

Project ID No.	CP 161 / 2 / 1 / 07 V2
GOAL	4 SUB-PROGRAM

## Effective Networking Communities of Practice

Action plans must be submitted online to [www.reframingthefuture.net](http://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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Australian Drilling Industry Training Committee Ltd
---

### 1. Convenor's details

Name: Virginia Hilliard		
Position: Chief Executive Officer		
Organisation: Australian Drilling Industry Training Committee Ltd		
Address: PO Box 742		
City/Suburb: LANE COVE NSW		Postcode: 2066
Ph: 02 9428 3444	Fax: 92 9248 3555	Mobile: 0417 216 174
Email: hilliardv@aditc.com.au		

### 2. Facilitators' details

Name: Dr John Mitchell, John Mitchell & Associates		
Address: PO Box 252		
City/Suburb: Pymont NSW		Postcode: 2009
Ph: 02 96600255	Fax: 02 96600277	Mobile:
Email: johnm@jma.com.au		

### 3. Project overview (100 words maximum)

This Community of Practice is a group of 2006 National Training Change Agents. The COP will marry the Change Agent skills developed by group members with the need to address AQTF07 as a pressing national VET challenge. It will facilitate the sharing of understanding of the AQTF 2007 national outcome measures due for release in April and implementation in July 2007.

Community members come from most VET sectors at a range of organisational levels, so we each have existing networks. This project offers a double benefit – learnings for the COP itself, and, through COP members, learnings which will disperse through individual member's networks and communities. This is a very effective way of assisting implementation of AQTF 2007 outcome measures. The COP offers a direct interface for networks which may normally be unconnected and even mutually exclusive.

This community of practice will be a good paradigm of the national outcome on a small scale.

#### 4. Domain of knowledge

*AQTF 2007 is the focus.* Most participants in the group have been members of the Change Agent program and share knowledge of the existing AQTF structure, but all will need to implement any changes arising from AQTF 2007. New information to all parties will be information released on outcomes for each revised standard to be released at/near the end of the financial year. A session at the initial face to face (f2f) meeting will update information, establish common areas of knowledge and extend these with discussion.

The group will be able to consider the shift from pure compliance to continuous improvement, how it impacts across our organisations and how we as managers are able to contribute.

#### 5. Facilitating your community of practice

The group will be *facilitated by* Dr John Mitchell, an experienced facilitator.

The project will start with a *f2f meeting* including a social opportunity for members to meet or become reacquainted (as the case may be). At the end of this first meeting, there will be an expectation that members recognise and commit to the potential of the COP in implementing change arising from AQTF 2007.

*On-going interaction will be online.* Members may have a range of familiarity with this means of interaction. Connecting community members in this way may require specific facilitation, or mentoring by group members of others. It will be necessary to structure a specific item of the f2f meeting to decide the forward means of interaction. Topics for the online format to be determined at the f2f, and this may have streams.

The convenor and facilitator will act as the initial catalysts for this group, garnering support, taking a leadership role and developing momentum. In developing a methodology for this project a number of factors have been considered:

Information, advice and skills provided by stakeholders in the proposed Community; and

Underpinning theoretical premises of Communities of Practice especially stages of Community and challenges for starting and supporting a Community (the management, community, technical and personal challenge).

- Beginning to build relationships.
- Encouraging people to participate.
- Connecting community members.

It is acknowledged that in the time available, progression through all of the stages of a Community of Practice is extremely unlikely. We will try to develop a community that will consist of passionate members and will find ways to become self-sustaining into the future. Our experience as Change Agents has shown that outcomes are sometimes achieved sometime after the project is finished. At the various stages we plan to:

##### *Potential*

Promote the project and invite participation. Present current scenario. Identify common VET issues, concerns and problems. Identify and articulate national and international trends. Promote possible outcomes. Highlight personal development opportunities. Promote theories of communities of practice.

##### *Coalescing*

Agree on common goals. Negotiate directions and outcomes and validation strategies. Build rapport and develop trust. Ask community to sign off on confidentiality commitments as appropriate. Ask community members to commit to aspects of the management of the community –reporting; evaluating.

##### *Active*

Develop the practice. Participate in professional development forums. Share information. Review commitment. Look for passion. Skills being developed during on-line networking may facilitate this stage, and the next stage.

##### *Dispersed*

Continue dialogue. Maintain the passion and commitment. Skills developed and common topics/aspects of interest arising during on-line networking may facilitate this stage.

##### *Memorable*

Original goals and outcomes achieved or furthered, and the community is no longer central, yet is still talked about and held in high esteem.

## 6. Structuring your community

This group of 2006 National Training Change Agents will structure its Community of Practice around the combination of the three fundamental elements: Domain of Knowledge; Community; and Practice as defined by Wenger, McDermott and Snyder (2002).

While most members of the group were known to each other as members of the Change Agent group in 2006, that group had in common that its participants were agents of change in their own contexts. Thus there is some shared domain of knowledge in change agency in a VET landscape. However the contexts in which each is working differ, and the nature of the change differs.

As all new communities do, this new community still needs to develop a shared vision and structure.

The first meeting will establish a *shared domain of knowledge* in two areas.

- First, AQTF 2007:
- Secondly, use of e-conferencing facilities and strategies: Participants may have a wide range of expertise / familiarity in this area.

*The community* will be developed with activities to share experiences in a social and a work context. While most members have met previously, several new members will be introduced to the group. The first meeting will be face to face to facilitate this. The group will need to spend some time at the first meeting exchanging information to see how individual experiences and knowledge can move towards a shared domain of knowledge.

It will be necessary to structure a specific item of the face to face meeting to decide the forward means of interaction. Topics for the online format to be determined at the f2f, and this may have streams.

In *practice*, this community of practice will be a good paradigm of the national outcome on a small scale. There are opportunities to share practice, but the group's members have a wide range of contexts in which to implement AQTF 2007. The practice will most likely develop along with the COP and may well vary within the group. We will need to tap into the group's knowledge and see what they come up with. It will be a challenge to develop shared practice.

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

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

for participating individuals	Growth of self as a Change agent Wider understanding of AQTF 2007 requirements and sharing of strategies for implementation across wider networks Development or extension of skills in use of web conferencing tool/s and participation in future online forums
for participating organisations	Upskilled personnel within community of practice Access to strategies of other parties/organisations/industries Growth of COP as a group of CA's Implementation of AQTF 2007 requirements

## 8. Promotion

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

within your organisation(s)	To be determined by each individual member in their respective context
to industry and other relevant organisations	To be determined by each individual member in their respective context
to the broader VET sector	Reported through RTF structures and thus made available to the wider VET sector

## 9. Evaluation

*The facilitator of the project will agree with the participants on an evaluation recording process and timeline, and develop that process. The Brinkerhof model of evaluating projects at their six stages will be used; as will criteria for evaluating communities of practice advocated by leading theorists such as Wenger, Snyder and McDermott (2002).*

We should be able to evaluate the group's

- Trust
- Knowledge
- Engagement
- Access
- 'safety'

Participants will be asked at the commencement of the project to be aware that they are also responsible for input to the evaluative process. Formal opportunities to provide input will be structured into the network virtual meetings.

Through on-line forums members will be encouraged to provide peer reviews on common issues/ topics.

The experienced 'mentoring' facilitator in particular will be given responsibility to cooperate in some aspects of evaluation of their choosing.

The Manager of the project will ensure that reports on the project are submitted as required by contract. Input to the reporting is expected from all participants, and opportunities for reporting will be structured into the process. Reporting of the project will include reporting against any evaluative process / comments made.

## 10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Project action plan developed and submitted; invoice #1 (75%)	05 06 07
Set up process: <ul style="list-style-type: none"> <li>• Provide Action plan to participants for information</li> <li>• Confirm participant list (own company liaison completed by participants)</li> <li>• Confirm proposed conference dates with facilitator</li> </ul>	20 06 07
Prepare information for participants	13 07 07
Face to face - Sydney 1.5 days facilitated by John Mitchell, including dinner on the first evening (?dinner at own cost) Key topic areas to be <ul style="list-style-type: none"> <li>• Sustaining self whilst sustaining change - Growth of self as a CA</li> <li>• Speaker on AQTF 2007</li> <li>• demo of web conferencing tool &amp; discussion of topics etc for future online forums</li> <li>• Plan online forums</li> <li>• agree responsibilities for project within group</li> </ul>	Date tba : Late July –early August 2007
Commence series of online – structure/dates to be reconfirmed during f2f by group	Dates/times/structure to be determined Period from August – November 2007
Project mid-term report emailed	28 08 07
Some participants may attend mid-term forum of Reframing the Future program Sept 2007	Tba 09 07
Some participants may attend National forum of Reframing the Future program 19/20 Nov 2007	19-20 11 07
Project final report emailed	27 11 07
Project final invoice #2 (25%), signed financial acquittal and products submitted	28 01 08