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>The community of Practice will enable participants to:</p> <ul style="list-style-type: none"> • increase their knowledge of rules of evidence and in interpreting Training Packages. • improved the quality of assessment processes and tools. • opportunity to lead professional development • manage change through a supportive community of similar providers with similar problems and issues to face • provide the practitioner with access to new knowledge and information about accredited vocational Certificates • foster trust and a sense of common purpose in relation to implementing accredited vocational Certificates.
for participating organisations	<p>To extend the capacity of ACE providers across the state to successfully deliver a number of courses and to improve the quality, relevance and effectiveness of teaching and learning. The community of Practice will enable participating organisations to:</p> <ul style="list-style-type: none"> • support each other in implementing best practice • disseminate valuable information to their staff • foster innovation • improved the quality of assessment processes and tools • share knowledge within participating organisations • establishment a support network for ongoing moderation.

8. Promotion

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

within your organisation(s)	Through sharing new knowledge and understanding with colleagues. In staff meetings, focus groups and moderation sessions	
to industry and other relevant organisations	Through demonstration of improvement in quality processes and in understanding of customising assessment processes and tools to meet industry needs. Sharing new knowledge and understanding through networking, conferences, newsletters	
to the broader VET sector	Sharing new knowledge and understanding through networking, conferences, newsletters. Applying new knowledge to a range of Training Packages and industries	

9. Evaluation

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

VACEC will use a clearly defined self-evaluation strategy to measure the effectiveness of the workbased learning process and other project outcomes and products. The emphasis of the self-evaluation will be on participant involvement and on formative assessment of the process. Where feedback indicates a need for a change to the process, this will be responded to during the project. A summative evaluation will also be carried out in order to indicate what has been achieved in relation to the initial objectives. This will be done by:

- establishing with members of the Community of Practice what the agreed objectives and outcomes will be for the project and documenting these after the first meeting
- developing a questionnaire that captures information that the project members need to know. This will be delivered early on in the project and at the completion of the project
- evaluating the questionnaire responses alongside regular feedback to be collected by the facilitator and project manager.

The self-evaluation process will be guided by the principles of:

- validity - collecting data that reflects the real situation
- reliability – collecting data that is consistent no matter who is collecting the data or leading the discussions, or when these events occur
- usefulness – data collected will centre on areas that participants have identified as relevant.

10. Project timeframe

Please list project task/actions and key dates

(Please add rows as required)

Task/action	Key date
Invite VACEC members to become part of CoP; establish objectives and outcomes with CoP members	June 2007
E discussion – setting up first face-to-face moderation session	June 2007
First face-to-face moderation session	5 July 2007
E discussion – including evaluation of first moderation session and planning for second moderation session	July 2007
Second face-to-face moderation session	August 2007
Project mid term report	28 August 2007
E discussion – including evaluation of second moderation session and planning for third moderation session	September 2007
Third face-to-face moderation session	October 2007
E discussion – including evaluation of third face-to-face and evaluation of whole project	November 2007
Attendance at National Forum	19 & 20 November 2007
Report back to VACEC meeting	December 2007
Report back to Reframing the Future	28 Jan 2008