



Project ID No.	CP 222 / 4 / 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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Industry Services Alliance

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 outcomes will be relationship building and expansion of an existing education and training network through Industry Services Alliance (ISA). The network is the Training and Education Skills Advisory Committee (T&E SAC).

The focus of the T&E SAC is to collaborate and develop a shared understanding to implement the AQTF 2007. Implementation includes a collaborative approach to transition existing systems to the AQTF 2007, resource sharing and to demonstrate quality outcomes.

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) (Please add rows as required)

This project will have a domain of knowledge by identifying and developing a range of learning processes, strategies and resources that can support organisational change and workplace issues such as the AQTF 2007 and how it will be implemented within the respective organisations of each of the community members to

meet the National Training Framework. It will also foster new and existing relationships of VET providers and consultants.

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 Stage

Identifying participants through the T&E SAC

Promoting the benefits of the COP

Review AQTF 2007 and determine what forms and templates are required by RTO's for implementation of the AQTF 2007

Gain consensus on the templates to be developed

Coalescing Stage

Plan and prepare workshops

Delegate tasks

Identify individual areas of expertise

Develop templates and forms for the COP to implement the AQTF 2007

Maturing Stage

Facilitate workshop with involvement of all members of the COP

Create and environment of trust and sharing of knowledge

Review of developed templates and sharing of information by groups to each other

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*):

A Domain of Knowledge

The domain of knowledge will be identifying and developing a range of learning processes and strategies that can support organisational change and will be capable of addressing real workplace issues such as the AQTF 2007 and how it will be implemented within the respective organisations of each of the community members to meet the National Training Framework.

It has been identified that there is a need for members of the T&E SAC to perform specific roles within the COP. Roles can include but not limited to a subject matter experts, mentor, leader and administrator. Our Communities of Practice will appoint a facilitator whose role it will be to identify those members with skills and experience to take a lead role in each of the project stages.

A Community

The T&E SAC has a common interest which will be nurtured and facilitated under the guidance of an experienced facilitator. The T&E SAC has been operating in its current form for the last two years and the partnerships have been forged through the trust, cooperation and the sharing of knowledge and is indicative of this committee in the past.

The benefits to be gained through this COP will provide individuals with a constructive way of enabling VET personnel to manage change, access new knowledge and develop professionally.

The Practice

The Practice will be supported by a series of planned workshops, face to face meetings and emails which will be the basis for operating under the guidance of the facilitator and convenor. The community will share their ideas and knowledge to support the development of tools and templates to implement the AQTF 2007.

There will also be an opportunity for additional members to join the COP.

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

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

for participating individuals	Collaboration and sharing of knowledge Foster trust and relationship building Professional Development Provide confidence to manage change
for participating organisations	Networking opportunities collaboration and development of a shared understanding to implement the AQTF 2007 Professional Development of staff Sense of ownership Foster innovation

8. Promotion

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

within your organisation(s)	Templates and tools will be offered to Industry Services Alliance's members Email Minutes of meetings Word of mouth Newsletters Website Professional Development Activities
to industry and other relevant organisations	The templates and tools will be promoted as a service through, email, word of mouth, newsletters, website, Professional Development Activities. If an individual or organisation would like to utilise these services they must become a member of Industry Services Alliance.
to the broader VET sector	The templates and tools will be promoted as a service through, email, word of mouth, newsletters, website, Professional Development Activities.

9. Evaluation

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

- Participant self-assessment at the beginning of the project on their goals and current skill levels to give the project a benchmark to measure learning against. Participants would then be asked to assess their readiness to transition and implement changes to the AQFT 2007.
- The facilitator will then provide individual feedback to each participant on what else they need to do immediately to ensure that they have taken all steps necessary to comply with the new AQTF standards for implementation by 1st July 2007.
- Given the new approach to a more outcomes-based audit model, the members will need to assist each other to identify their continuous improvement policies as well as why they train and assess in the way they do and how they monitor and improve their approaches to ensure that they continue to provide quality outcomes to their clients. To do this we plan to add an agenda item to each future T&E SAC meetings.
- A mid term evaluation will allow members to assess their achievements. Mid-term evaluation will also provide an opportunity to reassess the direction of the project if required.
- We will develop self-assessment audit table to identify the continuous quality improvement strategies that all members must evaluate.

- At the end of the project we will request feedback from all members as to their levels of satisfaction of the results and outcomes achieved through the project.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Action Plan submitted	5 June 2007
First Workshop	Mid June 2007
Second Workshop	Early August 2007
Mid term report due	28 August 2007
Conduct Meetings	June/July/September 2007
Final Workshop	October 2007
Final report to the T&E SAC	November 2007