

Project ID No.	CP 92 / 8 / 1 / 07 V2
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 Details of participants in item 11 will be only be used in accordance with our privacy policy and will not be published on the website.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

Central TAFE

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?

Our Community of Practice will bring together change agents from three different delivery areas to examine, share, problem solve and establish new employment based training opportunities for one specific target group. The Community will:

- Identify one new workplace delivery opportunity, for one of three groups of clients from nationally identified priority groups: Indigenous people and people with a disability - mental illness and mild intellectual disability
- Investigate appropriate entry level training package qualifications and customise a program of delivery for the identified target group
- Work with employers to share workplace delivery model information and establish an appropriate model of delivery for the identified target group.

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)

- Establishing relationships with industry clients
- Shared interest in expanding employment opportunities for Nationally identified priority groups
- Improving workplace delivery and assessment for identified client group

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*):

Stages	Methodology
Potential Stage	
Determine the primary intent of the community	Initial meeting with RTO staff and Employers
Define the domain and engaging issues	Initial meeting with RTO staff and Employers
Build a case for action	Follow up meetings
Identify roles of participants	Initial meeting with RTO staff and Employers
Connect community members	Follow up meetings, onsite visits
Create a preliminary design for the community	Follow up and ongoing
Coalescing Stage	
Launch the community	Initial meeting with RTO staff and Employers and follow up
Build connection between core members	Ongoing networking through formal and informal meetings
Find ideas insights & practices that are worth sharing	Ongoing networking through formal and informal meetings
Document judiciously	Minutes of meetings
Identify opportunities to provide value	Ongoing
Engage Employers and RTO staff	Ongoing, meeting, on line, phone
Active Stage	
Members engage in developing a practice	Ongoing, meeting, on line, phone
Engaging in joint activities	Ongoing, meeting, on line, phone
Adapting to changing circumstances	Ongoing, meeting, on line, phone
Renewing interest & commitment & relationships	Ongoing, meeting, on line, phone

Potential Stage:

We will be convening a group made up of interested parties including Foundation Programs Academic Leaders, Lecturers, Employers and a change agent facilitator.

At this initial meeting the Facilitator will lead the group to examine and identify:

- Specific aims of this project
- Engaging issues relevant to each participant
- Possible stages of the process
- Key roles and tasks associated with each stage including working with employer groups from skill shortage areas to:
 - share ideas, challenges, methodologies and approaches to work-based training whilst acknowledging and addressing the special needs of our target groups
 - identify and customise appropriate, entry level training programs, specifically targeting and addressing the learning needs of the identified target group

- examine existing workplace models of delivery and customise to establish a model appropriate for the target group
- Timelines and methods of communication (email, regular meetings, phone contact)
- Establishing a code of practice for the group, including documentation of the process
- Establishing a self evaluation tool

Coalescing Stage:

- Ongoing regular contact via meetings both formal and informal, phone and email
- Exchange of ideas, and practices (both workplace and delivery)
- Customise delivery model/s to ensure appropriate to workplace and target group, to ensure workable model
- Regular evaluation to assess suitability of programs, models and issues relevant to each participant
- Keep accurate minutes of meetings, copies of email contact and phone notes
- Celebrate successes along the way

Active Stage:

- Work place training model established and trialled
- Feedback obtained so that ongoing modification to the training model is made
- Members monitor training model through regular meetings, online contact and phone
- RTO staff to monitor student progress and outcomes
- Employers to advise if model is meeting their needs
- Document models, outcomes and successes

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*):

This Community of Practice will bring together a group of professionals from across different sectors, creating strategic alliances that will benefit not only the students directly benefited by the outcomes of the proposed project, but also directly benefiting the participants by opening and encouraging communication to enhance each member's knowledge, skills and practices.

Domain of Knowledge:

This program will build a Community of Practice of Change Agents consisting of:

- Change agents working as lecturers, from three different areas of Central TAFE, all of whom work with special needs groups and are passionate and dedicated to assisting their students to achieve life and work outcomes
- Employers from different skills shortage areas who will work with other team members to identify employment opportunities and customise a training plan for one of the identified client groups
- A college based change agent to assist, advise and guide the team through the process of identifying appropriate training curricula for the target groups. The appropriateness of the curricula will be determined through collaboration between delivery staff and employer groups.
- A college based change agent to guide the team through various Work-based training (WBT) models to assist, advise and guide them through the process of establishing an appropriate delivery model for the identified curricula and target group chosen.

Community:

Each member of the Community of Practice will bring specific knowledge, skills and practices to the group:

- Lecturers will bring knowledge of their target group's learning needs, abilities and work or training aspirations

- Employers will bring knowledge of their industry area, workplace needs, environment and employment possibilities
- WBT change agent will bring knowledge of a variety of WBT models. She will facilitate the process of sharing, investigating and developing a workable WBT model, with other CoP members
- Curriculum change agent will bring knowledge of training packages curriculum processes. She will act as facilitator to assist and guide the CoP in investigating options and customising a training program to best meet the needs of the target groups, employers and the Training Provider.

Practice:

- Central TAFE staff will bring curriculum documentation, samples of training/delivery models, AQTF (quality assurance understanding and implementation) documentation.
- Industry will bring work place practices, expectations, benchmarks and understanding of the challenges and standards required within various job roles.
- WBT change agent will bring samples of existing work based delivery methodologies
- Curriculum change agent will bring an understanding of the processes and documentation required for customising courses or delivery programs

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>An expanded network of professional colleagues for support in dealing with the identified target group and managing change associated with new delivery models</p> <p>An expanded knowledge of workplace delivery models, curriculum and employer expectations</p> <p>An increased understanding of the “reality” of the workplace</p>
for participating organisations	<p>An expanded network of professional colleagues for support in dealing with the identified target group</p> <p>An expanded understanding of delivery methodologies for the target group</p> <p>Input into a new training model to facilitate the ease of transfer of students from training into employment</p> <p>An increased understanding of training programs for Employers</p>

8. Promotion

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

within your organisation(s)	Email and area meetings
to industry and other relevant organisations	Meetings, email, phone Industry/Employer networks
to the broader VET sector	State funded Curriculum Area Meetings and Curriculum Management Meetings

9. Evaluation

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

Self evaluation will be an integral and ongoing part of the project. The CoP will evaluate formally at key points in the project and informally throughout the project, using different methods for information gathering.

The beginning of the project when the CoP comes together they will set the objectives. These objectives will be based on discussing what is actually going to be done by CoP, testing them against the requirements to make them valid, reliable and useful. At set points in the program these objectives will be formally reviewed and amended if necessary to ensure they achieve outcomes that align to the original aim for the CoP. These formal evaluations of the project at the beginning, middle and end of the project will use the following components for evaluation:

- Developing/ or reviewing the objectives of the project
- Discussions on what is actually happening within the project – analysing the data collected to date and its relevance to the project's objectives
- Making judgements on the validity, reliability and usefulness of the data gathered to date
- Reviewing the progress of the project, including data gathered to date, based on the original objectives of the project
- Deciding on a way forward – drawing conclusions about the progress of the project to that point and deciding on a way forward. Communicating clearly these decisions and recommendations for improvement will be a key part of the evaluation so the CoP moves forward with a common understanding

These steps will be incorporated into the formal meetings of the CoP, with feedback being gathered from all members and incorporated into the group's decisions on the way to move forward.

Informally the group will be encouraged to communicate with each other using a variety of methods including phone calls, email, informal meetings and formal meetings. Minutes of all formal meetings will be taken and circulated to all CoP members. The project manager will encourage any challenges to be communicated clearly to the group, so that decisions can be made on a way to progress.

10. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Initial meeting – to establish internal participants	12 June 2007 (Tuesday)
CoP meeting at Central – to establish CoP with employers and academic staff	26 June 2007 (Tuesday)
CoP meeting at Workplace – to identify workplace needs	3 July 2007 (Tuesday)
CoP meeting Curriculum and Work based Training Models Review All day workshop, internal and external participants	24 July 2007 (Tuesday)
Fortnightly internal meetings to progress model and supporting curriculum	Ongoing fortnightly (Tuesdays)
CoP – input into model and curriculum development	21 August 2007 (Tuesday)
Mid term Report	19 September 2007 (Weds)
CoP Meeting – finalising model	6 November 2007 (Tuesday)
National Forum Brisbane	19, 20 November 2007 (Mon, Tues)
Final Report	27 November 2007 (Tuesday)
Meeting – Internal	4 December 2007(Tuesday)
Final Project	14 December 2007 (Friday)