

<b>Project ID No.</b>	CP 238 / 7 / 1 / 07
<b>GOAL</b>	4
<b>SUB-PROGRAM</b>	

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Manufacturing and Engineering Skills Advisory Body Inc.
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#### 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?

This project will create a Community of Practice of VET professionals comprising WELL Programme Managers and WELL Programme Practitioners.

The Community of Practice will facilitate the building and exchange of member's knowledge in relation to effectively identifying and delivering units of competency and qualifications relevant to the development of language, literacy and numeracy skills in the workplace.

The Community of Practice will focus on the quality of teaching, learning and assessment practice, the implementation of Training Packages in workplace English language and literacy training and responding to industry needs by addressing current and emerging skills needs of existing workers.

#### 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)

The initial domain of knowledge of our Community of Practices will be issues related to:

- Improving workplace language, literacy and numeracy integrated with vocational training
- Enhancing relationships with other WELL Practitioners to share knowledge and improve service delivery
- Addressing AQTF requirements and implementing Training Packages in training programs
- WELL Programme administration and NRS reporting

Under the guidance of the facilitator the Community of Practice will explore a specific aspect of the domain of knowledge associated with the profession of being a WELL Practitioner more deeply in response to the identified emerging shortage of WELL Practitioners, a lack of entry pathways into the WELL profession and a lack of professional development opportunities relevant to the WELL Practitioner.

### **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*):

#### 1. Potential stage

The group already exists and has moved beyond the potential stage. The original intent was to support WELL Practitioners whilst also supporting WELL delivery in the process manufacturing industries. Whilst the intent has not changed the context of WELL has and with this Reframing the Future project there is a definite case for action that was clearly documented in the NCVET report "The professional development requirements for WELL Practitioners". In 2005 many members of the group participated in surveys for this study and in 2006 the report was presented and workshopped at meeting.

#### 2. Coalescing stage

The group already exists and has moved beyond the coalescing stage. Members have been meeting regularly for a number of years coordinated by John Molenaar who is respected by the group and involved in the SACs committee that provides advice on the approval of WELL Applications. Core members are connected through the activities of the group (workshops, participation in the NCVET report) and independently. It is not unusual for one group member to contact another group member looking for staff to resource a WELL project. An environment of collaboration and trust has been established in the group.

#### 3. Maturing stage

The group already exists and is at the maturing stage where members are poised to engage in joint activities. The facilitator will guide the members towards activities of self assessment and self reflection to identify and acknowledge the knowledge strengths and weakness of the group in the context of the changing work environment and skills shortage of WELL Practitioners. This will lead to the development of a learning agenda. The facilitator will also facilitate a redefinition of the community boundaries and entry requirements in response to new qualification pathways into WELL training to address the skill shortage of WELL Practitioners. This will include activities designed to bridge the gap between the existing members and the new entrants through appreciation of each others strengths and what they can learn from 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*):

#### 1. Defining the domain of knowledge

Current training providers and managers working with the WELL Programme will be encouraged to participate in the Community of Practice. These individuals rarely have the opportunity to meet with each other either formally or informally because WELL Practitioners typically work in isolation for their Training Provider in industry.

The facilitator will use a range of techniques to probe the following questions:

- What are the roles of a WELL Practitioner?
- What skills, knowledge and personal attributes are required to meet the demands of those roles now and in the future?
- Which available qualifications address the skills, knowledge and personal attribute requirements and what are the gaps?
- What available induction programs address the skills, knowledge and personal attributes and what are the gaps?
- What available professional development opportunities address the skills knowledge and personal attributes and what are the gaps?

It is expected that this exploration may become uncomfortable as participants reflect on their own strengths and weaknesses and the threat of new entrants via new pathways.

## 2. Developing a community

The following community building activities will be employed:

- The Community of Practice will be a network of WELL Practitioners formed by MESAB focusing on a current issue of real concern identified in the NCVET report and critical to the continued success and quality of the WELL Programme.
- The Community of Practice will consist of a diversity of participants. They will be employed on a permanent, contract or sessional basis and may be working for one or more public, private, enterprise or ACE provider with different policies and practices with respect to releasing trainers for professional development activities. The project will encourage and support different levels of participation depending on member's experience, interest, time constraints and local needs. Invitations to events and reports of events will be sent to all members.
- The Community of Practice will consist of a diverse group. They will work with Training Providers from metropolitan and regional locations and be based in industry. Face to face group events (workshops and a conference) will be scheduled at times and in locations most suitable for the members. Also an online environment will be created to allow sharing of information electronically between members and on line chat sessions encouraging regular interaction.
- The Community of Practice is likely to include practitioners who have been working in the field for many years with established opinions about entry requirements that will be challenged. The facilitator will work to maintain an environment of collaboration and trust and respected experts in the WELL field will be invited to talk to the members and support the exploration process.
- The Community of Practice will attract individuals interested in their own professional development. This will help to facilitate a foundation for self reflection and self assessment in the context of building the capacity of the current and future WELL profession to support the national training system.

## 3. Developing practice

The methods used to develop practice will include:

- WELL Practitioners bridge the divide between LLN teachers and vocational trainers and share commonalities with both. Models for professional development and entry exist in both these fields that will be explored.
- The facilitator will use several methodologies for tapping knowledge including brain storming, small group work, structured and unstructured group discussions, questionnaires and worksheets.
- The facilitator will develop and implement self assessment and reflection tools to help members' explore the skills, knowledge and attributes of WELL Practitioners and the gaps.

- Tools will be developed to match identified WELL Practitioner roles with the skills, knowledge and personal attributes required and the qualifications, induction programs and professional development activities available to identify gaps.
- There are a number of respected professionals in the WELL field who will be invited to participate and support the members.
- Members will be encouraged to share real life WELL experiences and problems with the group and develop practical solutions.
- An member's email and address list will be distributed to all members
- An online group that can be used for sharing documents electronically and on line chats
- Regular meetings of members with clear agendas and meeting reports distributed to all members
- Ongoing discussion about issues and ideas

**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 VET sector and the WELL Programme are changing and evolving. The Community of Practice will be a forum where members can express their fears and concerns and explore solutions for their work practices.</p> <p>Typically working in isolation from other WELL and VET practitioners in industry, the Community of Practice will be a rare opportunity for members to access and develop collegial support.</p> <p>The Community of Practice will provide members with a learning environment where WELL Practitioners can share their knowledge, experiences and resources.</p>
for participating organisations	<p>Clarification of the qualifications, experience and personal attributes needed to be an effective WELL Practitioner to support recruitment and professional development planning.</p> <p>Dissemination of information and resources.</p> <p>Promotion of models of good practice.</p>

**8. Promotion**

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

within your organisation(s)	<p>Reports on the activities and progression of the project will be presented at staff team meetings and a brief report will be presented at each Board of Management Meeting.</p>
to industry and other relevant organisations	<p>Participants of the Community of Practice will receive a report on activities within two weeks of each meeting.</p> <p>An update of the Community of Practice will be included in the quarterly editions of MESAB Newsletter</p> <p>The Final Report will be distributed to Community of Practice members and industry stakeholders.</p>
to the broader VET sector	<p>An update of the Community of Practice will be included in the quarterly editions of MESAB Newsletter</p>

## 9. Evaluation

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

Project objectives will be agreed at the start of the project and monitored and reviewed regularly as the project progresses. These objectives will relate to the PD topics to be covered, the number of participants and the number of PD events to schedule.

The project will be evaluated through the feedback received from the participants. An evaluation tool will be developed to measure the level of understanding at the commencement of the program. Throughout the program levels of understanding will be monitored.

At the conclusion of each session participants will be asked to record their learners from that session and identify issues or opportunities for further development that can be incorporated in future sessions.

An evaluation will be conducted at the end of the program. Evaluation tools developed through previous Reframing the Future programs will be used to inform the development of the tools for this project.

Data will also be collected by the project manager and the facilitator including project records, emails, diary entries, discussion notes and meeting minutes.

Data gathered will be processed and reviewed with the Community of Practice and used to continuously improve and direct the group.

## 10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Attend start up forum	Thursday 17 <sup>th</sup> May 2007
Consult with WELL Practitioners regarding level of commitment and willingness to participate	Friday 30 <sup>th</sup> March 2007
Finalise the action plan, sign the contract and invoice RFF	Friday 8 <sup>th</sup> June 2007
Organise 1 <sup>st</sup> workshop	Friday 15 <sup>th</sup> June 2007
Organise 2 <sup>nd</sup> workshop	Friday 10 <sup>th</sup> August 2007
Prepare/complete the mid term report	Friday 24 <sup>th</sup> August
Attend the mid-term forum	Thursday 16 <sup>th</sup> August 2007
Organise conference	Friday 19 <sup>th</sup> October 2007
Attend the RFF conference	Mon 19 Tues 20 November 2007
Send final report and products to RFF	Friday 23 November
Final acquittal and invoice to RFF	Friday 14 <sup>th</sup> December