



<b>Project Reference No.</b>	<b>M3-077</b>
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## Communities of Practice

Action plans must be uploaded through 'Submit a Form' on [www.reframingthefuture.net](http://www.reframingthefuture.net) by COB Tuesday 27 May 2008.

All sections must be completed.

Please note: sections 1 – 11 of this document will be placed on the Reframing the Future website. Details of participants in item 13 will only be used in accordance with our privacy policy and will not be published on the website.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**

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**3. Your project goal (which of the three Reframing the Future goals your project is addressing).**

**To develop staff capabilities to continuously improve the quality of competency based training and assessment**

**4. Your priority area (which of the seven priority areas your project is addressing).**

<b>Priority area</b>	<b>Training Packages</b> – Innovatively and flexibly implementing a new, recently revised or rationalised Training Package
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**What challenges will you address during your project in focusing on your priority area?**

- Ability of workplace trainers to be released to attend professional development activities: need to get buy in from Divisional managers and communicate the business outcomes
- Willingness of workplace trainers to devote time to participate: stress the benefits in terms of their professional development
- Cost for production staff to be released: focus on quantifiable business outcomes
- Ongoing organisational change : be flexible in managing and resetting objectives for the CoP
- Level of knowledge and skills in working with Training Packages both Screen and media and TAA and perceived relevance to workplace trainers: set realistic goals for development, link the package in to organisational benefits

## 5. Domain of knowledge

What aspects of your priority area will inform your communities domain of knowledge?

- Improving training delivery, materials and tools in relation to craft areas
  - TAA – ongoing development of professional competence
  - Screen – skills sets within the new package, customising units to organisational needs
  - Issues and problem solving in relation to training delivery and role of workplace trainers

## 6. 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*):

An external facilitator with necessary skills and knowledge will work with one of the core CoP members to facilitate the development of the CoP and movement through the stages. The CoP will be established by using electronic and personal means to establish connections between the participants. As the members will be very geographically dispersed, formal structures and activities will help cultivate collaboration, whereas these would not naturally evolve. Formal structures will provide a framework for more informal activity of the community to occur. Members will be encouraged to take on roles within the community to encourage participation and ownership.

Activities will include:

- Initial face to face meeting to establish relationships, connections, commonalities and sense of purpose
- Phone meetings to progress sharing of experience, focusing on successes, issues of concern, areas for improvement and support needed for development
- An email networking tool to link all members of the CoP together, to trouble shoot problems and let the group as a whole know of events, training occurring, resources available and results of courses delivered as a mechanism to share experiences
- Encouragement of a mentoring scheme to deepen knowledge sharing, recognise joint project work that can be initiated etc
- Second face to face meeting to encourage the group to move from coalescing to active
- Third face to face meeting to reinforce activity, connections, successes, knowledge built etc

## 7. 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*):

Domain:

- Set the scene and encourage the group to engage with the initial domain
- Support discussion and further deepening of the domain in areas of especial interest and relevance for members, sharing of experiences and case studies
- Encourage further exploration by presenting new ideas, guest speakers, new knowledge/skill

Community:

- Encourage members to take roles within the community to get “buy in” and ownership
- Encourage participation through a range of activities, relevance of material to the work environment
- Develop mechanisms for members to make connections eg mentoring, project work etc

Practice:

- Encourage sharing of knowledge, skills and examples of application, training, coaching, self-reflection
- Provide examples of external practice for consideration and application to ABC context
- Reflect on progress in development of practice over the time of the CoP

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

a) What new capabilities do you anticipate the participants will develop during the project?

- Development of existing skills in training delivery and conducting assessment – improvement of techniques for delivery and use of assessment checklists
- Development of ability to develop resources, tools, materials etc to support training delivery
- Networking and collaboration – ability to work with others to achieve outcomes for training programs
- Knowledge of the Screen package, specific units of competency

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

for participating organisations	<ul style="list-style-type: none"> <li>• Creating and improving understanding by workplace trainers and assessors of changes to the Screen and Media package and further embedding the TAA</li> <li>• Improving assessment processes and tools</li> <li>• Supporting ongoing professional learning, confidence building and consistent application of training and coaching methodology of workplace trainers</li> <li>• Recognising the importance of workplace trainers to achieving quality learning for staff</li> <li>• Setting up a structured method for ongoing professional development of workplace trainers</li> </ul>
For the VET system	<ul style="list-style-type: none"> <li>• Improving workplace training in implementing Screen and Media package outcomes for the Broadcasting industry area</li> <li>• Linking TAA practice to direct industry outcomes</li> </ul>

**9. Evaluation process**

Please provide an outline of the methods you will use to:

- a) evaluate the participants' learning
  - before and after survey for key learning outcomes, for participants against key criteria
  - survey of Train the trainer practitioners and managers to gauge application of skills to the workplace
  - feedback from participants in training programs delivered by the workplace trainers
- b) evaluate your project's efficiency and effectiveness.
  - number and quality of tools, materials developed and ideas generated by the network
  - before, midpoint and after survey of participants, Train the trainer practitioners and selected managers of the effectiveness of organisation, relevance and outcomes for the CoP
  - increase in number of trainers with knowledge of the new Screen and Media package
  - number of assessments completed of trainers against units of competency for TAA

**10. Promotion**

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

within your organisation(s)	<ul style="list-style-type: none"> <li>• P&amp;L and Divisional reporting mechanisms</li> <li>• P&amp;L and Division intranet site</li> <li>• Newsletters</li> <li>• Liaison with key stakeholders at key points in the process</li> </ul>
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to industry and other relevant organisations	<ul style="list-style-type: none"> <li>• Liaison with other CoPs</li> <li>• Use of guest speakers from relevant organisations and reporting outcomes of the CoP through these relationships</li> </ul>
to the broader VET sector	<ul style="list-style-type: none"> <li>• As part of Reframing the Future reporting mechanisms, networks, Ertoa,</li> </ul>

## 11. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Milestone	Key date
Set up project team and brief Train the trainer practitioners on the project – get their commitment	Mid May
Engage and brief external facilitator	Mid May
Action plan due	27 May
Identify and liaise with key Divisional stakeholders and get commitment to participating in the project	End May
Identify CoP membership in line with organisational outcomes and focus	Mid June
Contact potential members, sell benefits and encourage participation	End June
Plan first face to face forum (Logistics, program, guest speakers and presentations)	End June
Deliver first face to face forum	End July
Evaluate first face to face forum – develop facilitation strategies	End July
Plan and set up phone meetings and email distribution networking tool	Beg July
Plan and deliver 2 phone meetings	August
Mid-term report due	19 August
Report to and liaise with internal stakeholders	End Aug
Plan second face to face forum	End Aug
Mid-term workshop	10 Sept
Deliver second face to face forum	mid Sept
Evaluate forum and change facilitation strategies as necessary	End Sept
Plan and deliver 3 phone meetings	Sept - Oct
Plan third face to face forum	End of Oct
Deliver third face to face meeting	Beginning of Nov
Evaluate third forum and project as a whole	Mid Nov
Report to organisational stakeholders	Mid Nov
Final Report due	25 Nov
Final documentation due	30 Jan 2009