



VPN Wikispaces: <https://vpn14.wikispaces.com/>

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

MEETING Minutes	10.00am – 3.00pm Friday 11 November 2016	Action/ Allocation
Location:	<b>Victorian TAFE Association (VTA) conference room</b> Level 3, 478 Albert Street East Melbourne VIC 3002	The \$250 meeting administration fee to VTA is noted here
Chair: Note taker:	Christine Foard Dorothy Lapham	
10.00 am	<b>Welcome and introductions</b> Christine welcomed new and old members to the November VPN meeting. <ul style="list-style-type: none"><li>• Attendance (24 TAE practitioners, 1 CMM, 1 VDC)<ul style="list-style-type: none"><li>○ Amy Crennan (Bendigo TAFE)</li><li>○ Chris Ho (Box Hill TAFE)</li><li>○ Dorothy Lapham (Chisholm)</li><li>○ Karen Lincoln (Chisholm)</li><li>○ Vanessa Marsh (Chisholm)</li><li>○ Kerrin Pryor (EmployEase)</li><li>○ David Scannell (Federation Training)</li><li>○ Cindy Geyer (Living and Learning, Nillumbik)</li><li>○ Jasmina Dezelic (Melbourne Polytechnic)</li><li>○ Jo Bradford (RMIT)</li><li>○ Peter Murphy (RMIT)</li><li>○ Robert Douglas (RMIT)</li><li>○ Suzanne Storer (SW TAFE)</li><li>○ Lara Collins (Sunni TAFE)</li><li>○ Maureen Cooper (Swinburne)</li><li>○ Christine Foard (Swinburne)</li><li>○ Deborah Mullen (Training That Works)</li><li>○ Gwen Neylon (Independent Validation)</li><li>○ Melinda O'Connor (Independent)</li><li>○ Alan Maguire.</li></ul></li></ul> <p>By Skype</p> <ul style="list-style-type: none"><li>○ Kerri Henderson</li><li>○ Carolyn Johnstone</li><li>○ Suellen Loki</li><li>○ Jenny Vibert (Wodonga TAFE).</li></ul>	



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	<p>Also</p> <ul style="list-style-type: none"><li>○ Nadia Casarotto (CMM)</li><li>○ Janet Nicholds (VDC).</li></ul> <p>• Apologies</p> <ul style="list-style-type: none"><li>○ Jane Court (Chisholm)</li><li>○ Michael Henderson (Monash)</li><li>○ Jennifer Miles (Sandybeach Centre)</li><li>○ Deb Boote (West Vic)</li><li>○ Arvid Yaganegi</li><li>○ Belinda Trembath.</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>	
<b>Industry updates</b>	<p><b>CMM Report (Nadia Casarotto, Curriculum Maintenance Manager)</b></p> <ul style="list-style-type: none"><li>○ CMM Report also included information contributed by members of the VPN</li><li>○ TAE Training Package Interpretation Guide has been released by the Skills Service Organisation</li><li>○ Purpose of the Interpretation Guide is to assist practitioners in understanding the terminology of the units of competency</li><li>○ Automatic rollover of over 90 RTOs for TAE Training Package on training.gov.au but for <i>TAE40116</i> there is 1 listed as it has been submitted but it has not been approved as yet – this will shortly be removed by ASQA until it is approved</li><li>○ There have been issues with some of the information about accredited courses and scope on training.gov.au, as well as the ways to search the site</li><li>○ Implications were discussed regarding Volumes of Learning for the <i>Diploma of VET</i> as well, so several RTOs are focusing on <i>TAE40116 Certificate IV in Training and Assessment</i> first while others are combining the two.</li></ul>	



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	<p><b>VDC update (Janet Nicholds, VET Development Centre)</b></p> <ul style="list-style-type: none"><li>○ Chair expressed appreciation to Janet for her contribution to the VET Practitioners Network and the sector in general, particularly in the TAFE Development Centre and VET Development Centre, as she is retiring shortly</li><li>○ IT Support Person, Leo, has left VDC as well</li><li>○ Project Grants for 2017<ul style="list-style-type: none"><li>- there will be 4-5 major projects of a high value, 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><li>- Maria Rominan is the contact person</li></ul></li><li>○ Academic Grants for 2017<ul style="list-style-type: none"><li>- support for higher education (above AQF Level 5 with a focus on adult education) such as Graduate Certificates, Graduate Diplomas and Masters qualifications (not Ph D studies where they already have scholarships)</li><li>- applications will be received from full time, part time and sessional staff working at RTOs on the government approved provider list</li><li>- watch the website for more information, <a href="http://www.vdc.edu.au">www.vdc.edu.au</a></li></ul></li></ul>	
	<p><b>Skills Service Organisation update (Philip Le Feuvre, Head of Engagement, PricewaterhouseCoopers)</b></p> <ul style="list-style-type: none"><li>○ Appreciate the opportunities to attend these meetings and get feedback from this network</li><li>○ Industry Reference Committees<ul style="list-style-type: none"><li>- have worked with 6 IRCs, including Education, during 2016 and ongoing</li><li>- will be taking on the same role with Automotive and Mining industries in 2017</li><li>- undergoing a review process of IRCs to make sure they are truly representing their industry (Finance IRC is furthest along this process as they are ready for public consultation through asking for comments on a website, considers who should be members of the IRC)</li><li>- question asked about role of educators on IRCs, and this has occurred for Education and Business Services, but others such as Financial Services do not though the actual members of the</li></ul></li></ul>	



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	<p>IRC are often educators as well as representatives of the industry; also training package reviews will involve educators (through the use of RTO working groups) as well as the IRC (this should reduce possibility of the regulator imposing changes as occurred with TAE40116)</p> <ul style="list-style-type: none"> <li>- question about who will be on the IRC for Education, particularly regarding Certificate IV (recommending representation from across Australia geographically and from private, community and public RTOs to the Department of Education and Training)</li> <li>- question about how this new structure of the Education IRC will differ from the current structure (currently a focus on people from Melbourne and Sydney, but is quite representative across the RTO areas, will publish the current list on the SSO website, <a href="http://www.skillsforaustralia.com">www.skillsforaustralia.com</a>)</li> <li>- suggestions for future membership (government representative, student perspective from recent graduates, have guest representatives to present information and advise but not vote)</li> <li>- Review of Education IRC will involve public consultation on membership structure</li> <li>- AISC will be looking for applications for membership of the Education IRC in 2017               <ul style="list-style-type: none"> <li>○ 'TAE Interpretation Guide' was released on Tuesday, 4 October 2016, and is on <a href="http://www.skillsforaustralia.com">www.skillsforaustralia.com</a> website for download</li> <li>- SSO will be briefing ASQA Auditors to assist with common understanding</li> <li>- RTOs have appreciated the Guide</li> <li>○ Next Education IRC meeting will be held early in 2017</li> <li>- SSO will appreciate feedback on the process for submitting for amendment of scope for TAE40116</li> <li>- Discussion link on the VPN wiki for comments</li> </ul> </li> </ul>	
11.00 am	<b>Remembrance Day: Reflection for two minutes</b>	
<b>Suggestions for 2017</b>	<b>Dates for 2017 (10.00 am to 3.00 pm)</b> <ul style="list-style-type: none"> <li>• Tuesday, 21 March 2017 (validation: LLN &amp; electives)</li> <li>• Wednesday, 28 June 2017 (validation: Facilitation)</li> <li>• Thursday, 14 September 2017 (validation: Assessor)</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Friday, 24 November 2017 (validation: Design)</li> </ul> <p><b>Separate workshops for 2017</b></p> <ul style="list-style-type: none"> <li>• TAELLN511 (Deb Mullan)</li> <li>• 'Master classes' for areas in Certificate IV TAA / Diploma of VET</li> </ul>	
VET PD	<p><b>SAVE THE DATE: Important VET PD</b></p> <p>Networking event for VET Practitioners hosted by AWPN: Focus on</p> <ul style="list-style-type: none"> <li>○ AiG VET survey,</li> <li>○ Skills analysis,</li> <li>○ Professional Standards for Trainers,</li> <li>○ Foundation Skills and more.</li> </ul> <p>1.30-4.30 pm, Wednesday 7th December 2016.</p> <p>Location: William Angliss</p> <p>Cost: \$50 +GST</p> <p>Contact Deborah Mullan 0414 881 833 or email <a href="mailto:ttw1@bigpond.net.au">ttw1@bigpond.net.au</a> for booking details.</p>	
11.15 am	<b>Morning Tea</b>	
11.30 am Guest Speaker	<p><b>Submissions for amendment to scope for <i>TAE40116 Certificate IV in Training and Assessment</i></b> <b>(Jane Holt, Operations Manager, Australian Skills Quality Authority)</b></p> <ul style="list-style-type: none"> <li>○ Jane Holt joined the meeting via Skype from Darwin</li> <li>○ As Operations Manager, Jane is involved in looking at the applications for amendment to scope for <i>TAE40116</i></li> <li>○ Jane commented on these areas:             <ul style="list-style-type: none"> <li>- initial establishment of ASQA and its role in the VET sector</li> <li>- application process for amendment to scope for <i>TAE40116</i></li> <li>- main concerns with the application process</li> </ul> </li> <li>○ ASQA was set up in 2011 to be one national VET regulator to ensure industry and employers gain good quality workers and Australia's international education reputation is maintained through appropriate regulation</li> </ul>	



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	<ul style="list-style-type: none"> <li>○ ASQA's experience is that most of the 4,600 RTOs are providing good quality training and assessment</li> <li>○ ASQA's actions against poor providers has been effective in removing them and discouraging others from setting up</li> <li>○ ASQA has a risk-based approach to regulation (learner protection, adequacy of amount of training being provided, capability of learners at the end of learning) through a transparent process, while trying to minimise the regulatory burden on RTOs that 'do the right thing'</li> <li>○ Level of non-compliance after identification of issues has increased as ASQA has focused on those RTOs that are non-compliant, particularly with regard to amount of training and assessment strategies covering the requirements of the training package, rules of evidence and principles of assessment</li> <li>○ 1100 audits of RTOs in 2015 (almost ¼ of all the RTOs)             <ul style="list-style-type: none"> <li>- 20% of RTOs not compliant with Standard 1 (usually there is inadequate amount of training for students and poor assessment tools and processes, including appropriate workplace experience and assessment of practical skills)</li> <li>- assessment is seen by ASQA to be the 'gatekeeper of quality'</li> </ul> </li> <li>○ Fact sheet on the ASQA website about the new audit process focusing on the implementation of the Standards for RTOs rather than just the RTO systems             <ul style="list-style-type: none"> <li>- structured around the student experience including enrolment, support, and training and assessment</li> </ul> </li> <li>○ Currently there are 600 RTOs with <i>TAE40110</i> on scope             <ul style="list-style-type: none"> <li>- In 2015, <i>TAE40110</i> had the highest number of students enrolled of any qualification</li> <li>- High number of complaints about delivery of <i>TAE40110</i></li> <li>- Highest number of areas of non-compliance was for <i>TAE40110</i></li> </ul> </li> <li>○ <i>Certificate IV in Training and Assessment</i> is of greatest significance for all other qualifications so will have full desktop audit for submissions for addition to scope so only quality providers will be approved</li> <li>○ Application requirements include:             <ul style="list-style-type: none"> <li>- all evidence required is on a list on the ASQA website</li> <li>- logical naming of documents will assist applications</li> <li>- details of AQF statements of attainment and qualifications</li> </ul> </li> </ul>	



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	<p>issued for previous 6 months that may be looked at to determine prior practice</p> <ul style="list-style-type: none"> <li>- delivery and assessment strategies to show that amount of training is appropriate for each cohort, including appropriate for characteristics of learner groups, and that the document is informative for trainers and assessors</li> <li>○ Volume of learning for <i>TAE40116</i> <ul style="list-style-type: none"> <li>- relate to characteristics of learner groups</li> <li>- guide to the expected amount of time that an average learner would take for learning and assessment</li> <li>- <i>TAE40116</i> is 6 months to 2 years</li> <li>- learners must be able to do the job repeatedly in different contexts and be able to train others and conduct assessments competently</li> <li>- Standards for RTOs do not identify the amount of training required</li> <li>- training can include face-to-face and online delivery, as well as self-paced learning but does not include assessment activities</li> <li>- take into account existing skills and knowledge of learners as well as the volume of learning in explaining decisions about the amount of training determined</li> <li>- training and assessment strategies must include any third party arrangements, resources, and assessment tools that meet the assessment requirements for individual units</li> <li>- how prior skills of learners have been confirmed</li> <li>- validation must include external validation of <i>TAE40116</i>, as well as <i>TAE40110</i>, and 5 other products (including comments and not just 'tick and flick' validation checklists)</li> <li>- mapping document covering the evidence will assist the audit process, as well as taking care in naming files to assist the auditor in identifying appropriate documents</li> <li>- may take up to 6 months to complete the audit process to add to scope</li> <li>- all applications checked initially for completeness with one opportunity to add documents, then looked at for system or provider risks from prior experience of ASQA, then documents looked at for covering the requirements for <i>TAE40116</i> and the RTO advised of areas to be addressed</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>○ Incorporating Work Health and Safety in <i>TAE40116</i> - need to include WHS in the assessment tools for particular units, such as those focusing on assessment practice</li> <li>○ Knowledge evidence for <i>TAE40116</i> - need to include Knowledge evidence in the assessment tools</li> <li>○ Focus on assessment tools meeting the requirements of the training package, rules of evidence and principles of assessment (particularly guidance for assessors, and expected benchmarks for the performance criteria)</li> <li>○ External validation required for <i>TAE40110</i> and <i>TAE40116</i> (can take a sampling approach towards units for validation but need to be confident that this is sufficient to indicate that the whole qualification is sound, such as a spread of Design, Delivery and Assessment units but not necessarily every unit in the qualification)</li> <li>○ Validation of assessment system – refer to glossary in Standards for RTOs (policies and procedures, assessment tools, outcomes, validation)</li> <li>○ ASQA has provided feedback to the Service Skills Organisation, PriceWaterhouseCoopers (particularly around the quality of assessment practice in the VET sector).</li> <li>○ ASQA encourages providers to provide feedback to the SSO on the TAE training package, as ASQA has done (particularly around the quality of assessment practice in the VET sector).</li> </ul>	
12.50 pm	<b>Lunch</b>	
1.30 pm	<b>Validation meetings in groups</b> <ul style="list-style-type: none"> <li>● Certificate IV unit/s – Design units</li> <li>● Diploma VET unit/s – as required</li> </ul>	
3.00 pm	<b>Meeting closed</b>	
<b>Future meetings:</b>	<ul style="list-style-type: none"> <li>● Tuesday, 21 March 2017 (validation: LLN &amp; electives)</li> <li>● Wednesday, 28 June 2017 (validation: Facilitation)</li> <li>● Thursday, 14 September 2017 (validation: Assessor)</li> <li>● Friday, 24 November 2017 (validation: Design)</li> </ul>	





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