

ASSESSOR NETWORK

ACTION STATEMENT

Meeting held	7.30 am Friday 8 February 2008	
Venue	Seminar Room, Wyllie Arthritis Foundation Building 17 Lemnos Street, SHENTON PARK	
Present	<p>Merinda Richmond Australian Railroad Group</p> <p>Richard Clark Australian Railroad Group</p> <p>Brian Voak Brian Voak & Associates</p> <p>Anne-Maree Baker Central West TAFE</p> <p>Sherrell Crisp Challenger TAFE</p> <p>Rhoda Takiwa Challenger TAFE</p> <p>Greg Collis CPB Group</p> <p>Christine Sparham Curriculum Advisory Group</p> <p>Brian Kakoschke Earthworks Training and Assessment Services</p> <p>Neal McCleery Flexible Training Solutions</p> <p>Alan Meagher GHD</p> <p>Barry Welch Jobs West</p> <p>Neil Mills NAM Consultants</p> <p>Terry Trim Nationwide Training</p> <p>Carol Trim Nationwide Training</p> <p>Veronica Keating Public Transport Authority</p> <p>Murray Buzza Skillquest Training Solutions</p> <p>Barbara Dean Skillquest Training Solutions</p> <p>Norma Nisbet Transport & Storage ITC (Facilitator)</p> <p>Brian Forbes Transport Training Centre</p> <p>Kirsten Chamberlain WA Driver Recruitment</p> <p>Peter McFadyen WA Driver Recruitment</p>	
Apologies	<p>Steve Kitching Fremantle/Peel District</p> <p>Jo-Anne Galea Genesee & Wyoming</p> <p>Karen Fitzsimmon Mrs Mac's</p> <p>Ken Woods Rail Training Services</p> <p>Sara Nelson Skillquest Training Solutions</p> <p>Roger Bradshaw Transport Forum</p> <p>Andy Cosgrove Workstar</p>	

Matters Arising	Name
<p>1 Business arising out of previous action statement</p> <p>Changes to ADG Code – No further information is available at this stage on workshops being run.</p> <p>Queries were raised regarding the high risk work license research undertaken by Human Capital Alliance, who was running the Delphi round three questionnaires. Of particular interest was the progress of the UOCs and assessments for the Forklift License. Please refer to the website below for more information. http://www.humancapitalalliance.com.au/ascc.html</p> <p>Moderation – As there will be major changes to the structure of the ITC at the end of the financial year it was decided not to maintain a register of RTOs interested in moderation on the ITC website as suggested at the last meeting. Instead a template will be circulated by email for RTOs to register their interest.</p> <p>The moderation checklist which was developed by another CAG was forwarded by Christine Sparham and this has been circulated to the members for their use and adaptation.</p> <p>Certificate IV funding – no information available on what is being funded. NN to follow up.</p> <p>Dangerous Goods DVD – Apparently Queensland Roads is doing a dangerous goods package which should include a national DVD. Greg Collis to follow up.</p> <p>The action statement from the previous meeting was accepted by Merinda Richmond and seconded by Veronica Keating.</p>	<p>NN</p> <p>NN</p> <p>GC</p>
<p>2 Assessor Network on Line</p> <p>It had been decided at a previous meeting to create space on the ITC website for members to access each others' details .Norma had done the groundwork and was set to go with information provided but this has now been put on hold due to impending changes to the ITC as mentioned above. Norma suggested circulating the information by email and this was agreed by the members.</p> <p>Some members expressed concerns about the future of the Assessor Network. It is hoped that this will continue after the amalgamation has taken place. (see item 4 for Silvio's information session)</p>	<p>NN</p>
<p>3 CAG Report – Christine Sparham</p> <p>Christine Sparham reported on behalf of the Primary Industry and Personal Services Curriculum Support Services Network (PIPS CSSN). Christine currently provides information and advice to RTOs delivering training package qualifications from 13 different industry areas including Aviation, Maritime and Transport & Logistics. Her main role is to keep RTOs up-to-date with any developments relating to curriculum, resources and delivery issues within WA. Christine is also required to provide information and feedback to DET regarding the needs and concerns of RTOs so questions and feedback are always welcome. Christine can be contacted on 9239 8245 or by email at christine.sparham@challengertafe.wa.edu.au.</p>	

Matters Arising	Name
<p>This year it was decided to combine CSSN Curriculum Advisory Group (CAG) meetings with the ITC's Assessor Network meetings. Christine will report on curriculum issues at each meeting and produce a quarterly bulletin from PIPS CSSN which will be emailed to all CAG network members.</p> <p>Despite the uncertainty regarding the future of the ITC, Christine gave the group her commitment to work with Norma and Silvio to continue with regular meetings and preserve the strength of this network throughout the transition process.</p> <p>Training Package Update</p> <p>The Transport & Logistics Training Package; TLI07, has been endorsed and is available for download on NTIS. The WA Purchasing Guide has also been endorsed and is available on VETinfoNet. The qualifications are in the process of being loaded onto STARS and should be available for role creations by 15 February.</p> <p>In future changes to TLI07 will be implemented periodically by TLISC through the process of Continuous Improvement. Suggestions for changes can be posted on the TLISC Issues Register http://www.tlisc.com.au/index.php?menuID=109. To assist RTOs in keeping up with the changes, the CSSN will monitor updates on NTIS and email CAG members when they occur. Updates will also be noted in the PIPS CSSN quarterly bulletin.</p> <p>2008 Curriculum Projects</p> <p>The closing date for applications for 2008 Curriculum Project funding is Monday 25 February. Full details are available on VETinfoNet at http://www.vetinfo.net.det.wa.edu.au/Main/projects.aspx?menu=2&menulitem=2. If you have an idea for a project and would like to discuss it further before applying, give Christine a call on 9239 8245.</p> <p>One suggestion is for the ITC or network members to apply for funding under Category III to run some moderation activities. Norma will discuss the possibility with Silvio and other stakeholders.</p> <p>Feedback</p> <p>The group requested further information on Employability Skills. Christine will provide this at the next meeting.</p>	
<p>4 Discussion with Silvio Ranieri regarding the future of the ITC</p> <p>Silvio addressed the members regarding the amalgamation of the ITC with the Automotive ITC. He outlined some of the changes and circulated the Executive Summary from the report by the State Training Board for members' information.</p> <p>Some of the questions to be asked are what affect and influence will the amalgamation have on the ITC. Silvio thought there would be positive outcomes, with the coming together of different cultures but naturally there are some issues of concern. The main issue for most ITCs is whether they will lose their identity as an industry body and be swallowed up by the other ITCs. This is something the group was also concerned about as they felt that the industry had finally started developing and moving forward and they don't</p>	

Matters Arising	Name
<p>want to see this developing culture lost in an amalgamation.</p> <p>It was agreed that the group and the industry should work to preserve what it had achieved and maintain solidarity throughout the process. Christine Sparham has indicated that she could continue to keep the group together and informed and take over if necessary until the ITC was in a position to resume its position.</p>	
<p>5 Presentation by Claire Werner, Applic8</p> <p>Claire has a vast background in training and assessing in the private sector and is currently involved in a number of initiatives, including auditing for the AQTF and running professional development workshops on moderation for the Department of Education and Training. Claire spoke about the audit process, how it is focussed on outcomes and continuous improvement.</p> <p>Audits are not now conducted as a matter of course and a risk assessment is carried out to see if an audit is required. Sometimes the audit can be a desktop process. There has been good feedback regarding the audit process since the implementation of AQTF last year.</p> <p>There are currently seven auditors trying to keep up with the workload. Some auditors are leaving and new auditors are currently being recruited. There is currently a three-month turnaround time for auditing processes. Auditors have to address the excellence criteria to become an auditor for the Department.</p> <p>Claire talked about the moderation process and books which are available on the VETinfoNet http://www.vetinfo.net.det.wa.edu.au/progDev/resources.aspx?menu=4&menuItem=4</p> <p>These include “A Guide to Continuous Improvement and Assessment” and “The Troubleshooting Guide – Assessment and Assessment Strategies” (to be released in April).</p>	
<p>6 Next meeting</p> <p>The next meeting will be held on Friday 28 March 2008 at 7.30 am at the Wyllie Arthritis Foundation Building, 17 Lemnos Street, Shenton Park.</p>	