

Project ID No.	CP 3 / 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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Hosanna International College

1. Convenor's details

Name: Margaret S. H. Koo		
Position: CEO Hosanna International		
Organisation: Hosanna International College		
Address: 101 Morialta Road		
City/Suburb: Rostrevor	Postcode: 5073	
Ph: 08 83669633	Fax: 08 83669636	Mobile:
Email: info@hosannacollege.com		

2. Facilitators' details

Name: Peter Stockman		
Address: 69 Park Street		
City/Suburb: Hyde Park	Postcode:	
Ph: 08 3734853	Fax: 08 3734853	Mobile: 0411581246
Email: persdev@bigpond.com		

3. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

To bring together the key stakeholders responsible for implementing the Certificate 111 in Aged Care and Diploma of Nursing at Hosanna International College (HIC); to identify the possible barriers and problems associated with structured workplace learning process critical to successful implementation of the Industry training package. The project will help improve the recruitment process for the industry and further develop career /study pathways for students aiming to enter the aged care/medical industry.

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)

- To support the implementation of the Training Package by improving the workplace learning and assessment process for students enrolled in the certificate 111 in Aged Care and Diploma of Nursing.

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

1. CEO of HIC to identify permanent and hourly paid staff that are willing and able to be involved in the project.
2. Facilitator and CEO identify other key stakeholders to be invited to join the Community of Practice.
3. Rational and aim of project circulated to all stakeholders prior to first workshop.
4. Workshop dates scheduled.
5. COP Action plan and Agenda for the first workshop circulated.

Coalescing Stage

1. Project aim and methodology discussed at first workshop- agreement established amongst all project participants on the COP vision and possible outcomes to be achieved.
2. Role and responsibilities of project members established. Members share areas of expertise and capability. Willingness to undertake specific tasks established e.g. Research tasks, liaising and interviewing industry representatives and specific employers on perceived needs / level of support required, etc.
3. Technical experts who could support the aim of the COP are identified through the community networks.
4. Document actions and challenges for project participants.

Maturing stage.

1. The group will develop a sense of community through our monthly meetings/work shops. The project members report back on specific actions allocated from previous workshop – e.g. research findings, . For example - document a range of appropriate, valid, relevant learning and assessment tasks that may be achieved through work based learning process.
2. Reflection on process to date by members.
3. Strategies to enhance the work placement process documented.
4. Maintain networking between project members engagement of other stakeholders such as the Industry Skill Council.

Stewardship.

1. Outcomes for individual members documented. Motivation to attending final meetings maintained by facilitator.
2. Strategies trialled with employer groups. Review and evaluation of developed strategies.

Transformation

1. Report generated. Outcomes shared with key stakeholders.
2. Relevance / possibility of future meetings discussed and planned if appropriate.
3. Meetings with employers and industry representatives to share products and outcomes of the COP.

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*):

The domain of knowledge

The domain of knowledge will be around the identification of problems in current work place learning process and the development of strategies to enhance this process.

Community:

A variety of activities are planned to support the development of our community of practice. These include an initial informal meeting with key COP personnel, then planned monthly meetings that will incorporate structured workshops to facilitate brain storming activities, sharing of ideas and presentation of research reports. As the project unfolds the members will identify further stakeholders and guest speakers who may be invited to attend the meetings to provide additional knowledge and support to the COP.

The COP will be developed through exploring ideas, existing workplace learning models, interviewing employers and eventually developing strategies and products to support the students in their work place learning process.

Work place visits will be a critical part of this process.

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

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

for participating individuals	Permanent and casual staff from HIC and Pt Adelaide TAFE will develop a better understanding of the process of work based learning and how to more effectively and efficiently deliver and assess the competencies from the Community Services and Nursing Training Package. They will gain new skills in interpreting their industry training packages.
for participating organisations	The administration of the RTO will have a clearer perspective and understanding on what is achievable for students enrolling in the RTO courses. The organisation will be able to further develop career /study pathways for students aiming to enter the aged care/medical industry The employers will be more willing and able to take students on work placement. Therefore the recruitment process for their industry will be improved.

8. Promotion

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

within your organisation(s)	Through staff meetings and email.
to industry and other relevant organisations	Through organised meetings with the employers and industry representatives.
to the broader VET sector	Through the South Australian Work place Assessors network. Possibly through web sites such as HIC.

9. Evaluation

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

- Develop criteria to measure project's performance.
- Develop evaluation tools such as workshop feedback sheets on the quality of the meetings, verbal feedback from the participants and other reflective activities.
- Between sessions the facilitator will liaise with participants via email and telephone to determine progress and achievement.
- Facilitator to check progress against original action plan goals and milestones.
- Encourage self-evaluation and reflection. Feedback to COP as an on going agenda item.
- Actual outcomes achieved – were any strategies and products developed, trialed and reviewed?
- Feedback from employers and industry representatives on the COP activities through structured interview.
- Skills audit of staff participating. Have their skills/knowledge increased?
- Preparation of the Reframing the Future Report.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Initial meeting held between COP Facilitator and Convenor to identify key stakeholders.	Early July
First COP meeting – COP aim and objectives agreed. Role and responsibilities allocated to members.	Mid July / early August
Second meeting held. Research, networking, products and strategies developed.	September
Strategies trialled. Recommendations to HIC and key stakeholders completed.	October

Strategies and products finally documented.	End of October
Preparation of the Reframing the Future Report.	November