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VPN Network contact: Anna Bejanoff, Office Manager, Victorian TAFE Association abejanoff@vta.vic.edu.au

MEETING Minutes	10.00am – 3.00pm Wednesday 1 st June 2016	Action/ Allocation
Location:	<p>Victorian TAFE Association (VTA) conference room Level 3, 478 Albert Street East Melbourne VIC 3002</p> <p>Chair: Deb Mullan Note taker: Dorothy Lapham</p> <p>Recorded sections of meeting available on VPN Wikispaces:</p> <ul style="list-style-type: none"> • ASQA update (David Garner, General Manager Regulatory Operations) • SSO update (Philip La Feuvre & Tim Rawlings, Price Waterhouse Cooper) • Foundation Skills workshop information for September meeting (Fiona Xaiz, Linda Wise and Associates) 	<p>The \$250 meeting administration fee to VTA is noted here</p>
10.00 am	<p>Welcome and introductions Deb welcomed new and old members to the June VPN meeting.</p> <ul style="list-style-type: none"> • Attendance (29 TAE practitioners, 1 CMM) <ul style="list-style-type: none"> ○ Jennifer Miles (Sandybeach Centre) ○ Deborah Mullen (Training That Works) ○ Peter Murphy (RMIT) ○ Gwen Neylon (Independent Validation) ○ Melinda O'Connor (Independent) ○ Narelle Robson (The Gordon) ○ Kate Higgins (The Gordon) ○ Dorothy Lapham (Chisholm & SW TAFE) ○ Mark Mossuto (RMIT) ○ Serafino Giannone (Holmesglen) ○ Maureen Cooper (RMIT) ○ Lara Collins (SuniTAFE) ○ Olga Damty (Box Hill TAFE) ○ Deb Sytema (Gordon TAFE) ○ Dianne Mahoney (VU) ○ Ramona Younan (Melbourne Polytechnic) ○ Jane Court (Chisholm) ○ Vanessa Marsh (Chisholm) ○ Ken Radley (SW TAFE) ○ Mary Stewart-Craig ○ Kay Schlesinger (Box Hill TAFE) ○ Kerri Henderson (Phillips) ○ Deb Boote (West Vic) 	



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	<ul style="list-style-type: none"> ○ Shelli Rantall (West Vic) ○ Kerryn Cross (Federation Training) ○ Christine Foard ○ Natalie Hammond (Kangan) ○ Helen Chesborough (Box Hill TAFE) Also ○ Nadia Casarotto (CMM) • Remote <ul style="list-style-type: none"> ○ MaryAnne Gardiner ○ Annette Anderson (Kangan) • Apologies <ul style="list-style-type: none"> ○ Carolyn Johnstone ○ Jasmina Dezelic ○ Michael Henderson ○ John Blake (Box Hill) ○ Robyn Richards ○ Shirley Evans ○ Mia Barnes (Sandybeach Centre) ○ Chris D'Arcy (Sandybeach Centre) 	
	<p>Minutes of last meeting</p> <p>Actions arising:</p> <ul style="list-style-type: none"> ○ Guest speakers attending this meeting 	
	<p>Industry updates</p> <p>CMM Report (Nadia Casarotto, Curriculum Maintenance Manager)</p> <ul style="list-style-type: none"> ○ Purchasing Guide available on DET website ○ Nominal hours were calculated on mathematical outcomes for previous Training Packages ○ Maximum payable hours (new system) give the hours the government will fund up to and are based on a realistic vocational outcome, as long as delivery is based on the Training Package <ul style="list-style-type: none"> - funding mechanism - volume of learning will require additional activities outside 	



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	<p>delivery</p> <ul style="list-style-type: none"> ○ Minimum payable hours do not mean a lot as long as you deliver according to the Training Package - may be relevant to VTG contracts ○ 4 of the units in <i>TAE40116 Certificate IV in Training and Assessment</i> have been given additional hours because they were not deemed equivalent; 2 more units, TAEASS401 and TAEASS402, were deemed equivalent but CMMs thought they were not and required more time and that has been accepted for the maximum payable hours. 	
	<p>ASQA update (David Garner, General Manager Regulatory Operations, Australian Skills Quality Authority)</p> <ul style="list-style-type: none"> ○ Management oversight of auditing ○ Certificate IV in Training and Assessment is a very important VET qualification because it underpins every qualification delivered in VET ○ ASQA has found that issues with assessment in RTOs are a continuing problem ○ Most significant gap is ability to assess a whole unit of competency (individual assessment tasks are often fine but not the overall pulling together of assessment and making a decision of competence for a whole unit of competency) ○ Trainers and assessors are the main designers of assessment tools throughout the VET sector ○ There are market forces that are driving quality down, including for Certificate IV in Training and Assessment (5 day courses etc) ○ All RTOs will have to apply to add <i>TAE40116 Certificate IV in Training and Assessment</i> to scope ○ RTOs who can usually add qualifications to scope will have to go through that process too (they can't do it themselves) ○ More evidence than usual is required to add TAE40116 to scope as the RTO needs to be able to deliver and assess the qualification from day one ○ ASQA auditor may ask for additional evidence if required (this will 	



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	<p>probably reduce the number of providers for TAE40116, though that is not ASQA's intent)</p> <ul style="list-style-type: none"> ○ Validation requirements ('Standards for RTOs'): <ul style="list-style-type: none"> - independent, external validation of TAE40116 to be provided with the application for addition to scope; - also for additional 5 training products (can be individual units or 2 or more units from each qualification if the validation finds them to be appropriate, more units from the qualification would be required if the first 2 units were found to be lacking) to be independently, externally validated when applying for TAE qualifications ○ Independent, external validation <ul style="list-style-type: none"> - can be proved by a report or analysis (can be networks such as VPN's current practice for assessment tools but not assessment decisions – VPN could set up sessions for validating assessment decisions, can be a consultant, cannot be a consultant that is used recently/regularly, could be another RTO where you return the favour, must have no other involvement with the RTO than validation) - can be one or more people on the validation panel - check 'Standards for RTOs' for definition - 'Standards for RTOs' does not strictly define who can take part in external validation but they need to have at least Certificate IV in Training and Assessment ○ ASQA received one application on the day after the TAE Training Package was released but it was soon withdrawn due to the requirements ○ ASQA has received three applications for <i>adding TAE40116 Certificate IV in Training and Assessment</i> to date ○ Turn-around time for applications will be less than a month if they are good quality applications ○ Some RTOs are not happy about the process but ASQA is determined to improve quality for this qualification (ASQA is setting a high bar) ○ Validation of assessment decisions: <ul style="list-style-type: none"> - ASQA requirements are for a statistically relevant sample 	



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	<ul style="list-style-type: none"> - ASQA has provided methods for calculating the sample required including a relatively simple statistical tool - proportion of samples required to students is smaller when the RTO has a larger number of students as the total number of samples required is capped - good to involve internal compliance personnel in your RTO to assist with decisions about margin of error with regard to managing the level of risk - assessors making the assessment decisions may be involved in the process but they must be validated by independent people o Currently, no requirement for people to upgrade from TAE40110 to TAE40116 o Currently, no requirement for people to gain TAELN411 o Transition period from delivering TAE Training Package (ie. TAE40110 to TAE40116) is 18 months from endorsement date of the Training Package (October 2017 for Training Packages endorsed between Sept 15 and March 16, including TAE) o ASQA will do a one-off date for transition for all scopes with this 18 month timeline o After this transition date RTOs cannot issue qualifications for the superseded qualification for new students o ASQA's expectation is that RTOs will offer the new qualification (TAE40116) as soon as possible o There is usually a 48 hour delay from when a Training Package is added to training.gov.au to automatic approvals to scope for equivalent qualifications o Refusing an application for addition to scope for TAE40116 for a RTO will draw ASQA's attention to how TAE40110 and Diplomas are currently being delivered o Volume of learning (6 months): <ul style="list-style-type: none"> - Question: Some RTOs deliver Certificate IV in Training and Assessment over two terms which is a shorter timeframe than 6 months, is that all right? Answer: a year is taken to be 1200 hours that includes face-to-face/online delivery, self-paced learning, reflection, 	



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	<p>external practice and assessment activities</p> <ul style="list-style-type: none"> - RTO needs to determine requirements based on needs of learner cohort (such as shorter timeframes for VET teachers but this needs to be enforced) - RTOs will be audited by ASQA on their practice related to these decisions o No clear benchmarks on time required for qualifications – could be nominal hours as they outline timeframes to deliver but not assess o ASQA believes there should be benchmarks as Australia is the only country in the world experienced in competency-based training and assessment without timeframes (but this could result in a very defined definition of competent performance which would reduce flexibility) o ASQA auditing practice is moving away from just looking at documents to looking at actual practice (ie. Are RTOs doing what they have said they were going to do) o ASQA is prepared to use search warrants for very suspect practice by RTOs o ASQA is moving towards providing more information about RTOs so that prospective students are better informed before enrolling. 	
11.30 am	Morning Tea	
11.50 am	<p>Skills Service Organisation update (Philip La Feuvre, Head of Engagement for SSO, Tim Rawlings, Head of Training Product Development, PricewaterhouseCoopers)</p> <ul style="list-style-type: none"> o Philip La Feuvre – Background: from UK, PricewaterhouseCoopers in UK including apprenticeships and programs to support them, Australia – involved in reviews, currently Head of Engagement for Skills Service Organisation (Business, ICT, Finance, Cultural and Related Industries, Printing and Graphic Arts, Education) o Tim Rawlings – Head of Training Product Development, background in Law, worked for a State Training Minister, came into education area of PricewaterhouseCoopers, helped RTOs to 	<p>Links and contact details for SSO to be placed on VPN wiki by Maureen Cooper and Gwen Naylor</p>



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	<p>improve quality particularly private providers</p> <ul style="list-style-type: none"> ○ Skills Service Organisation <ul style="list-style-type: none"> - new arrangement as SSO supports the relevant Industry Reference Committees (IRC) by consulting with industry and VET practitioners, currently getting out into the VET sector to introduce SSO concept and engage with practitioners, want to combine what industry wants with how to deliver and assess the Training Package, need to make sure skills industry requires are met by the Training Packages, - new website to explain what PWC is doing and encourage interaction, consultation and feedback: Skills for Australia - LinkedIn page - Email contact with Tim Rawlings - VPN will put links to these on our wiki - Developing Training Packages will involve steering committees for consultation with industry and relevant VET practitioners, both independently and together - Business Services – move back to core qualifications rather than just units of competency to reflect common skills required by organisations (ie. Basic business skills that can apply to several job roles) - Financial Services – graduates need to be skill ready to move into jobs (eg. Technology, business ethics), moving towards Bachelor level qualifications so what role will Certificate III, Certificate IV and Diploma level qualifications have in this, particularly when delivered by an enterprise RTO (training reflects the values and practices of that enterprise which impacts on quality and portability of the qualification) - Information Communication and Technology (ICT) – telecommunications and ICT combined (includes NBN), what will happen for workers after NBN, issues of data security, privacy - Cultural and Related Industries – visual arts and performance arts, large range of skills required by individual contractors which is the workforce (such as bidding for contracts) as well as the ‘arts’ skills - Printing and Graphic Arts – printing is changing but still needed, 3 D printing, so need to consider skills for the future for Training Package - Education (see below) 	



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	<ul style="list-style-type: none"> ○ Update on TAE Training Package <ul style="list-style-type: none"> - received a mixed response partly due to compliance requirements to place TAE on scope - SSO are custodians for the Training Package on behalf of ASQA - industry wants SSO to keep the changes and implement them for the time being and assist VET practitioners to transition to it - currently, 2 new core units of competency will not be required to be done by existing trainers and assessors with TAE40110 (any change to this will have to be outlined in revised Standards for RTOs) - International Education qualifications will probably move to Business Services Training Package - TAEDEL401 – specific performance evidence - SSO provides interpretation of various requirements and anomalies (such as phrases like ‘real assessment environment’ and the qualification reads as though you have to already be a qualified assessor in order to undertake TAE40116) - SSO needs to clarify or design definitions to assist practitioners - SSO wants consultation with practitioners in developing interpretation documents - TAEASS502 – definitions on assessment methods, such as validation of assessment tools (VPN members would appreciate inclusion of group assessment activities as being appropriate) - TAEASS402 – need at least 20 students that you conduct 50 assessment activities with - Email Tim for clarification will assist you and the SSO in determining what is required with regard to interpretation - Reference SSO as a contact point when discussing issues with others (website, LinkedIn, email addresses) - Prepared to follow up after meetings with organisations such as VPN so SSO can build up from industry rather than providing information that people then comment on when they have difficulty with implementation - Comment from participants in the VPN meeting: TAE40116 is very focussed on RTO trainers rather than workplace trainers and should be looked at in the future (please submit 	



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	these requests via SSO website etc.) - Looking at workforce development as the next step once TAE40116 has been bedded down	
Discussion Paper circulated in am	<p>Discussion Paper</p> <ul style="list-style-type: none"> • Building structure and momentum within VPN: <ul style="list-style-type: none"> - Sub-groups/committees for special interest projects. <p><i>Names were added to the Expression of Interest circulated with the Attendance Form:</i></p> <ul style="list-style-type: none"> ➤ TAE40116 workshop to unpack new qualification & discuss gaps for Upgrade ➤ Communicating with IRC and SSO ➤ Distribution of annual membership invoices arranged with Anna from VTA ➤ Foundation Skills workshop next meeting (Linda Wyse & Associates) ➤ Arranging RPL workshop for TAELN501 <ul style="list-style-type: none"> • Deb Mullan to facilitate & assess • Can't be through own RTO ... choose 2 for VPN group ➤ VDC conference – do we want a presence? What does it look like? ➤ VPN wiki – looks great! Anyone else interested in collaborating? ➤ List of 'Freelance' TAE practitioners available for casual or ongoing employment 	<p>Members of the VPN organising committee will take responsibility for each of the sub-groups.</p>
1.00 pm	Lunch	
1.40 pm	<p>Foundation Skills in TAE40116 workshop for September meeting (Fiona Xaiz, Linda Wyse and Associates)</p> <ul style="list-style-type: none"> • What does the group know already? <ul style="list-style-type: none"> - Basic understanding of ACSF in order to deliver and assess TAELN411 • What does the group want to achieve? <ul style="list-style-type: none"> - Update on situation with regard to Foundation Skills, Employability Skills, Australian Core Skills Framework, Australian Core Skills for Work (sometimes aligns to ACSF, sometimes goes across several levels of ACSF), Dimensions of 	<p>Fiona Xaiz will facilitate the workshop at the next meeting – 29th September 2016.</p> <p>Participants to</p>



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	<p>Competency etc.</p> <ul style="list-style-type: none"> - Clarification of how Foundation Skills are included in units of competency as some have specific information and some have them embedded in the unit • Structure of September workshop (2.5 hours, 10.30 am – 1.00 pm) <ul style="list-style-type: none"> - Introduction to Australian Core Skills for Work - Groups to unpack one or two units of competency in TAE40116 - Groups to unpack a unit of competency from another Training Package, such as a fairly generic unit on communication or WHS in Retail or Hospitality - Participants to download ACSF and ACSW • Future workshop (Deb Mullan) <ul style="list-style-type: none"> - TAE40116 Date to be advised 	<p>download ACSF and ACSW for the workshop.</p>
2.00 pm	<p>Validation meetings in groups</p> <ul style="list-style-type: none"> • Certificate IV unit/s – Facilitation/DEL units • Diploma VET unit/s 	
3.00 pm	<p>Meeting closed</p>	
	<p>Next meeting Thursday 29th September 2016</p>	
	<p>Future meeting Friday 11th November 2016</p>	
	<p>Conference</p> <p>VET Development Centre – Teaching and Learning Conference – Full Steam Ahead! 1 & 2 September 2016 at RACV Resort, Torquay</p> <p>Download the conference flyer: http://www.vetcentre.vic.edu.au/teaching-learning-conference here.</p>	