

Project ID No.	CP 42 / 1 / 1 / 07 V2
GOAL	4
SUBPROGRAM	

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Association of Providers of Training Services (APTS)

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?

To build on the achievements of the 2006 COP facilitated by APTS that focused on sharing a variety of recognitions processes and increased the VET industry knowledge.

To develop a map as a tool to assist VET trainers and assessors in the ACT in awarding qualifications using the recognition process.

To increase opportunities for sharing knowledge, skill and resources for trainers and assessors.

To increase in confidence of trainers and assessors to use appropriate recognition processes as required by COAG.

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)

Our current domain of knowledge broadly covers

1. Recognition and assessment of training packages
2. Best practice use of recognition tools
3. Trainers and assessor’s skills to assess recognition using RPL and RCC process

(Please add rows as required)

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 community of practice will be facilitated through a series of meetings (yet to be determined by members) as well as meetings on line. It is anticipated there will be between 6 – 8 meetings, either face to face or on line.

The majority of those who have expressed an interest in forming the community of practice already know each other. Those who do not know others will be introduced at the first meeting and integrated into the cop by the facilitator and convenor. This will assist the group to move through the **Potential** stage fairly quickly.

It is expected the members will achieve the **Coalescing** at the end of the first session, this will be supported by electronic contacts or meeting between the face to face meetings.

Members will move into the **Dispersed** and then the **Memorable** stages at the completion of the recognition tool. Members will continue to meet and share knowledge on an informal basis and through other structured settings.

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** will be focused on the practice of awarding qualifications through RPL/RCC process and will be supported by identifying the common ground, shared experiences and identifying ways of articulating best practice in the recognition processes.

The **Community** will be supported by providing forums that promote communication and sharing of individuals experiences. In the initial forums, activities promoting interaction between members will be employed to encourage trust and mutual respect between members. Members will be encouraged to contribute their experiences and knowledge to develop a map or flowchart as a tool to support others during the recognition process. Design of the recognition tool will be a vehicle to encourage the networking of the group, providing a structure to the social fabric of the group. It is hoped the developed tool will have a ongoing and positive impact on the ACT trainers and assessors to award qualifications through recognition.

The **Practice** will be supported through facilitating 6 – 8 forums. It is anticipated these forums will be a mix of online and face to face meetings. The timing and style of the forums will be discussed with the members at the first meeting. These forums will include group discussions, brainstorm and individual reflection to build on the collective knowledge of the CoP. Members will be encouraged to contribute their experiences and resources regarding RPL/RCC. This process will in turn increase this specific skill and knowledge by identifying the common ground and boundaries, focusing on developing identifying best practice to support assessors to expand their knowledge and professional practice.

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

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

for participating individuals	Sharing of knowledge and resources Deeper understanding of recognition processes Increased confidence in awarding qualifications through recognition process Opportunity to increase other trainers and assessors skills in the recognition process
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for participating organisations	<p>More highly skilled trainers and assessors.</p> <p>Increased understanding of tools and resources available to members</p> <p>Increased opportunity for awarding qualifications through the recognition process</p>
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8. Promotion

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

within your organisation(s)	Through email networks and promotion at appropriate events (network meetings etc)
to industry and other relevant organisations	Through APTS email network and other email networks. Word of mouth and verbal recommendations
to the broader VET sector	Email networks, addressing meetings and word of mouth

9. Evaluation

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

Each face to face meeting will be evaluated by the following:

- Attendance records
- Evaluation forms
- Verbal feedback

Electronic meetings will be evaluated by:

- Attendance records,
- Verbal feedback
- Written feedback through emails

The overall project will be evaluated by:

- Existence of a flowchart or map outlining the steps involved in the recognition process
- This map will be assessed by the Executive Committee of APTS to ensure accuracy and relevance.
- The map will be piloted by an independent group of trainers and assessors not currently confident in using recognition to award qualifications.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Action Plan completed	05 June
First meeting convened	15 July
Initial layout and requirements for Recognition identified	15 July
Working document on outline of processes developed & distributed	30 July
Online meeting convened to receive feedback on working document	30 July
Second and additional meetings convened to further develop community of practice and work toward completing recognition tool	1 Aug – 30 Sept
Mid term report submitted & forum attended	September
Draft recognition tool developed & presented to APTS Executive	15 October
Draft recognition tool piloted with APTS members	1 November
Final report completed	15 November