

ECEC AND SAC SECTORS SKILLS PLAN
Minutes of Roundtable

Date	4 th June 2014	
Location	The Grange, Campbell Town	
Time	1.00 – 3.00pm	
Present	<p>Project Officer - Roger O’Meagher Steering Committee – Chris Symons – Goodstart Early Learning, Linda Seaborn – Skills Tasmania, Jo Walsh - Discovery Advisory Committee – T&PDRG – Una Lalagavesi – Discovery Dominic, Kim – Discovery Dominic, Christie Goss - Malangenna Children’s Centre, Aileen Brett - Elanora Children’s Centre, Janelle Brennan – Kingborough FDC , Robyn Horner – Clarence FDC Guest speakers- Brett Geeves (MAAP) RTO Representatives – Kimbilli Johnson - Ashley Institute of Training, Jane Jakimowicz – GYC, Ken Dorsey – Workforce Development, Lyndene Bowen – Tas Tafe North, Jenny Brooks - TasTAFE NW, Sarah Berwick – TasTAFE NW, Tam Paul - TasTAFE NW, April Bradford – Campbell Page, Chris Mayfield – Stepping Ahead, Linda Millucci – Stepping Ahead, Jane Mulder – Wilson Training</p>	
Apologies	<p>Steering Committee – Annette Barwick – PSC Advisory Committee – Lisa Punshon – Skills, Tas Shirley Grace – Federal Dept of Employment, Helen Miller –ECU, Sally Giacon – ECU T&PDRG – Kate Whitbread - Glenorchy City Council, Kathy Cripps (LGT), Shirley Kelly – Blackmans Bay, Kellie Watson – Gowrie, Susan Tuck (& resigned from T&PDRG), Michelle Beakley - Gaia’s Nest, Tanya Greenwood – St Mary’s CCC, Emily O’Brien – Little Bees RTOs – Annie Saunders – TasTAFE, Sherylyn Brakey – TasTAFE, Jan Duncan – Stepping Ahead</p>	
Item	Discussion	Follow Up / Next Steps
1. Welcome & minutes of last meeting	<p>-Roger welcomed participants and thanked them for coming -There were no changes to the minutes</p> <p>Follow up from last minutes -Roger informed the group that Lisa Punshon has indicated that Skills Tas are still intending to roll out the e-validation project. The process has been held up because of the change of govt. and Skills Tas moving to a new department. -Electives newsletter was re-emailed to RTOs</p>	

<p>2. Skills Plan Update</p>	<p>Roger distributed a printed report for RTOs covering Skills Plan updates presented to the morning meeting and invited RTOs to seek further information from him if required.</p>	
<p>3. MAAP Mentoring Australia's Apprentices Program</p>	<p>Brett Geeves presented the MAAP initiative to the group.</p> <ul style="list-style-type: none"> -The program aims to support trainees and apprentices to stay connected, complete study and succeed in the work place. -It is a collaborative process -RTOs could be provided with weekly mentor updates on trainees -It has the potential to build a mentoring culture in the ECEC sector -there are no limits to the number of participants -mentors are normally assigned on a 1:1 basis -mentors receive a full days training and are provided with resource materials -It is envisaged that training would be held in all 3 regions of Tasmania, the training is free to participants -If services were unable to provide a mentor to all trainees they could work in consultation with RTOs to select mentees -ECA may be able to help facilitate a data base to match mentors with mentees and this could occur across services -RTO teachers could participate in training and become mentors -Mentor training could be tailored to suit the sector. Some initial suggestions are: <ul style="list-style-type: none"> Ethics – ethical dilemmas, ECA code of ethics. Assessment – is competency based and mentors need to understand upfront that their role isn't to complete work for students. <p>The Roundtable is keen to take this initiative to the next stage. There is enough initial support to commence and it was recommended that 3 regional training meetings be organised. Additional training dates can be added if enough services wish to participate.</p> <p>Jo asked if it might be possible to seek funding through ECU to support the cost of services sending staff to mentor training.</p>	<p>Services participating in MAAP training will provide feedback on how they would like the training tailored to meet sector needs. Roger will request input as part of registration to participate.</p> <p>Roger to meet with Brett and organise dates. Registration forms will be emailed out.</p> <p>Roger has emailed Lyn Chapman at ECU to discuss this.</p>

<p>4. Work effectively with Aborigines &/or Torres Strait Islanders – unit update</p>	<p>-There has not been any progress in having the TAC deliver this unit for RTOs. -Annette is meeting with the TAC in the week beginning the 9th June. -Lyndene confirmed that the unit will be split into 2 units next year and it is expected that content from this year will be reflected in these new units. -Linda explained that the new units will need to be assessed by someone from the aboriginal community</p>	<p>The meeting requested that Annette inform them of the outcome of her meeting.</p>
<p>5. Issues from the sector</p>	<p>Questions raised by the T&PDRG:</p> <p><i>A number of issues were raised in relation to prac placements</i></p> <ul style="list-style-type: none"> - <i>Could we have more information about the role of the practical placement supervisor from RTOs such as TasTAFE. We'd like to know more about the kinds of evidence they use to support their assessments and what support they offer students who don't seem to be improving or are struggling. How do they deconstruct the outlines and assist the students to make meaning of what is required of them throughout their placement time line? My queries come from students expressing their disconnect with the classroom and institution and watching a number of students pass along with mediocre attitudes and efforts.</i> - <i>Services commented on the huge demand being placed on them to take students.</i> - <i>Some commented that there have been times when assessors have not visited students.</i> - <i>Services want to work with RTOs that have good communication, plan visits and who work with a services capacity to take students.</i> - <i>What capacity is there to not progress students who aren't meeting service expectations?</i> - <i>Services would like students to be 'badged up' when they are on a prac placement. This could include a name badge with the RTO they are training under and the course they are enrolled in. Services did indicate that parents appreciate knowing who is who. It can also ensure parents target staff with specific concerns or questions and not students.</i> - <i>Many services indicated that they would prefer block pracs for students.</i> <p>The RTOs provided the following points in response to the above issues</p> <ul style="list-style-type: none"> - To assess students on prac placements RTOs use: performance evidence portfolios (both supported and at student discretion), observational checklists and 3rd party reports. - Services can expect a clear list of tasks students are being assessed against - Students should be keeping a record of hours on placement - RTOs agreed that having students clearly identified is a good idea and will work towards implementing this. 	<p>Identification badges provided to all students on prac placements</p>

TasTAFE would like services to understand that some of their students are enrolled at College level and are undertaking a Cert 111 at TasTAFE as part of their college studies. TasTAFE are aware that some of these students haven't chosen education and care as a career pathway and are enrolled as this is a subject choice. They understand that some of these students may not appear as engaged or motivated when on prac placements, however they are not in a position to deny these enrolments and need to place them on prac as part of completing the subject.

Other issues

What screening is in place in the selection of students entering training, including LLN screening?

Response: All RTOs stated that they have suitability processes in place and use LLN tools to screen students. TasTAFE indicated that students must score at a particular level and go through an interview process. Any questions about suitability are taken through a process that includes a TasTAFE rep and a sector rep. Students can be recommended into support programs. The group were made aware that this process is different for skills fund applicants.

Many FDC educators can't access TasTAFE because they don't have rolling enrolments during the year and they must be enrolled in order to set up a FDC service.

Response: This issue seems to be one based on phone staff not asking enough questions and just answering strictly according to 'the rules'. To commence a course on site does have the restrictions about set start dates but it is possible to enrol online at any stage during the year if you are employed. A potential FDC provider would need to ensure they told TasTAFE that they are/will be employed through their own FDC program, this would then rate them as being employed and they could access online learning at any stage during the year.

Are there limits on the Flexible Delivery Model (FDM) for TasTAFE, are these limits based on specific geographic locations?

Response: There are certain criteria attached to the FDM, but these aren't just specific to location and applications will be considered on other grounds. The model is now referred more commonly as Online Delivery.

It was recommended that a team leader in each region is made aware of this issue and works with FDC schemes to ensure accurate information is given to potential enrolments.

6. LLN Working Group	<p>LLN tools were discussed as part of the screening process for selecting students.</p> <ul style="list-style-type: none">-Roger provided the following link http://www.precisionconsultancy.com.au/acs_framework that has free tools, many are generic and could be used for education and care.-The Roundtable agreed that it would be great if the sector had a selection of LLN tools that could be used by RTOs, services and given to schools and colleges as a guide to the LLN skills required to be an educator.- Roger explained that Anne Collins (ALSO) for the Communicating with Families Project has previously developed a tool for the disability sector and is keen to work with us in developing a LLN resource. Roger has spoken with Jen Dunbabin from 26TEN about this and it was agreed that this falls within the scope of the funded project.	Roger will contact sector & RTOs to seek EOs to form a LLN working group.
7. AOB	<p>Meeting closed at 3.10pm</p> <p>Next meeting scheduled for Wednesday 17th September 2014</p>	