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VPN Network contact: Anna Bejanoff, Office Manager, Victorian TAFE Association [abejanoff@vta.vic.edu.au](mailto:abejanoff@vta.vic.edu.au)

<b>MEETING Minutes</b>	<b>10.00am – 3.00pm Thursday 29<sup>th</sup> September 2016</b>	<b>Action/ Allocation</b>
<b>Location:</b>	<b>Victorian TAFE Association (VTA) conference room</b> Level 3, 478 Albert Street East Melbourne VIC 3002  <b>Chair:</b> Deb Mullan <b>Note taker:</b> Dorothy Lapham	The \$250 meeting administration fee to VTA is noted here
10.00 am	<b>Welcome and introductions</b> Deb welcomed new and old members to the June VPN meeting. <ul style="list-style-type: none"><li>• Attendance (25 TAE practitioners, 1 CMM, 1 VDC)<ul style="list-style-type: none"><li>○ Deborah Mullen (Training That Works)</li><li>○ Gwen Neylon (Independent Validation)</li><li>○ Melinda O'Connor (Independent)</li><li>○ Keith Harrison (Chisholm)</li><li>○ Dorothy Lapham (Chisholm)</li><li>○ Karen Lincoln (Chisholm)</li><li>○ Serafino Giannone (Holmesglen)</li><li>○ Maureen Cooper (Swinburne)</li><li>○ Christine Foard (Swinburne)</li><li>○ Simon Cochaud (Swinburne)</li><li>○ Narelle Robson (Gordon TAFE)</li><li>○ Deb Systema (Gordon TAFE)</li><li>○ Suzanne Storer (SW TAFE)</li><li>○ Deb Boote (West Vic)</li><li>○ Shelli Rantall (West Vic)</li><li>○ Kerryn Cross (Federation Training)</li><li>○ Natalie Hammond (Kangan)</li><li>○ Helen Chesborough (Box Hill TAFE)</li><li>○ Candi Westney (Go TAFE)</li><li>○ Jasmina Dezelic (Melbourne Polytechnic)</li><li>○ Paschal Somers (RMIT)</li><li>○ Peter Murphy (RMIT)</li><li>○ Nyrie Butterfield (PNL 4 Wheel Driving)</li><li>○ Menaka Dhaimapaia (ANME Edu Centre – Vic branch)</li><li>○ Cindy Geyer (Living and Learning, Nillumbik).</li></ul></li></ul> <b>Also</b> <ul style="list-style-type: none"><li>○ Nadia Casarotto (CMM)</li><li>○ Janet Nicholds (VDC).</li></ul>	



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	<ul style="list-style-type: none"> <li>• Apologies               <ul style="list-style-type: none"> <li>○ Jennifer Miles (Sandybeach Centre)</li> <li>○ Mary Stewart-Craig (Holmesglen)</li> <li>○ Andrew Kidd (Holmesglen)</li> <li>○ Mark Mossuto (RMIT)</li> <li>○ Cheryl Bartollo</li> <li>○ Jane Court (Chisholm)</li> <li>○ Vanessa Marsh (Chisholm)</li> <li>○ Jenny Vobert (Wodonga TAFE)</li> <li>○ Lara Collins (Suni TAFE)</li> <li>○ Robert Douglas (RMIT)</li> <li>○ Michael Henderson (Monash).</li> </ul> </li> </ul>	
	<p><b>Minutes of last meeting</b></p> <p><b>Actions arising:</b></p> <ul style="list-style-type: none"> <li>○ Guest speakers attending this meeting.</li> </ul>	
	<p><b>Industry updates</b></p> <p><b>CMM Report</b> <b>(Nadia Casarotto, Curriculum Maintenance Manager)</b></p> <ul style="list-style-type: none"> <li>○ PWC (Skills Service Organisation) workshop in July 2016 included a session on ambiguities in <i>TAE40116 Certificate IV in Training and Assessment</i>,</li> <li>○ PWC are currently focussing on ambiguities in <i>TAE40116 Certificate IV in Training and Assessment</i>, career pathways and future strategic reforms and are asking for feedback on the <a href="http://www.skillsforaustralia.com">www.skillsforaustralia.com</a> website</li> <li>○ CMM has made comments on the 4 year plan by PWC that looks at future demand and skills required for the VET industry</li> <li>○ There is nothing official stating that trainers and assessors need to upgrade to <i>TAE40116 Certificate IV in Training and Assessment</i></li> <li>○ No RTOs have <i>TAE40116 Certificate IV in Training and Assessment</i> on scope to date</li> <li>○ Maureen Cooper commented that anecdotally all of the larger Institutes are working with consultants to prepare applications and are looking for definitions of areas such as 'vocational learner', 28 applications from small RTOs have all been rejected</li> </ul>	



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	<p>by ASQA because they are lacking in substance particularly in the areas of 'volume of learning', 'work health and safety' and 'knowledge evidence'</p> <ul style="list-style-type: none"> <li>○ PWC have almost finished the work on definitions and expect it to be available at the end of the month.</li> </ul> <p><b>VDC update (Janet Nicholds, VET Development Centre)</b></p> <ul style="list-style-type: none"> <li>○ Business as usual</li> <li>○ Will provide information on project grants for next year at the next VPN meeting               <ul style="list-style-type: none"> <li>– there may be 4-5 major projects of about \$100,000 each, probably for consortiums of RTOs (particularly Institute/community/private collaboration), for areas such as workforce capability that will then be shared in the VET sector</li> </ul> </li> <li>○ VDC Teaching and Learning Conference – Full Steam Ahead!               <ul style="list-style-type: none"> <li>– evaluations were very positive, need to improve somewhat in the application of learning for future conferences.</li> </ul> </li> </ul>	
10.30 am	<p><b>Foundation Skills in TAE40116 workshop (Fiona Xaiz &amp; Mary Wallace, Linda Wyse and Associates)</b></p> <ul style="list-style-type: none"> <li>• Unpacked a unit of competency <i>TAEASS502 Design and develop assessment tools</i> as an example</li> <li>• When unpacking, need to consider these areas:               <ul style="list-style-type: none"> <li>AQF level of qualification;</li> <li>ACSF Indicator Statements;</li> <li>ACSF Performance Variables Grid (start with Task Complexity);</li> <li>CSfW Skill Clusters, Skill Areas and Focus Areas;</li> <li>CSfW Stages of Performance – Novice, Advanced Beginner, Capable, Proficient, Expert (these 5 CSfW stages <u>do not</u> align with the 5 ACSF levels)</li> </ul> </li> <li>• Identifying trigger words from units of competency for the ACSF – verbs, noun groups and their context (in the elements, performance criteria and Foundation Skills description of the unit of competency) and aligning with the ACSF levels (Indicator Statements; Performance Variables Grid)</li> </ul>	



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	<ul style="list-style-type: none"> <li>Identifying trigger words from units of competency for the CSfW – verbs, noun groups and their context (in the elements, performance criteria and Foundation Skills description of the unit of competency) and aligning with the CSfW stages (Skill Clusters, Skill Areas and Performance Features; Stages of Performance).</li> </ul>	
11.15 am	<b>Morning Tea</b>	
11.30 am	Foundation Skills in <i>TAE40116</i> workshop (continued).	
12.30 pm	<p><b>TAE Resources (Dorothy Bakens and Lianne Ly, McGraw-Hill)</b></p> <ul style="list-style-type: none"> <li>Completed <i>TAE40116 Certificate IV in Training and Assessment</i> resources and they are mapped (available in digital format for Moodle or Blackboard)</li> <li>Working on Diploma resources</li> </ul> <p><b>TAE Resources (Louise McIntyre and Jessica Beard, IBSA)</b></p> <ul style="list-style-type: none"> <li>Information distributed about currently available resources:               <ul style="list-style-type: none"> <li>- Learning and assessment materials for <i>TAE40116 Certificate IV in Training and Assessment</i> (digital facilitator guides, participant workbooks, self-print materials, e-learning resources)</li> <li>- Learning and assessment materials for <i>TAE50216 Diploma of Training Design and Development</i> (digital facilitator guides, participant workbooks, self-print materials are available now; e-learning resources available by end of 2016)</li> <li>- Learning and assessment materials for <i>TAE50116 Diploma of Vocational Education and Training</i> (digital facilitator guides, participant workbooks, self-print materials are available now; e-learning resources available by end of 2016)</li> <li>- sample Participant workbook for <i>TAEASS401 Plan assessment activities and processes</i></li> <li>- Summary of available learning and assessment materials for BSB, CPC, FNS, ICP, TAE Training Packages</li> </ul> </li> </ul>	
1.00 pm	<p><b>Skills Service Organisation update (Tim Rawlings, Head of Training Product Development, PricewaterhouseCoopers)</b></p> <ul style="list-style-type: none"> <li>'TAE Interpretation Guide' will be out on Tuesday, 4 October, and will be on <a href="http://www.skillsforaustralia.com">www.skillsforaustralia.com</a> website for download</li> <li>July workshop was about clarifying implementation of the TAE Training and Education Training Package but have collected</li> </ul>	



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	<p>information for the next iteration in consultation with Education IRC, including altering the <i>Certificate IV Training and Assessment</i> and possibly adding further qualifications</p> <ul style="list-style-type: none"><li>○ FSK Foundation Skills Training Package should be reviewed as a complete Training Package</li><li>○ There are industry surveys on the <a href="http://www.skillsforaustralia.com">www.skillsforaustralia.com</a> website where comments can be made, then there will be more formal consultation processes</li><li>○ Review into training products and accredited courses in their role as being complementary to Training Packages</li><li>○ <i>TAE40116 Certificate IV in Training and Assessment</i> as a pre-requisite to the Diplomas will not be put into the current TAE Training and Education Training Package but will probably happen in practice</li><li>○ In the immediate future, there is no requirement to upgrade to <i>TAE40116 Certificate IV in Training and Assessment</i> as this will require a legislative change to the Standards for RTOs – if this happens there will probably be a requirement to undertake the two new core units (<i>TAELLN411</i> and <i>TAEASS502</i>)</li><li>○ PWC are finding the VET sector is providing good skills training overall.</li></ul>	
1.30 pm	<b>Lunch</b>	
2.00 pm	<b>Validation meetings in groups</b> <ul style="list-style-type: none"><li>• Certificate IV unit/s – Assessor units</li></ul>	
3.00 pm	<b>Meeting closed</b>	
	<b>Next meeting:</b> Friday 11 <sup>th</sup> November 2016	
	<b>Future meeting</b> <b>TAELLN511 workshop (Deb Mullan)</b> <ul style="list-style-type: none"><li>• Future workshop (date to be advised)</li></ul>	