



Project ID No.	CP 237 / 8 / 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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Challenger TAFE

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3. Project overview (100 words maximum)

This is a new initiative in forming a Community of Practice, to assist the training providers of Western Australia in Beauty Therapy with the emphasis on quality practice in compliance with the AQTF 2007. This will include attention to teaching and learning approaches and quality and consistency of competency based assessment.

Outcomes:

- Collaboration and Networking between RTO's delivering Beauty Therapy in W.A and Nationally.
- Sharing and brainstorming of ideas, assessment tools, and resources
- Sharing of innovative practices in engaging the learners and enhancing Industry relevance in preparation for the workforce.
- Discussion and problem solving of current and relevant training, delivery and assessment issues
- Disseminating solutions for maintaining the consistency of workplace assessment

4. Domain of knowledge

The Community of Practice will lead to greater collaborative arrangements and foster relationships with Industry through the National Training System by:

- Refining and developing innovative delivery strategies for the Beauty Training Package enhanced through the combined input of members, who will share their knowledge skills, and experience to contribute to, and achieve, quality ,compliant outcomes.
- Collaborating with public and private RTOs, on delivery, assessment, validation, moderation, and evaluation with the emphasis on identifying and implementing solutions. Private RTOs will be encouraged to participate and supported through the Community of Practice.
- Addressing issues and concerns by industry, including emerging industry training needs and understanding of the National Training System.
- Fostering relationships with other RTOs and industry practitioners to support Beauty Training Package delivery and assessment
- Creating and sharing new knowledge about employability skills
- Encouraging innovation and creativity
- Developing knowledge in professional judgement

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 stages of development of Communities of Practice (Wenger,1998b), are outlined below:
Potential – Identifying and confirming community membership through informal networking arrangements, professional conversations and liaison with industry.

In developing the Community of Practice key stakeholders will be brought together from the dispersed network of training providers and industry partners across the large state of Western Australia including the metropolitan area and remote regions.

Expertise will be utilised in the areas of curriculum through VET practitioners and industry practitioners. Expert advice on methodology relating to Communities of Practice will be sought.

Coalescing – Communicating with community members to confirm commitment; bringing participants together to identify and discuss issues in course delivery, quality and consistency of assessment, moderation, validation and evaluation.

Members of the Community of Practice will be invited to attend a one day forum on June 27th, 2007.

The activities include;

- Introduction to definitions, concepts and benefits of Communities of Practice;
- Defining and allocating the key roles within the Community
- Activities using industry input into the Training Package.
- Using the Keynote guest speakers to highlight the topical issues relating to the AQTF and Training Packages, current industry needs and, building the Communities of Practice.
- Setting goals and key objectives by the Community members.
- Commencing the process of gathering, creating and sharing knowledge

Active – Creating the framework and actively encouraging participants to be involved in generating solutions and innovations by way of sharing ideas and experiences; problem-solving; decision-making; formalising strategies; the improvement of practice, and the nurturing of ongoing relationships.

Members will communicate using a wiki and email. Teleconferencing and a face-to-face forums will also be used.

Memorable – This is the first Community of Practice to be developed by Challenger TAFE for the Beauty Industry, in Western Australia and Nationally. It is expected that it will have impact on the Beauty industry and trainers of the Beauty qualifications.

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*):

This project will use the three structural elements of a community of practice. Wenger et al (2002) describes these as being:

Domain of knowledge – this will create common ground and a sense of common knowledge in the community.

Community – this will create the social fabric of learning

Practice – this will develop a set of frameworks, ideas, tools, information, styles, language, stories and documents that community members share (pp 27-29).

Domain of Knowledge

The domain of knowledge is based upon a need to understand and address industry training issues. There are many new and exciting emerging industry training needs; understanding of the National Training System; Training Package content and benefits; AQTF compliance.

The domain will provide the purpose for developing effective collaborative relationships to support the delivery and assessment of the Beauty Training Package.

The domain of knowledge will be TAFE Lecturers from different Colleges who deliver and assess in different settings and Industry. The Community will be formed by the interaction between all stakeholders involved in the project.

The aspects of the national training system that will be addressed by the project will be

- improving workplace assessment and delivery;
- implementing the employability skills into training and assessment

Community

Various strategies will be used in order to develop "the community" in the Community of Practice. These may include to:

- Foster different levels of participation dependant upon the participants' experience, time and availability.
- Encourage and support relationships between public and private RTOs and the Beauty industry.
- Encourage collaboration towards increasing consistency and value of training.
- Encourage interaction to discuss issues relevant to the evolving domain.
- Develop technology skills and communications systems using technology which may include wikis, and Learning Management systems to
 - share knowledge and resources
 - provide support
 - share experiences.
- Foster ownership by collaboratively setting goals and objectives.

Practice

The practice will develop from the need to collaborate ideas and develop strategies to implement and deliver the Beauty Training Package.

Keynote speakers and workshop activities will enhance and guide participants at the workshops and forums.

The community participants will enhance the practice by their combined input of bringing new and innovative skills, knowledge, experiences, ideas, tools and documents to share, to achieve quality outcomes.

The expert facilitator will use their expertise to create opportunities in the forums for thinking, sharing, and creating professional conversations. Methodologies for achieving this will include: whole group discussions and smaller groups structured activities.

Members will be encouraged, to consider responses and input to some topics. prior to attendance at forums

An information pack will be distributed to members at the initial forum. This will contain

- Project information outlining the, building of a Community of Practice
- CD - Reframing the future publications and resources
- Publication - Employability skills from framework to Practice

Exchange of ideas between individuals, use of email for: contact lists, and groups, tracking of proceedings, distribution of developed documents and tools. Mechanisms including :

- face to face meetings
- email,
- online discussions
- forums

will be the primary means for communicating under the facilitator 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>Communities of Practice</p> <ul style="list-style-type: none"> • enabling employees to manage change in a supportive community • providing the practitioner with access to new knowledge and information about delivery and assessment in Beauty Therapy • fostering trust and a sense of common purpose in relation to adding value to professional lives. • Construction of professional conversations to understand and implement Employability skills- (Communication, Team Work, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.)
for participating organisations	<p>The organisational benefits of Communities of Practice include:</p> <ul style="list-style-type: none"> • the informal dissemination of valuable information • improvements in productivity • the fostering of innovation • the reinforcement of strategic direction. • generating knowledge and encouraging skill development • development of mutually beneficial alliances and partnerships • Improved teaching and learning strategies for delivery to students • Improved morale and satisfaction for teachers working in isolation especially in remote areas • Shared approach to finding workable solutions for common issues • Cost effective and consistent practice and processes to meet AQTF compliance

8. Promotion

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

within your organisation(s)	Octoberfest Challenger TAFE Challenger TAFE publications – Seven waves, Challenger Catch up Team Meetings
to industry and other relevant organisations	CSSN meetings CSSN networks Membership of the APAA
to the broader VET sector	Wikis CSSN meetings CSSN networks

9. Evaluation

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

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The six stage model for self-evaluation based on Brinken Hof (1987) has been adapted for the project.

	Evaluation stage	Evaluation Strategy	
1	Goal Setting Stage	Discussion with the group- formal and informal to determine outcomes and address limitations Skills audit using Survey Monkey Skills audit on technology skills	June
2.	Project Design Stage	Methodology selected using advice from experts	June
3.	Program Implementation Stage	Re-visit goals Collaborative review of progress by facilitator and participants Preparation of mid-term report	August
4	Immediate Outcomes Stage	Reflective activities Skills audit	September
5	Outcomes Usage Stage	Discussions and questionnaires to determine	October
6	Impacts and Worth Stage	Feedback from participants Skills audit using Survey Monkey Preparation of the final report	November

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Start up forum in Sydney	16 May
Project Action Plan due	5 June
Project Planning day with Key personell	June
John Mitchell – Overview of Community of Practice- outcomes of previous project-employability skills	27 June
Using technology- developing the wiki/learning management Systems	16 August
Project mid-term report due	28 August
Tele/video conference Westone on a National Level	18 October
National Forum	19/20 November
Final Report Due	27 November
Project completion	28 January