

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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Australian Local Government Training
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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?

The community of practice which will be established under this project, aims to achieve the following outcomes:

- Improved linkages between the Local Government sector and the VTE sector through the establishment of a Local Government Human Resource Community of Practice which will ultimately enhance the quality and responsiveness of the VTE sector to the training needs of the Local Government sector.
- Increased awareness of the benefits of the Local Government Training Package – not only as a means of accrediting existing and new staff members but also the value of utilising the national units of competency within LGA04 to benchmark Local Government employee's performance.
- Development of a Professional Development tool which will include an implementation model/case study of how the Local Government Training Package can be utilised to support a Council's Human Resource practices and processes.

#### 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 communication and sharing of VTE related information which is planned through this Community of Practice, will serve to increase knowledge of the Local Government Training Package among Council Human Resources and Training personnel. Building communication with these key clients will be a priority as past research indicates many council HR and Training staff are not aware of the Local Government Training Package and how it can serve their skill development and training requirements.

Additionally, this Community of Practice aims to ensure RTOs and Training Providers are better equipped to undertake timely delivery to the Local Government sector. This Community of Practice will encourage RTOs to consider adding LGA04 to their scope of registration thus increasing the VTE sector's ability to be more responsive to the training needs of the Local Government sector. The project will promote and encourage the sharing and dissemination of information on the national training system including opportunities for accessing funding for apprenticeships.

#### 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 Facilitator will ensure at the outset that participants have a clear outline of the objectives for the Community of Practice and an understanding of the level of commitment required. It will also be the role of the facilitator to define the aims of the Community of Practice from a conceptual point of view, to enable participants to grasp the broader and more general benefits of maintaining their participation in the Community of Practice.

Communication channels will be facilitated via a free online education portal which will allow participants to share information of interest among the Community of Practice, participate in online discussions, gain information relevant to VTE in Local Government as well as access to information regarding funding for training.

The Facilitator will be attuned to key stages of the development through which the Community of Practice will inevitably pass. These stages include the five stages of development of Communities of Practice as defined by Wenger (1998): Potential, Coalescing, Active, Dispersed and Memorable. During the Potential stage, the facilitator will move to articulate to the participants via the online forum, the growing numbers of participants, the range of profile of participants, the diversity of interests brought to the Community of Practice and ultimately create the vision for the group. At the appropriate time when it becomes clear to the facilitator that the group is moving to the next definable stage in its development, such as the Coalescing stage, the facilitator will attempt to articulate where the group is at, draw any obvious connections between participants and propose relevant ideas and insights of interest to the participants to stimulate interest and discussion.

#### 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 Facilitator will support the development of the domain of knowledge for this Community of Practice by:

- Setting clear objectives and performance targets
- Communicating effectively with participants
- Keeping activity and discussion relevant to the aims of the group
- Monitoring the learning and understanding of the participants by asking questions and promoting discussion
- Encouraging participants to share ideas and insights and to further their learning where appropriate

The Facilitator will support the development of community by:

- Positively encouraging the contribution of participants to online discussion and dissemination of information whilst understanding that online discussion can bring with it a sense of isolation and disconnectedness
- Fostering trust and collaboration between participants
- As far as possible, within the limits of distance, time and cost, coordinate at least one face to face or teleconference with participants or potential participants

The Facilitator will support the development of practice by:

- Creating a repository which can exist beyond the life of this project, for shared resources and information relevant to the Community of Practice, which participants can continually refer to

**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>Increased knowledge of the role of VTE in providing relevant skills and knowledge for the workplace</p> <p>Access to local government specific professional development tools to assist in ongoing awareness the national training system</p> <p>Opportunities to learn from best practice models used in similar organisations</p>
for participating organisations	<p>Increased awareness of state funding available for apprenticeships and other related training incentives</p> <p>Developing links with the VTE sector including links between Councils, RTOs and Training Providers</p>

**8. Promotion**

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

within your organisation(s)	The facilitator and convenor of this Community of Practice will work closely together to communicate processes
to industry and other relevant organisations	<p>Email broadcasts to Victorian based Council HR and Training personnel inviting participation at the start of the project</p> <p>Identification of opportunities such as industry events, seminars etc to promote the project and invite further participation</p>
to the broader VET sector	Monthly newsletter emailed to VET sector contacts and ALGT stakeholders

**9. Evaluation**

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

The evaluation methods will include:

- Surveying all participants of the project to identify progress against the stated objectives of the project and overall participant satisfaction with the workings and outcomes of the project. The survey will be completed near the completion of the project.
- In addition to measuring participant satisfaction, the survey will aim to quantify the number of training providers who will add the Local Government Training Package to their scope of registration following involvement in this Community of Practice.
- The facilitator will prompt reflection on progress throughout the project to ensure that opportunities for improving outcomes are taken and to gauge participant satisfaction with the Community of Practice.

**10. Project timeframe**

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Action plan submitted	05 June 07
Identify stakeholders and participants	08 June 07
Establish contact (via email and telephone where appropriate) with stakeholders promoting benefits of the project and seeking commitment to participate	08 June 07
Survey interested participants to identify information of interest and outcomes desired	By end June 07
Establish web based portal for the Community of Practice to load relevant information and open channels of communication for participants	By end July 07
Commence online discussion	Mid July 07
Mid-term report submitted	28 August 07
Mid-term forum	September 07
Final report submitted	27 November 07