



ASSESSOR NETWORK MEETING
Action Statement

Meeting held:	7.30 am Friday 12 June 2009	
Venue:	Seminar Room, Wyllie Arthritis Foundation Building 17 Lemnos Street, SHENTON PARK	
Present:	<p>Lisa Thorpe Richard Clark Christine Ansbro Andrea Thygesen Diane Michaels Navinder Singh Alice Williams Ken Woods Rhoda Takiwa Greg Collis Gillian Smith Kelly Gray Sharon Thomson Kelly Barker Norma Nisbet Jillian Dielesen Neil Mills Christine Sparham Mark Eatts Kate Babidge Rob Davies Anne Stocks</p>	<p>Acacia Prison/Spring Into Training Australian Railroad Group Australian Railroad Group OIPS CSSN NAM Training Transport Forum Bridging the Gap CERT Challenger TAFE CPB Group Flexible Training Solutions Jobs West John Holland Logistics Training Council Logistics Training Council Logistics Training Council NAM Training PIPS CSSN Public Transport Authority Rio Tinto Rio Tinto Spring Into Training</p>
Apologies	<p>Stuart Pottinger Sherrell Crisp Brian Kakoschke Barry Welch Rachel Jones Vanessa van der Swaagh Gary Adams Rod Soulsby Andy Cosgrove Judy Reynolds</p>	<p>CERT Challenger TAFE ETAS Jobs West MEGT Professional Placements Rio Tinto Skilled Rail Services TNT Express Westnet Rail</p>

Matters Arising		Name
1	<p>Welcome and business arising out of previous action statement</p> <p>Norma welcomed everyone and introduced Kelly Barker, new Research/Administrator for the Logistics Training Council to the Network.</p> <p>VET Workforce Development Application – a successful application was placed by Jobs West despite tight time frames. Further discussion on the WDA will held later in the program by Denise White.</p>	NN

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<p>Teleconferencing facilities - Jillian Dielesen will discuss later in the meeting.</p> <p>Probation period for trainees - Jillian is currently in discussions with the ApprentiCentre and will keep the network informed as soon as any decisions are made.</p> <p>Certificate IV Timeframes – The LTC will now be managing queries from the RTOs with regard to this issue. RTOs will be required to provide evidence regarding the query showing a minimum 80% result across the board. RTOs are reminded that they can apply for early/late completion in singular cases.</p> <p>No other issues.</p>	JD
<p>2 CSSN Report – Christine Sparham</p> <p>Christine discussed the additions to the Continuous Improvement Register (CIR). An excerpt was sent around regarding changes to the training packages. Any issues of concern or contributions are to be directed to LTC to manage due to the closure of CSSN. The CIR can be viewed on website. www.tlisc.com.au/index.php?menuID=215</p> <p>Andrea Thygesen will be continuing in her role as Moderation and Validation Consultant until the end of the year.</p> <p>Christine thanked everyone for their support. Norma thanked Christine on behalf of the Network.</p> <p>The following changes in communication will be instigated in response to the CSSN closure –</p> <ul style="list-style-type: none"> • Video/telephone conferencing is to be used for regional participants where possible. The department has offered funding for teleconferencing as VC's are expensive and facilities not readily available. • The “Passive Communication” tool via the website will be used in future to manage issues in the following way: <ul style="list-style-type: none"> • Formal notification will be sent out, ie alerts will be sent out for response via email with comments to be submitted to the CSSN website. • A specific curriculum contact will be used for large enterprise RTOs. The RTO is to coordinate information internally. • Training Councils are currently reviewing the structure of dealings with RTO networks. These will include reducing face-to-face contacts although we will be looking at the prospect of conducting specific workshop days to include regional RTOs. (Further information will be provided later in the meeting) • Any curriculum concerns are to be raised with the LTC in conjunction with the department's website. 	CS
<p>3 Moderation Information – Andrea Thygesen, Challenger TAFE</p> <p>This is a Government funded project to allow engagement of networks with the moderation process which deals with any at risk modules or new modules. Concerns from either groups or individuals will be dealt with by a confidential code of conduct and formal records for auditing. This will also include recognition of stakeholders. The LTC can co-ordinate professional discussions if required. The project will continue until the end of year. Andrea left her business card for anyone who would like to contact her regarding moderation.</p>	AT
<p>4 Presentation on LTC – Jillian Dielesen</p> <p>ISC Workshops - Jillian discussed the next ISC Workshop series to be held from the 23rd July and strongly recommend that RTOs attend.</p>	JD

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<p>The following three workshops are to be held:</p> <ul style="list-style-type: none"> • TL107 Training Package Update V2 – aimed at transport and logistics training package users. • Logistics – qualifications restructure – aimed at RTO/training provider representatives and relevant stakeholders. • Logistics – Job roles and qualification “Fit for Purpose” – aimed at industry/small to medium enterprise representatives and relevant stakeholders. <p>Further information regarding the workshops can be found at “Events – Calendar”: http://www.tlisc.com.au</p> <p>Continuous Improvement Register (CIR) - Jillian discussed the CIR, with most of the new issues low to medium priority and tending to be minor issues. Jillian mentioned that the Skills Council is a good resource for RTOs and Christine encouraged involvement.</p> <p>Conduct Weighbridge Operations - is to be shifted from the Logistics package to Government Skills Australia as it has been identified as a licensing issue and will be part of a regulated job function. An email will be sent out for comment to relevant parties. All concerns regarding the process will be considered and if industry objects the movement will be blocked. This relates to ‘shift to job roles’ and support is required from industry.</p> <p>Diploma in Logistics or above is currently being reviewed by the TLISC as a result of funding received under the State grants program. A workshop regarding new resources has recently been held.</p> <p>VET in schools - resources are to be developed, with the focus on lower levels, assisting in delivery. Information can be sourced from the ISC website for minutes, and to access the resources. The ISC is also looking for participants to be part of pilot and trial the resources - please contact LTC for further information.</p> <p>Future of AN – The LTC is currently reviewing the process in dealing with RTOs in light of CSSN dissolving. A response is required to be submitted to the Department in three weeks and information will be provided to the AN as soon as available. In light of the changes, the date for the next AN meeting will be put on hold.</p> <p>Trainer and Assessor Network (TAN) is a valuable source for information not readily available. Information regarding the network will be forwarded and can also be obtained from their website (see No 5 below). Norma attended the breakfast meeting on Thursday 11 June, where a summary of the changes to the VET Act and Regulations were presented. If you have not received this information from the Department please contact Norma norma@logisticstc.asn.au.</p> <p>No questions.</p>	JD
<p>5 Presentation by Denise White, Manager, Programs and Development Branch, VET Teaching & Learning Directorate, Department of Education & Training</p> <p>Trainer and Assessor Network - Denise discussed TAN which holds meetings four times a year - two breakfast meetings (7.30am – 9.00am) and two half day meetings. The meetings are open to both public and private providers. Denise highlighted the point of registering for the meetings. Please keep the network informed if you are unable to attend due to the cost of catering. The agenda is published 2 – 3 weeks prior to the meeting. To join the network or for more information</p> <p>The next TAN meeting is to be held on 10 September. For more information go to www.vetinfonet.det.wa.edu.au/progDev/networks.aspx?menu=4&menuItem=1#tan</p> <p>Grant process – Denise apologised for the short timeframe on the previous grant process. This needed to be swift due to funding timeframes. This was a 2 step</p>	DW

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<p>process - www.vetinfonet.det.wa.edu.au/Main/projects.aspx?menu=2&menuitem=2</p> <p>Information provided on the previous applications included:</p> <p>176 applications received 2 withdrew at the first step 96 progressed to step two 90 were funded</p> <p>The main reason for rejection was that links were not made between the application and relevant area.</p> <p>The TLISC has also received funding for training in WA.</p> <p>Good feedback has been received on the process.</p> <p>Information sessions using previous applications will be held for RTOs to assist in understanding the requirements in the application process. RTOs are encouraged to attend the session if they intend to apply.</p> <p>The next wave of grant applications is anticipated to be going out in September 2009. There are a number to be open to RTOs with the rest open to industry with similar strategic priorities. Private providers are a large part of the market and are to be encouraged to help build capability and capacity of workforce.</p> <p>There will be a longer response time, around 3 weeks. The funding has been reduced from \$3m to \$1m and will more than likely be the only grant opportunity for the financial year. Tips for future applications are to know what your project is, keep to a 2 page document and be clear. Funding will not be provided for instructional intelligence. This will be a three-year program, and a new strand is anticipated - curriculum and product.</p> <p>RPL – a huge commitment was made at state and national level. The 3 year project finishes June 2009.</p> <p>Fee exemptions on training include free training for the unemployed as well as 50% reduction for others. Funding is provided for RTO's for RPL. There is a 4 step process in providing RPL with information on the website www.vetinfonet.det.wa.edu.au including RPL readiness questions and an RPL Community of Practice. Denise handed out business cards for contact information and information can be obtained from the LTC. RPL is to be looked at by job role/job task approach. Funding has been agreed to be provided at the same rate for RPL. The private and public sectors have the same access to funding, and can use existing agreed funding for RPL.. Queensland has been identified as having a similar process. Advice has been given to RPL leaders, while small industry leaders may not have been advised; more information will be sent on Monday. Funding is up to \$50k for RPL leaders. Industry support and leadership is required to drive RPL. Industry and RTO's need to work together and licensing arrangements to be adhered to. Benefits of support will be seen in the next few years, while there are currently some negative views on RPL.</p> <p>A question was raised regarding documentation needed?</p> <p>Response – information is on the internet and documentation is mostly required for auditing process. Developers are to map to performance criteria, which allows confidence in assessing requirements. The key is to identify and assess, ie what was used to make this assessment judgment and is it sufficient? Evidence is to show what is there. You are encouraged to use assessment instruments, marking key, samples.</p> <p>Professional development courses are available. These are generally a one-day workshop. The general consensus was that it would be of benefit for the LTC to coordinate for the attendance by RTO's.</p> <p>A question was raised as to whether TAC could attend?</p> <p>Response – It is possible to hold a “hot topic” (breakfast with the auditor) although it</p>	

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<p>is questionable as to the benefit of a TAC auditor to attend workshop. Unfortunately there is no definitive answer as Auditors are now being directed back to industry. The focus is now on outcomes rather than templates.</p> <p>A question was raised regarding Tools – is the suite to be added to?</p> <p>Response - Not sure at the moment.</p> <p>Amendments to the VET Act - Denise provided information regarding changes to the VET Act which starts from 10 June 2009. The biggest changes will be to traineeships, including industrial protection from dismissal. Trainees will be paid for learning time, four hours a week for on the job.</p> <p>A question was raised regarding new traineeships/current employee - when does the 21 days start?</p> <p>Response - From the day they agree to become a trainee – in writing.</p> <p>A query was raised regarding where the AQTF asks how trainees will be trained prior to enrolling them, and that employers must lodge contract within 21 days. There are concerns that employers don't understand VET and raises a difference between 3 weeks and 9 weeks which opens opportunities for conflict.</p> <p>Response – There is a difference between Contract of Training and a Training Contract. They both have different requirements. The training plan involves everything. This enables you to keep everything separate as trainer or employer. The RTO is required to update the employer on requirements due to lack of information received from the Department. The RTO should be working with its employer to educate.</p> <p>Comments were received from Jillian on behalf of the LTC regarding employer education:</p> <ul style="list-style-type: none"> • The Department is currently undertaking blanket advertising to employers stating what training is about and encouraging involvement. The Department is currently looking at a strategy for educating the State. The LTC is limited in resources for this purpose. • The LTC is currently looking at strategies on breaking through to employers. RPL is invaluable for engaging people and encouraging further development. • RTOs are encouraged to gain involvement by their industries as well as various involvement and interest by industry managers. • There are currently problems breaking through to schools, as well as the level of delivery, VET concept and integrity of training. The Department is currently trying to deal with issues. 	
<p>6 General Business</p> <p>No general business – meeting closed – 9.15am</p>	