

Project ID No.	CP 210 / 5 / 1 / 07
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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

TAFE SA

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?

The main outcome of this project is to develop a community of practice which involves retail industry partners and TAFE to explore the issues of attracting and retaining retail staff.

This will give parties involved the opportunities to create career pathways for new and existing employees.

From here we will develop training that is flexible and innovative that meets the needs of the Retail Industry using the Retail National Training package.

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)

TAFE SA and other interested parties such as the Retail Industry, Industry bodies (ServiceSkills SA) and schools will be involved in work shops to address the training needs of the Industry. The main concern from Industry in the past is that the Training package is too rigid and not flexible for new employees and does not recognise employees already working in the industry. The workshops will help to address industry needs by:

- Establishing and enhancing relationship with industry clients.
- Ensure that the needs of the Retail Industry are met by TAFE SA.
- Exploring delivery methods for Industry.
- Recognise employees already in Industry through Recognition of Prior Learning.
- Create smooth career transitions for school leavers and skilling adults for a productive working life.

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*):

This project will bring together a community all with a common interest and need under the guidance of an experienced facilitator. The development of this community will go through the following growth stages.

Potential Stage:

This stage will bring together TAFE SA QAG (Quality Assurance Group) members, Retail lecturing staff, members for Service Skills SA, and VET Co-ordinator in a workshop to discuss the purpose and what we want to achieve through the Community of Practice. Through the experienced facilitator we will develop a "Keep, Drop, Create" approach which will give the participants a direction of what the objectives may be.

Coalescing Stage:

At this stage we will bring in Industry to "fill in gaps" that may have been missed. We will also start to agree on common goals and outcomes. The facilitator will be vital in this stage to develop trust between participants. There will be constant communication between workshops via centra and emails.

Maturing Stage:

This stage will be developing the practice by sharing information and reviewing the outcomes. We should also be in the position to have developed some options of training to meet the needs of Industry. Schools will also be involved at this stage to start the career pathways. The final part of this stage will also be to maintain the passion and commitment.

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:

This will be based around the Retail Training Package especially the RPL process. The expertise and knowledge of participants will be used to plan professional development as identified. It will encourage participants to share information and knowledge with others.

Community:

This community will have common interest which will help with communication and a sense of belonging. Through the experienced facilitator this will help with sharing ideas and agreeing on issues and also the direction in how the objectives can be achieved.

Practice:

This will be facilitated by workshops and forums. Within these there will be discussions and brainstorming to capture the knowledge of the participants. Participants from Industry and TAFE will be encouraged to discuss their experiences with the Retail Training Package. This will help to identify specific areas that need to be addressed.

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

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

for participating individuals	<ul style="list-style-type: none"> • Build relationships between TAFE and Industry. • Professional Development Opportunities. • Extensive knowledge of the Training Package. • Create pathways. • Develop flexible delivery options.
For participating organisations	<ul style="list-style-type: none"> • Having options when looking at training • Career pathways • Retention of staff.

8. Promotion

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

within your organisation(s)	<ul style="list-style-type: none"> • Flyers • Emails • QAG meetings
to industry and other relevant organisations	<ul style="list-style-type: none"> • Flyers • Emails • Through QAG members • Letters • Face to face
to the broader VET sector	<ul style="list-style-type: none"> • Flyers • Emails • Through QAG members • Letters • Face to face

9. Evaluation

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

- Individuals will be encouraged to fill in Questionnaires at forums. This information will be collected by the Facilitator.
- One on one evaluation – either face to face or by email.
- Commitment of participants.
- Resources that have been developed.
- Outcomes achieved.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Action Plan submitted	5 th June 2007
Tafe SA staff invited to participate	6 th June 2007
Tafe SA workshop	22 nd June 2007
Tafe SA and Industry Workshop	July 2007
Project Mid Term Report	28 th August 2007
Tafe SA and Industry Workshop	Early October 2007
National Forum	19 th and 20 th November 2007
Final Report	27 th November 2007
Completion of Project	28 th January 2008