

Skills Tasmania Facts

Skills Tasmania

FREECALL: 1800 655 846 | www.skills.tas.gov.au

Issue 115
25 Sep 2009

Professional Development Workshops (October):

Record keeping and data base creation

Presenter: Chris Todd

This half-day program is designed to assist vocational education and training (VET) administrators to manage records so that they add value to the business and provide evidence for Australian Quality Training Framework (AQTF) audits. The program will focus on the benefits of good records management and version-control. Storage issues associated with retrieval, authority for access, security, archiving, disposal and authorisation will be discussed along with methods that can be used to rationalise the range of records having to be maintained.

The workshop will specifically include the use of simple databases to 'streamline' the processes of record-keeping.

Workforce Development and Planning – a reminder

Presenter: Wendy Perry of Workforce Blueprint

This workshop will focus on 'How to Build an RTO Workforce Plan' with practical tools, tips and templates.

Key topics include:

- An introduction to Workforce Development and Planning
- Building a registered training organisation (RTO) competency framework to support capability and training needs analysis
- Analysing workforce profile statistics and trends
- Attraction, recruitment, retention and succession planning

<i>Workforce Development and Planning</i>			
6 Oct (10.30 - 3.00)	Hobart	\$100	PD0934
<i>Record keeping and data base creation</i>			
15 Oct (9.30 - 1.30)	Hobart	\$90	PD0930
16 Oct (9.30 - 1.30)	Launceston	\$90	PD0931

Enrol now by emailing pennyd@bigpond.net.au or phoning (03) 6229 6382.

Dates for your Diary

28 Sep	So you think you are a trainer? (Hobart)
29 Sep	Running an RTO (Hobart)
30 Sep	So you think you are a trainer? (Hobart)
30 Sep	ARED Decision Tree workshop (Hobart)
1 Oct	So you think you are a trainer? (North-West)
6 Oct	Workforce Development and Planning (Hobart)
6 Oct	Copyright Kitchen workshop (Hobart)
14 Oct	eXe workshop (Hobart)
15 Oct	Record keeping and data base creation (Hobart)
16 Oct	Record keeping and data base creation (Launceston)

Skills Tasmania Board Meeting Communiqué - 28 August 2009

The agenda for this meeting may have been less intensive than for previous meetings but there were many challenging and interesting matters to be discussed and important decisions to be made.

The Board in considering the appointment of members to Board committees adopted a set of protocols for making such appointments. The protocols give direction to the composition of committees, ensuring that they have an appropriate mix of members and that decisions on appointments are fair and transparent and, where appropriate, involve consultation with stakeholders.

The Board appointed and re-appointed members to the Tasmanian Training Agreements Committee (TTAC). The Board has re-appointed David Dilger, Kay Thompson and Paul Griffin and appointed new member Natasha Keep. The Board congratulates Natasha on her appointment, replacing long-serving member, Nicky McKibben. The Board thanks Nicky for her long and outstanding contribution to TTAC.

The Board received a report from its Audit and Risk Management Committee Chair, Mike Nermut. Much of the

discussion centred on budget and funding arrangements. The Committee also agreed to invite Board Chair, David Hind to future Committee meetings as an observer.

The Board requested strategic initiatives be developed in line with the themes. The Board also approved the format for reporting against the Tasmanian Skills Strategy. The report card will be released towards the end of the year.

The Board approved a change to the terms of reference of the Skills Tasmania Equity Committee. The change related to an explanation of what are the key underlying themes of disadvantage in Tasmania.

The 2008-09 Skills Tasmania operational and programs budgets were examined, noting that significant salary saving had been achieved. The Board critically examined the proposed 2009-10 budgets. Although the budget position has not been finalised, it is apparent that 2009-10 will be a very challenging year for Skills Tasmania. Memoranda of Understanding between Skills Tasmania and the Tasmanian Skills Institute and the Tasmanian Polytechnic were discussed.

Tasmania has taken a leading role in National and State VET regulation, having presented a model showing how a national regulatory system could work, maintaining existing state regulatory systems. There is broad support from other jurisdictions for the model.

Skills Tasmania presented the Board with a methodology for determining priority industries and occupations for funding purposes. The resultant matrix was only partly developed and the Board requested that the industry and occupational areas be linked to the Skills Strategy's four directional themes (these themes were approved by the Board and will be released at a later date).

The Chair, David Hind, reported on a meeting he had had with Chairs of the Tasmanian Qualifications Authority, the Tasmanian Academy and Tasmanian Polytechnic. The main topic of discussion was Skills Tasmania's move towards purchasing outputs rather than inputs. Mr Hind also briefed the Board on the findings of an Inquiry into a decision of TTAC.

Skills Tasmania General Manager, Mark Sayer, briefed the Board on the findings of the annual Skills Tasmania Workplace Improvement Survey that indicated that there had been an overall improvement in the results from last year. Although the results are pleasing there are still some areas that need attention. Mr Sayer advised that the Board would need to consider a single purchasing arrangement for the Tasmanian Polytechnic, Tasmanian Academy and Tasmanian Skills Institute. He also advised that the Commonwealth requested Skills Tasmania co-ordinate infrastructure proposals on behalf of Tasmanian organisations seeking funding.

The meeting was followed by the very successful Tasmanian Training Awards gala dinner. The Board wishes Tasmanian award winners all the very best for their participation in the National Training Awards that will culminate in a ceremony in Canberra on 19 November.

Upcoming Tasmanian Flexible Learning workshops

These following face-to-face workshops are being offered in Hobart - you can register now at <http://emania.org/>.

Applications for Rapid E-learning Development (ARED): Decision Tree - Take a more advanced look into the Decision Tree template

30 September

What is a decision tree?

A decision tree can be a powerful learning tool that allows for the exploration of the consequences of following various decision pathways. It is made up of a set of multiple choice questions, however, the questions are structured differently than they would be in a regular 'quiz'.

Unlike a quiz, the decision tree can be worked through multiple times with different outcomes each time as different pathways are followed, and the learner explores the consequences of choosing one action over another.

A summary tool at the end of the activity provides:

- a chance to review all the choices made;
- feedback about each decision made; and
- the chance to go back to any point where a decision was made and explore a different pathway (i.e. making a different decision).

Copyright Kitchen - Learning object copyright and creative commons licences

6 October

Do you locate your music for your class photo stories off a CD? Do you know where all the images come from in those workbooks? Are you going to be contributing to Learning Object Repository Network (LORN) or framework projects? Then this digital copyright session is for you. Consisting of two parts, the morning session will cover the basics of digital copyright, an overview of the creative commons (CC) licences and how they can work in the VET environment. The afternoon session will be more interactive, using case studies to explore the issues on digital objects and their management in learning object repositories.

eXe (eLearning Xhtml Editor)

14 October

Learn how to use web publishing software to produce good-looking accessible content and interactivity for online delivery, quickly and easily. The eXe project developed a freely available Open Source authoring application to assist teachers and academics in the publishing of web content without the need to become proficient in HTML or XML markup. Resources authored in eXe can be exported in IMS Content Package or Sharable Content Object Reference Model (SCORM).

Sneak a peak at Series 12 Toolboxes

Series 12 Flexible Learning Toolboxes (Toolboxes), which are expected to be available for purchase in early 2010, are now available for preview at:

<http://toolboxes.flexiblelearning.net.au/preview/byseries.htm>

They are currently being developed in consultation with Industry Skills Councils to support the delivery of nationally endorsed training packages and address skills shortages and e-learning resource needs in priority industries.

Toolboxes are high quality, cost effective, interactive e-learning and assessment resources featuring scenarios, images and activities. The Series 12 Toolboxes are:

- **Licensed to Plumb** (12.01) will address a shortage of e-learning materials for the plumbing industry, providing an engaging, media-rich, interactive learning experience to support five units of the *Certificate IV in Plumbing and Services*. It will focus on core skills and knowledge for licensed plumbers, including drainage, water, gas, plan sizing, and layout of plumbing systems.
- **Satellite City** (12.02) is designed to support four units from the *Certificate IV in Spatial Information Services*, and the *Certificate IV in Surveying*. It will guide learners through the processes involved in reading and interpreting spatial data, conducting a field survey and managing, storing and presenting data, in line with industry practices.
- **Indigenous Spiritual Wellbeing** (12.03) will cover five units from the *Certificate III* and *Certificate IV in Aboriginal and Torres Strait Islander Primary Health Care*. It will provide training for health care workers in Indigenous communities, focusing on supporting and assessing clients with mental health, alcohol and other drug issues.
- **Electrotech** (12.04) will support five units from the *Certificate III in Electrotechnology (Electrician)*. Learners will complete hands-on activities and challenges to develop problem solving skills while learning about basic electrical concepts, electrical occupational health and safety and fabricating electrical components.
- **Timber** (12.05) will cover five competencies from the Forest and Forest Products Training Package and support a wide range of Certificate II and Certificate III qualifications including sawmilling, merchandising and manufactured products. *Timber* will deliver crucial e-learning resources for workers in an industry that has traditionally relied overwhelmingly on face-to-face training.
- **Retailer 2** (12.06) will extend the Series 10 Retailer Toolbox (10.05) by covering the core units of the *Certificate II in Retail*, as

well as five selling, merchandising and marketing electives. Rather than taking a traditional unit-by-unit approach, learners will complete activities guided by a range of customer-focused scenarios and case studies, which will be mapped back to core units. A skills recognition pathway will be available for new and existing resources.

- **TAA** (12.09) supports delivery of 13 units from the new *Certificate IV in Training and Assessment*. The learning design of this Toolbox places the learner as a trainer/assessor for Optimal Learning Solutions (OLS), a fictitious registered training organisation providing training and assessment services to a range of government, private and industry organisations.
- **TAA E-learning E-lectives** (12.10) supports delivery of three units from the e-learning stream of the new *Diploma in Training and Assessment*. It also acts as a useful professional development tool for trainers or assessors that would like to develop their skills as an e-learning facilitator and/or designer of e-learning resources.
- **Cybertots** (12.11) supports delivery of the *Certificate III in Community Services (Children's Services)*. The revamped Toolbox immerses the learner in a virtual child care centre allowing them to experience the role of a caregiver. Through problem-based projects and communication activities in which they will 'interact' with the workers and children at Cybertots, learners develop skills and knowledge necessary for working in the child care profession.
- **Small Business Management** (12.12) covers 10 units of competency from the *Certificate IV in Small Business Management*. Each competency provides a variety of information and activities to support qualifications in managing a small business.

For more information or to view the Framework's full range of Toolboxes, visit <http://toolboxes.flexiblelearning.net.au/>. Alternatively, you can access learning objects from past Toolboxes for free through LORN (<http://lorn.flexiblelearning.net.au/>).

Toolbox Champions are employed in every state and territory to support the implementation of Toolboxes. To contact your local Toolbox Champion in Tasmania, phone Peter Shanks on (03) 6233 4617 or email peter.shanks@skills.tas.gov.au, or visit <http://flexiblelearning.net.au/toolbox/champions>.

Skills Tasmania Facts masthead features 2009 Tasmanian Training Award winners Aubert Ruzigandekwe (Equity Vocational Student of the Year) and Jessica Bengé (VET in Schools Student of the Year).

