



MEETING Minutes	10.00am – 3.00pm Tuesday 24 March 2015
Location:	Victorian TAFE Association (VTA) conference room Level 3, 478 Albert Street East Melbourne VIC 3002 Chair: Deb Mullan Note taker: Frances Hales
10:00am	Welcome and introductions Deb welcomed new and old members to the March VPN meeting. <ul style="list-style-type: none">• Attendance• Apologies• Agenda/other business Deb advised members that this year the network would be managed by an organizing committee made up of the following: Deb Mullan Jenni Miles Christine Foard Frances Hales Maureen Cooper Robert Douglas volunteered to be a wingman. Members agreed that we would continue to use the VTA meeting room rather than ask RTOs to host, as this was more central to everyone.
10.10am –	General business <u>VPN website</u> – Discussed how many of members are using this. Deb encouraged all members to use this site. Gwen Neylon offered to coordinate this site and get it going again. Members need to be invited to join website. If members have anything that they want on the site, please send to Gwen. Email: gwen@ivalidate.com.au <u>Network terms of reference</u> – Deb asked all members to think about what they wanted to get out of the Network? We would return to this question at discussion session after break. Network support - Deb reminded members that the VDC was no longer able to sponsor the network. She stated that Nita Schulz from VTA suggested submitting a proposal to IBSA. Members agreed that the Network should do this.
10.30am	Rob Bluer – IBSA update – (see attached for more detail) TAE Training Package update – Rob Bluer advised that TAE40114 qualification is almost ready. New endorsing body not formed yet. Qualification is ready to be endorsed once Committee is in place. IBSA will try to clarify some of the ambiguities of the new Standards. LLN unit is still not a compulsory unit. Rob advised that if a person holds a TAE40110 and the unit TAELLN401A or TAELLN411, there will be no need to update to the new TAE15 qualification. Members pointed out that employers are insisting that trainers hold a Cert IV or Diploma of VET. It will be hard to get a job without the Diploma even if equivalence or competence is enough.



Key points:

In Delivery units, group of eight no longer needs to be a different group. Trainers may wish to do a self-assessment in their RTOs to establish equivalence to a Diploma of VET. This would not be hard if they are in a training or coordinator role for several years. After 2017, trainers must hold either a Cert IV in Training and Assessment, the Diploma of VET or a qualification in Adult Education. Latter needs interpretation from ASQA.

Assessment research project – Project aims to demonstrate best practice in Assessment. A number of RTOs are taking part in this. Project will develop simple, succinct statements of good practice in RTOs. Rob reinforced the point that assessment is very important in VET and we need to get better at it. He stated that the Assessment units in the TAE are the bedrock of the qualification. They are written well but not taught well.

VET Capability Framework - Rob Bluer suggested IBSA's VET Capability Framework would be a useful tool to demonstrate equivalence and provide Professional Development opportunities for TAE trainers and assessors. IBSA is currently doing a road show across Victoria to show RTOs how it can be used to strengthen capability of trainers and assessors. Dates for roadshow are on IBSA website:

<https://www.ibsa.org.au/news/vet-practitioner-capability-framework-workshops>

Deb Mullan flagged with Rob that the Network will be submitting a proposal to seek funding for the VPN - network. Rob suggested that the proposal should refer to professional development, and provision of consultation services to IBSA, with "modest" catering.

Action: The organising committee will put a proposal together for IBSA's consideration prior to next meeting.

VET Development Centre Update

Morning tea
break at 11.30am

Janet Nicholds informed the meeting that the Centre has been granted an extension to 2017. At this time VDC is expected to be totally self-funded with no reliance on government funds after this. Janet also stated that the service agreement with the government is different than it used to be. The Agreement is more directive regarding projects that the VDC must run. There are 47 projects happening at the moment.

11.45am

Projects are as follows:

e-Learning capability in VET sector, Indigenous education for VET trainers, and LLN skills for diverse learners. Janet announced that the VDC is running free workshops for LLN in April and May. Janet spoke about the VDC calendar of events for 2015. She handed out the 2015 calendar and spoke about the popularity of the webinars.

Janet advised that if there is any money around, institutes may be able to access this for small capability projects. She encouraged members to put up an idea and if money was available she would approach RTOs rather than advertise for Expressions of Interest.

VDC has been refunded for 3 years but has a different funding structure.

Janet advised the Network that we can buy in services through the VDC, if there is a need for any professional development in our organisations. She also encouraged the members to read the blog site which is written by Rob Sheehan. It is a good way to keep



12.00pm	<p>up to date with VET trends.</p> <p>The Centre's Teaching and Learning Conference will be held in August at the RACV club in Torquay. VPN Members encouraged to register.</p> <hr/> <p>Discussion/ Other business</p> <p><u>CMM report</u> - Nadia from VU were present and they gave a brief note that they are due to meet and discuss the TAE TP status at the first meeting of the FS & GE & TAE Advisory Group meeting (to give advice to the CMM) to be held at AMES meeting rooms on Monday 20th April. This group has about 10 diverse members, Deborah Mullan is the VPN Rep on this advisory group and will report back at the June VPN meeting. As per Rob Bluer's advice the TAE status is unchanged. More details to follow as the TP gets endorsement this year some time.</p> <p><u>Terms of reference</u></p> <p>Members suggested some changes to the draft document. Terms of reference to be edited and circulated to members prior to next meeting. It will also be placed on Wiki Site for members.</p> <p><u>Diploma of VET</u> – some institutes are running it – Box Hill, the Gordon and RMIT. Difficult to fill but managing. It was suggested that the VPN should come up with some criteria for equivalence in holding the Diploma of VET. This will be explored in more detail at next meeting. Christine Foard stated that she has been informed that the Network is conducting independent validation meetings already. No need to get another person if we attend these meetings.</p> <p>Deb Mullan announced the Women in Vocational Education (WAVE) conference will be held on 8 April at Victoria University. Female network members should consider attending.</p> <p><u>Proposed VPN PD Mini Conference:</u></p> <p>There was a discussion about holding a full day validation in November and then a full PD meeting day, almost like a mini conference like we used to have. So if members agreed we could have two days in November, back to back, especially to minimise travel for our country members.</p> <p>Proposed dates:</p> <p>Thursday 12th November - Validation day</p> <p>Friday 13th November - PD day inc guest speakers</p> <p>If we could organise the locations for this and charge a small fee per head this is do-able. We may be able to have a social dinner on Thursday evening for networking. We would need a small group of volunteers to help facilitate these events. Sponsorship could be sought to assist with minor catering costs. Please let Deborah know if you are interested in this opportunity and may be able to assist. More details to follow.</p> <p>Planning for improving future meetings</p> <p>It was suggested that at each meeting we have a segment on sharing best practice, maybe early in the afternoon, a segment of say 15 mins. We need to consider how this</p>
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	<p>might be used, perhaps two different members could present for 5 mins and then have a brief discussion about their ideas.</p> <p>Another item of action was to improve the current Validation form, so we need to rework this at the next meeting. This could be done <i>asynchronously</i> by email and all comments tabled at the next meeting for final comment. Please look out for this document to be sent by email and respond back with marked changes and ideas by the due date.</p> <p>Validation schedule of TAE units to be advised in next meeting agenda. The list of selected units that we will validate to be sent well in advance so that VPN members will be able to plan their materials and evidence accordingly. Also we will be able to use the new validation form as a test run.</p> <p>Action steps:</p> <p>Establish a small group of practitioners to assist with deeming equivalence to Dip VET.</p> <p>Improve use of wiki space for discussion points and assist our members in a timelier manner for queries as they arise.</p> <p>Suggest we update VPN membership data, to include name, email, employer/institution and contact/mobile phone numbers. Then when we need to update the list if people have left and their emails are no longer being received, or bounce back then a text message may be sent.</p> <p>Letter to IBSA for sponsorship for the VPN this year, to cover guest speakers and minor costs. (Deborah to send)</p>
	<p>Meeting closed at 12.45pm</p> <p>Forward meeting dates for 2015</p> <p>Wednesday 10 June –Chair: Maureen Cooper</p> <p>Thursday 27 August – Chair: Jenni Miles</p> <p>Friday 13 November – Chair: Jane Court – (see note above and keep Thursday 12th free too!)</p>
12.45 – 1.30pm	Lunch – members expense
1.30pm – 3pm	Validation meetings in groups: <ul style="list-style-type: none">• TAELN411• Diploma (Practicum)
3:00pm	Meeting close – Next meeting 10 June 2015. Chair: Maureen Cooper



In attendance:	Attended Morning/Afternoon
Deborah Mullen (Training Th@t Works)	Yes
Frances Hales (Bendigo Kangan)	Yes
Andrew Kidd (Homlesglen)	Yes
Kate Higgins (Gordon)	Yes
Narelle Robson (The Gordon)	Yes
Nadia Casarotto (VU)	Morning only
Janelle Meyes (SWTAFE)	Yes
Peter Murphy (RMIT) – needs to be added to email distribution list.	Yes
Christine Foard (Holmesglen)	Yes
Shirley Evans	Morning only
Candi Westney (GOTAFE)	Yes
Anita Sternmaster (TME)	Yes
Michael Firth (Bendigo) – via phone conference	Morning only
Mike Keane (TME)	Morning only
Jasmine Dezelic (Melbourne Polytechnic)	Morning only
Rosemary Pattison (ARRB)	Yes
Gwen Neylon (Independent validation)	Yes
Mary Stewart-Craig (Holmesglen)	Yes
Judy Roberts (BHI)	Yes
Cathryn Thomas (KAL Multimedia)	Morning only
Melinda O'Connor	Yes
Robert Douglas	Morning only
Toula Torakis (AHRI)	Morning only
Janet Nicholds (VET Development Centre)	Morning only
Graham Dobb (Melbourne Polytechnic)	Yes
Dorothy Lapham (Asia Pacific Training Institute)	Yes
Jessica Lawson (Chisholm)	Yes
Apologies	
Deborah Sytema (Gordon)	
Jennifer Miles (Sandybeach)	
Jane Court (Chisholm)	
Annette Simkin (GOTAFE)	
Arvid Yaganegi (BKI)	
Mark Massuto (RMIT)	
Carolyn Johnstone (FUA)	



Gail Fernando (Melbourne Polytechnic)	
Janice Gaulk (Chisholm)	
John Flett (Gordon)	
Julianne Seaman (BH)	
Kerri Henderson (Phillips Institute)	
Maureen Cooper	
Mia Barnes (Sandybeach Centre)	
Chris D'Arcy (Sandybeach)	
Rajesh Iyer	
Rosie Grenfell (VU)	
Serafina Giannone (Holmesglen)	
Suellen Loki (GOTAFE)	
Pauline Farrell (BH)	