



Project Reference No.	M3 – 433
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Communities of Practice

Action plans must be uploaded through 'Submit a Form' on 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 Details of participants in item 13 will only be used in accordance with our privacy policy and will not be published on the website.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

Department of Education, Training and the Arts
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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).

Priority area	
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Quality

Using effective approaches to implement the Australian Quality Training Framework (AQTF 2007) essential quality standards and indicators

What challenges will you address during your project in focusing on your priority area?

Challenges we face will be associated with:

- researching innovative practice (auditing and delivery of training/assessment)
- examining professional judgement and the implications for AQTF07 compliance
- nurturing the development of collaborative knowledge across a diverse range of auditing staff who operate in different contexts

- establishing and enhance supportive linkages between internal auditors and the department
- improving consistency and productivity
- raising competence and confidence in the use of professional judgement in practice
- further developing strategies for using and justifying professional judgement in an audit context
- assisting auditors to adopt a risk management approach to analysing evidence of compliance and continuous improvement

5. Domain of knowledge

What aspects of your priority area will inform your community's domain of knowledge? (Please add rows as required)

- Improve and further develop auditor understanding of how to better use and refine their professional judgement in the context of auditing practice
- Establish and enhance relationships between departmental auditors, and those from the school, private and public RTO sector
- Stimulate learning amongst CoP members; not just to share knowledge but also to share "tools and solutions" (Mitchell&Young 2002,p.14)
- Assist participants to articulate and share tacit knowledge to address a range of work based issues related to auditing practice
- Develop a shared understanding of the use of professional judgement tested against identified auditing challenges and industry benchmarks

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 face to face meetings of the Community of Practice will be tailored to support the sharing of research and expertise.

- **Potential Stage** – identifying internal and departmental auditors interested in participating – identifying roles and responsibilities, establishing support from relevant stakeholders
- **Coalescing Stage** – Initial forum – exploring the key components of a Community of Practice – reviewing, redefining definitions and establishing terms of reference, identifying the focus of this CoP's domain of knowledge. Planning the approach and subsequent meetings. **Aim** – Gaining commitment, building trust, gaining agreement on the focus of the domain of knowledge and a recognition of the potential of the CoP to improve work practice.
- **Maturing Stage** – face to face facilitated sessions - Pursuing interest in the domain and building the community relationships which enable members to learn from each other - networking, sharing understanding and practice through facilitated professional conversations, providing access to expertise across jurisdictions, confirming and validating approaches applying CoP learnings to audit practice, reflecting on results. **Focus** – collaborative development of knowledge, expertise and confidence, developing a shared repertoire of resources, experiences and stories.

We will utilise an expert facilitator particularly in the initial stages to help group establishment, to guide our exploration of the key components of a Community of Practice and to assist us to plan CoP activity.

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*):

The focus of the Domain of Knowledge (building professional judgement) has been outlined in 5 (above). Members will be encouraged to develop knowledge of professional judgement concepts and how to apply skills in a supportive environment based on mutual respect and trust.

The development of the community itself will be supported by regularly bringing the members together to discuss identified issues and reflect on practice. Between face to face meetings, members will be encouraged to continue collaboration via email and online communication tools.

The development of effective practice – using professional judgement – will be supported by the involvement of all CoP members in the discussion of a set of agreed issues and the associated research. We will draw on relevant expertise to critically support the development of good practice and the application of that research to auditing practice.

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

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

We will examine practice, build and exchange knowledge in relation to what professional judgement is, and how its application is developed and continuously improved. This will raise the professional competence and confidence of auditors.

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

<p>for participating organisations</p>	<p>Organisations will benefit from the dissemination of new skills and knowledge, collaborative partnerships, the development of innovative approaches and the moderation of practices to support consistency of audit judgement.</p> <p>The project will also enable participating organisations (RTOs and registering bodies) to demonstrate a systematic approach to compliance and continuous improvement in accordance with AQTF requirements.</p>
<p>For the VET system</p>	<p>CoP membership will represent a range of regional areas, public and private RTOs, the school sector, and the Department, so this project will build regional links and strategic partnerships which will assist auditors in their interpretation and implementation of auditing against AQTF07 standards.</p> <p>The Queensland VET sector will benefit from enhanced confidence that regulation and audit practice is being consistently and objectively applied across RTOs in accordance with a risk management approach.</p>

9. Evaluation process

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

Our evaluation methodology will complement and support other aspects of the project minimising intrusions that might distract participants from their primary focus. The methodology will be structured to concentrate on collecting, synthesising and transmitting information to all project participants.

- a) evaluate the participants' learning
 - establish baseline understanding of professional judgement and community of practice methodology at the outset
 - utilise reflective evaluation processes at the end of sessions
 - identify areas for ongoing improvement

- b) evaluate your project's efficiency and effectiveness.
 - identify and address factors and processes that influence the operation of the community of practice.
 - contribute to the learning and development of all participants
 - regular review of processes, the health of the community and progress towards outcomes.

10. Promotion

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

within your organisation(s)	Across communities of practice and existing networks, submission of articles to relevant media (newsletters etc) <ul style="list-style-type: none"> • Audit Services team monthly newsletter • Quarterly State Auditor Conferences • DETA Intranet • DETA email broadcasts
to industry or other relevant organisations	Email communications from project facilitator <ul style="list-style-type: none"> • Australian Council for Private Education and Training • Queensland Studies Authority • TAFE Queensland
to the broader VET sector	As above. Participants representing key Queensland auditing bodies will disseminate progress and outcomes through their respective networks

11. Project timeframe

Please list project milestones and key dates

(Please add rows as required)

Task/action	Key date
Action Plan	27 May
Notification of all stakeholders / Scoping the project	June - July
Workshop 1	August
Project Mid-term Report	August
Mid Term Forum	September
Workshop 2	September
Workshop 3	End October
Moderation, collaboration, reflection and stakeholder consultation	July – October
Project Final Report	November
Celebration	November