

Project ID No.	CP 80 / 1 / 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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Canberra Institute of Technology

1. Convenor's details

Name: Ms Jackie WENNER		
Position: Deputy Dean		
Organisation: Faculty of Communication and Community Services		
Address: GPO Box 826,		
City/Suburb: Canberra City	Postcode: 2601	
Ph: 02 62074959	Fax: 02 62074839	Mobile:
Email: jackie.wenner@cit.VET.edu.au		

2. Facilitators' details

Name: Jenny Oates (to be confirmed)		
Address:		
City/Suburb:	Postcode:	
Ph: 02 6287 3699	Fax: 02 6287 3699	Mobile: 0417 281 077
Email: oates@webone.com.au		

3. Project overview (100 words maximum)

What outcomes do you hope to achieve in your project?

This project will establish and maintain a Community of Practice that will involve participation of VET teachers, currently delivering training package programs in the newly created Community Services Centre at the Canberra Institute of Technology and representatives of the various industries they work with.

It will provide the staff of the three combined departments with the opportunity to explore the synergies and opportunities for new approaches to training in this sector and for them to be more responsive to industry demands for integrated, customised and cross sector training. It will allow industry representatives to become familiar with the newly configured Community Services Centre at CIT.

The project also aims to develop a shared understanding of all stakeholders perspectives on assessment and to improve the process for ongoing industry validation of assessment so that it better meets the requirements of AQTF 2007 Standard 2, especially 2.3.

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)

Aspects of the national training system focused on will be:

- building a Community of Practice (CIT Community Services and Health)
- improving the processes for industry validation of assessment so that it better meets the requirements of AQTF 2007 Standard 2, especially 2.3.
- ensuring quality and consistency of assessment in the Community Services training package
- improving practices in assessment
- establishing and maintaining industry working relationships

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

The initial meeting of the Community of Practice will ensure that:

- the vision of the communities is clearly defined, so making clear the boundaries of the topics that participants will focus on
- each participant is aware of his/her role
- mechanisms will be set up, 'rules of interactions' to ensure that mutual respect and trust prevails
- strategies are developed for the identification and sharing of knowledge

The facilitator will be responsible for maintaining ongoing dialogue with participants between meetings and establish processes necessary to sustain the community and enable it to grow and change.

Coalescing stage

Opportunities will be developed for community members to build connections, relationships and networks, to share and explore ideas, insights and practices and identify areas of further collaboration. At this point the facilitator can also record the collective knowledge and experience as it is revealed so that the community can draw upon it as a resource when needed in the future. The community will identify examples of good practice in industry validation of assessment using networks, Web resources, and experts. Appropriate guest speakers will be identified and invited to patisserie paid.

Active stage

Members will actively engage in identify tasks. Participants will work in small groups including both teacher and industry representatives across different community services sectors. In this way partnerships will be developed to provide collaborative learning, shared resources and tools harnessing both the particular skills and interests of individuals. It is expected that tasks and focus of these activities will be negotiated through the Community of Practice. In this stage members may feel confident to explore new and innovative ideas which challenge and push the boundaries of the current practice and across disciplines within community services. Participants will evaluate the examples they have identified and develop some processors for implementation.

Disbursing Stage

A forum will be organised where members of the Community of Practice will share with each other the outcomes of this project so that they may benefit from the learning that has occurred. This may include other staff in the department, a wider CIT audience and the broader community services network. Documentation of possible innovative practices and products that are the outcome of this activity will also be shared beyond the community.

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 for this Community of Practice will be assessment of training in Community Services. The review of the training package, skills shortages, new roles in Community Services and the need for more customised, integrated approaches to training to support these, will all form this specific area of investigation.

This project will build the community of stakeholders in the community services area by improving the net work to the relationships between CIT teachers, local industry, and other key Community Services representatives. In addition, members of the Community of Practice will support teachers as they build the industry knowledge and technical currency through their interactions with the key players in the industry.

A key focus will be improved practices in assessment and in processes for ongoing industry validation of assessment. This will contribute to effective practices in relation to AQTF (Standard 2).

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

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

<p>for participating individuals</p>	<ul style="list-style-type: none"> • Sharing of information relating to the training package, especially assessment • increasing knowledge of the training package for Community Services, including proposed changes emerging during the current review • established industry network and contact with an agreed process for ongoing industry validation of assessment • collaborative partnerships for resolving common issues and implementing debate ideas
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<p>for participating organisations</p>	<ul style="list-style-type: none"> • Establishment and continuation of an effective Community of Practice . • New collaborative ways of working • the development of mutually beneficial alliances and partnerships, particularly across disciplines in Community Services • improved assessment strategies for delivery to students • improved morale and satisfaction for teachers, enabling them to work competently, responsibly and flexibly with industry networks • shared approach to finding workable solutions to common issues • cost effective and consistent practice and processes in CIT to meet AQTF compliance
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8. Promotion

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

<p>within your organisation(s)</p>	<ul style="list-style-type: none"> • Members will be involved in revisiting the action plan, and establishing the agreed goals • records of activities and minutes of meetings will be kept in distributed to members and other stakeholders • at the workshop a collaborative review of how the Community of Practice is evolving will be undertaken and processes measured against the agreed goals • a formal survey of members regarding both their personal experiences, learning and professional/organisational outcomes will be undertaken near the end of this initiative. • The forum planned in the final stage of the Community of Practice (see above) will provide an opportunity to share the outcomes with a wider group of teachers in Community Services and Health at CIT, and also interested staff in other departments across CIT.
<p>to industry and other relevant organisations</p>	<ul style="list-style-type: none"> • progress reports and outcomes will be presented to the Faculty's Community Services and Health Advisory Committee, which includes representatives from a range of industries.
<p>to the broader VET sector</p>	<ul style="list-style-type: none"> • Documentation of possible innovative practices that are the result of this project. • Reporting and participation in Reframing the Future forums

9. Evaluation

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

Formal and informal evaluation methodology will be used.

Formal evaluation:

- review of the action plan and agreed goals by members of the Community of Practice
- evaluate the development of the Community of Practice
- critical review of industry validation for assessment
- survey of staff members of Community of Practice in relation to:
 - their personal learning experiences
 - professional/organisational outcomes

Informal evaluation:

- ongoing feedback from members and reflection activities
- membership attendance and levels of participation at Community of Practice events
- reflective activities to identify how learning took place.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

This area still has to be developed. (I have just returned to work after 6 months leave.)

Milestone	Key date
Meet with Deputy Dean of Faculty to determine role.	30 May 2007
Meet with Education Manager for background information on the project	4 June 2007
Project Action plan developed	5 June 07
Initial meeting with teacher participants to develop list of industry representatives to invite, and set date for first Community of Practice meeting	8 June
First meeting of Community of Practice held. This meeting will establish a schedule of further meetings and activities for the project.	6 July
Project mid-term report due	The 28th of August 2007
Mid-term forum	Need September 2007
National forum Sofitel Brisbane	Monday 19 and Tuesday 20 November 2007
Project final report due	Tuesday 27 November 2007
Total completion of project	Monday 28th January 2008