

Project ID No.	CP 315 / 4 / 1 / 07
GOAL	4
	SUB-PROGRAM

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Gold Coast Education and Training Network (StudyGoldCoast)
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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)

The desired outcomes for this project will be achieved through working with the members of the C of P to help them to transfer over to the new AQTF 2007 standards through the sharing of knowledge and support of members of the C of P in a series of workshops.

The members will identify which facets of the AQTF 2007 need to be worked through in this collaborative and sharing way and then design tools and templates for their own use and also devise ways of undertaking peer-appraisal to ensure that each member is ready for an audit under the new standards using the new outcomes based model.

#### 4. Domain of knowledge

What aspects of the national training system will be addressed by your project?

The SGC Community of Practice has up to 80 prospective members that can take advantage of the knowledge sharing and professional development that the Community of Practice can provide.

The main focus will be on the AQTF 2007 and the changes that need to be made to the members training packages and reporting systems to comply. We will also investigate the new excellence levels and assist and encourage our members to consider applying for this level.

#### 5. Facilitating your community of practice

We propose following Wenger's five stages of development for our C of P as follows:

Potential - SGC has over 80 RTO members and they have been meeting on a monthly basis for a number of years to share their knowledge, experience of audits, changes to the legislation and marketing opportunities. This has been very successful in the past and it is anticipated that this Community of Practice will be strongly supported by the members who must now meet the new requirements under the AQTF 2007.

Coalescing - We have called an Express of Interest meeting to identify those members that are willing to join this special Community of Practice. At that meeting members will be advised of what is required of them as well as the specific benefits to them once the outcomes are achieved. It is anticipated that no less than 10 members will accept this challenge and become members of the StudyGoldCoast Training Community of Practice.

Active - The first workshop for this C of P will be held on Tuesday 12<sup>th</sup> June and facilitated by Ms Ann Blackburn. At this meeting it is proposed that we review the AQTF 2007 and determine what forms and templates are required by RTO's for implementation of the AQTF 2007. We will gain consensus on the templates to be developed and on the dates and expectations of future meetings.

There will also be an opportunity for additional members to join in with the C of P at other workshops and to become members of this C of P in their own right.

It is envisaged that, like all C of P's, not all members will be able to attend every meeting, but will be involved as and when their other commitments allow.

We do not yet know whether this C of P will disperse once the members have achieved their goals, but we do know that the templates and tools that will be designed will be of immense benefit to them and thus will be memorable in the future.

#### 6. Structuring your community

Our Community of Practice members will be attracted through the existing RTO and Training members of StudyGoldCoast. All of them have the same common problem in that they must understand and adhere to the changes under AQTF 2007.

To structure our Community of Practice we will refer to the three fundamental elements of a Community of Practice:

The **domain** of the community is the understanding and adoption of the new AQTF standards throughout all members of the network. We will be working together to identify tools and templates that will help the members to make the change to the AQTF 2007 in the least intrusive manner. They have a shared knowledge of the National Training Framework and training packages and will work together to ensure that all members can comply with the new regulations.

The further fostering of the sense of **community**, will occur as the members of this network understand the importance of fostering interactions and relationships based on mutual respect and trust as Mitchell (2002) says. Having a shared goal will help to establish a community in which the members freely participate in the discussions about the types of tools they will need, and in the creation of these tools.

However it will be imperative that this network has a strong focus on **practice** for this network to be successful. This will take the form of developing templates, and exemplars for the smooth and successful uptake of the new AQTF standards across this community. This will be the most important focus for this community, and will rightly take up the majority of the time for this already developed network.

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

The benefits of being involved in Communities of Practice for individuals include the fostering of trust, improvements to their professional lives, access to new knowledge and an increased ability to manage change.

It is a proven theory that the communities fostered communication and sharing and linked the members to new knowledge while also concretely enhancing the work of the VET professional.

Previous RTF analysis has also indicated that if the individual benefited from a Community of Practice, the benefits flowed through to the organization.

for participating individuals	<p>The individual will benefit through the following:</p> <ul style="list-style-type: none"> <li>• Input into the design and use of special tools and templates to assist the members to make any necessary changes to comply with AQTF 2007 and to prepare the members to apply for the Excellence Level.</li> <li>• Acquiring structured planning skills that are transferable to all facets of an RTO's function.</li> <li>• Access to new knowledge which will improve their professional lives.</li> <li>• Increased ability to manage change.</li> <li>• Networking opportunities with like-minded VET professionals which will engender a feeling of trust within the group.</li> </ul>
for participating organisations	<p>The organisations will benefit through the following:</p> <ul style="list-style-type: none"> <li>• Increasing the quality outcomes</li> <li>• Standardising the audit framework for Brisbane and the Gold Coast regions.</li> <li>• Partnering with Industry Skills Alliance we will be able to share the knowledge over a greater number of RTO's.</li> <li>• By the sharing of knowledge we will make everything transparent and accountable.</li> <li>• Increase the skills and knowledge of their employees.</li> <li>• An increased awareness of self audit methodologies through the fostering of community.</li> </ul>

## 8. Promotion

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

within your organisation(s)	The templates and tools will be offered to all RTO members of the StudyGoldCoast Network.
to industry and other relevant organisations	The templates and tools will be promoted as a service provided by StudyGoldCoast to its members. If an RTO wants to obtain these services they must join StudyGoldCoast.
to the broader VET sector	We will promote through our E-Newsletter the success of the project and the additional services that StudyGoldCoast can now offer to its members.

## 9. Evaluation

The evaluation of this project will be based on the six-stage model for evaluation, "Self-evaluation Strategies" by Reframing the Future. It is proposed that both formative and summative evaluation will be undertaken to ascertain the progress of the project towards its goals.

This will include:

- Participant self-assessment at the start of the project. Participants will be asked to assess their readiness for the changes to the AQTF 2007.
- The Facilitator will then provide individual feedback to the C of P on what else the members need to do immediately to ensure that they have taken all steps to be able to comply with the new standards by the 1<sup>st</sup> July 2007.
- With the new approach to auditing using a more outcomes-based audit the members will need to help one another 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 for their clients. To do this we plan on holding regular peer appraisal workshops.
- We will provide self-assessment tools to identify the continuous quality improvement and risk management strategies that all member RTO's must evaluate.
- At the end of the project we will request feedback from all members as to their levels of satisfaction of the results of the project.

#### 10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
First Workshop Held	12 <sup>th</sup> June 2007
Report back to convenor from facilitator	15 <sup>th</sup> June
Templates identified, project groups convened and workshop held	19 <sup>th</sup> June 2007
Third workshop – review of developed templates	26 <sup>th</sup> June 2007
Review Meeting to discuss success of templates & identification of necessary amendments	10 <sup>th</sup> July 2007
Release of templates and documents to all other members of the Network	End July 2007