

**Victorian TAFE Staff Development Network**

**28 August 2009, 10.00am-12.00pm**

**VTA Meeting Room**

**Chair: Lyndsey Smith, Gordon Institute of TAFE**

**Minute taker: Lisa Kinross, Holmesglen and Lynne Matheson, NMIT**

**October Chair: Lynne Matheson, NMIT**

**1. Attendees:**

Mary Hoffman, Swinburne TAFE  
Robin Tunbridge, Box Hill Institute  
Suzie Kelly, Gordon Institute  
Karen Sutherland, Central Gippsland Institute  
Marelene Claffey, East Gippsland TAFE  
Rachel Mathews, South West TAFE  
Liz Thackray, Swinburne TAFE  
Sue Goodbourn, University of Ballarat  
Emma Waters, RMIT  
Lynne Matheson, NMIT  
Lisa Kinross, Holmesglen  
Troy Davis, William Angliss  
Tim Symons, Kangan Batman TAFE  
Lyndey Smith, Gordon TAFE  
Jeremy Linssen, Wodonga TAFE  
Jan Henry-Junes, RMIT

**Observers:** Jim Andrews VTA, Margaret Balsillie, TAFE Development Centre  
Julie Hurrell, TAFE Development Centre

**Apologies:** Michelle Haywood, Kangan Batman, Ron Wilson, VISTA, Evelyn Ibrahim, VU, Geoff Cooper, East Gippsland TAFE, Maryanne Barclay Chisholm, Faye Byers Goulbourn Ovens TAFE.

**2. Overseas Fellowships for TAFE Staff.**

International Specialised Skills Institute (ISSI) presentation by Carolynne Bourne – Overseas Fellowships for TAFE Staff. [www.issinstitute.org.au](http://www.issinstitute.org.au)

Discussion who is leading who – industry leading TAFE or vice versa?  
Powerpoint Presentation notes: Funding comes from state and federal government, foundations, and ISC.

Identifies skill deficiencies through market research then fills them through our overseas skill acquisition plan (fellowship program)) and consultancy services. It is a Business development program. The person selected to go overseas will have to be the leader and driver when they return.

**Skill deficiency and skill shortage** – where there is no course or program in TAFE or uni that are delivering this, and overseas are doing it all day everyday, then the fellowship is a good opportunity for this.

**Design** – problem solving

**Innovation** – creating and meeting new needs with new technical and design styles

**Target industries** – manufacturing industries (automotive, furniture, marine, textile clothing) Design

**Dynamic Model - Skill Deficiencies** – design, innovation, knowledge, insights

**Outcomes** : Catalyst for change; sharing knowledge

Sample handed round of report that fellows need to provide after the fellowship is complete.

The fear of success is usually what stops people from applying. Mentoring is really important. Need to get the support of the employers.

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3 Confirmation of minutes of meeting 26 June 2009

Troy Davis, Susie Kelly were apologies. Kelly is with a Y, Robin is with an i.

Minutes Passed

4 Performance Review and Development plans and AQTF requirements

Robin (Box Hill TAFE) – TAS Training and Assessment Strategy. Online system. Form includes vocational skill- some issues around access and privacy.

Lyndsey (Gordon) – has a competency register – they have to enter in details when they commence and through their performance plan or obtain another qualification it gets updated. Employee qualifications recorded as well as any conferences, industry time, overseas trips. Empower system is used. Is provided training on how to a VET qualification. Empower- new upgrade gives a warning when staff need to provide updated registration.

South West TAFE uses CHRIS, so do William Angliss. CHRIS 21 can scan documentation and staff will need to provide certified copies before they are entered. South West TAFE still use a paper-based system and are looking to upgrade and are also investigating the staff development component of CHRIS – Staff self service kiosk.

How do people correlate to the Professional Development Plans verses what is actually done?

Swinburne has a performance and reward system where people have to identify areas to improve their performance which includes industry/vocational skills upgrade.

- 5 VTSDN Biennial Conference. Dates for conference are Thursday 12 & Friday 13 November 2010. Draft program circulated

Sandi Givens is going to be looking at change and assertiveness. She wants people to send issues we have had in the workplace and she will look at how they can be dealt with.

Costing is \$260 doesn't include dinner. Accommodation is around \$140pp. Attendance aim for about 25 people.

- 6 WIKI demonstration.

Members agreed to keep it going as a useful source of information.

Lisa agreed to maintain the members and be the administrator if the network decides to go for a private WIKI.

The feeling of the group was if it was going to contain discussions and much more information than what is currently on there, then it should be made private. Only those on the network would have access to the WIKI.

**Action :** Lisa will look into how it can be converted to Private.

**Action:** Members to log in and access / add to pages. (all)

**Action:** Keep as an agenda item so that it is kept current. Protocol – check with presenter before entering their details. (Liz)

- 7 Network meeting 2<sup>/</sup> 2010 at South-west TAFE- Warnambool. March 2010 may be suitable. April 2 is Easter. Overnight accommodation available and good rates. Dinner to be included with South-west TAFE tour and speakers.

**Action:** Rachel will get back to the group with some proposed dates.

- 8 Training and development impacts of the new MBA and Skills Reform.

Robin discussed the issue of casuals and higher rates of pay. Box Hill is developing guidelines for this.

VTA might be able to put together some guidelines that would help. Jim Andrews from VTA said that he would look at sending round a request for requirements. There is an HR issue of where people have incremental progressions. HR person should have the department Head sign off that they deem it equivalent. They should have the decision as assessors.

Swinburne has a document that looks at all the equivalence that equal a level 5 teaching qualification.

VTA /HR Conference will cover OD and HR issues with regards to contestability. HR Network raised issues with regards to PD – people have put people through a COUP program – Building Profitable Relationships.

**Action :** MBA and Skills Reform on the agenda next time as there is a lot to cover in this topic. (Liz)

## 9 VTSDN - running the Network into the future

Mary Hoffman circulated a paper that explains what is involved in running the network. 2 concerns are running it for the remainder of the year and then ongoing.

**Action:** Lyndsey has agreed to facilitate a discussion for planning for the rest of 2010 and into the future.

**Action:** Item for next agenda. Paper to be sent out with these minutes for those who did not attend the meeting (Liz)

**Action:** Rachel, Robin, Lyndsey and Jeremy to work with Liz Thackray to finalise the conference program. Follow up with the TDC for some more funding.

Thank you to Mary for all the time and effort that has gone into organising this. Thanks is also extended to Liz for assisting in the organisation.

### **Other Business**

Dates for next year. Rachel agreed to organise 2010 dates in collaboration with TDC Contact Person's Meetings and VTA.

A card and gift of a large cyclamen were presented to Mary Hoffman by Frances Hales in recognition of her 14 years of contribution to VTSDN.

Lyndsey and Robin both spoke of how Mary has been instrumental in organising PD and conferences as well as the day to day running of the network. Lyndsey extended the invitation to 'life membership' of the network with the support of the group.

The meeting closed at 12.30pm