

ECEC AND SAC SECTORS SKILLS PLAN
Minutes of Meeting of Steering Committee and T&PDRG

Date	5 th March 2014			
Location	The Grange, Campbell Town			
Time	10.00am – 12.30pm			
Present	<p>Project Officer - Roger O’Meagher Steering Committee – Chris Symons (ECA Tas), Annette Barwick (ECA Tas) Advisory Committee – T&PDRG – Una Lalagavesi (Discovery), Kelly Ashton (Lipscombe), Michelle Beakley (Care Bears), Rebecca Hayes (Gowrie), Wendy Richards (Wynyard Children’s Services), Shirley Kelly (Blackmans Bay), Tanya Greenwood (St Mary’s Child Care Centre), Robyn Horner (Clarence Children’s Services) Guest speakers– Helen Yost (UTas), Elspeth Stephenson (UTas), Sam Jackson (Beacon), Jodie Stephenson (DOE), Leanne Gibbs & Lisa Bryant (Community Child Care Co-op Ltd) skype call</p>			
Apologies	<p>Steering Committee – Jo Walsh, Linda Seaborn Advisory Committee – Helen Miller (ECU) T&PDRG – Janelle Brennan (KFDC), Aileen Brett (Elanora), Kathy Cripps (Gowrie), Susan Tuck (Abacus)</p>			
Item	Discussion	Action	By Whom	By When
1. Welcome	Acknowledgement of country			
2. Minutes	Minutes of 4 th Roundtable, held on 19 th Aug 2013, had been distributed by email prior to this meeting. Amendments? None. Further discussion: none			
3. Skills Plan Update	<p>Roger provided the following update to the meeting:</p> <ul style="list-style-type: none"> • A \$110 000 grant has been provided by Skills Tasmania to continue implementing the Skills Plan for 2014/15. The funding application includes provision for the Roundtables and new projects that were not part of the initial skills plan, for example skill gap mapping • Communicating with Families – Whole staff, group & individual training & support is being given. We are applying for a 2 additional grants, one to expand the project into the North & North West (4 services) and the other to continue the work with the 3 southern services. All resources are being added to Alfresco (website). If you would like to have access to these resources please email Roger • Skills gaps between old & new Cert 111 have been mapped, thanks to Sherylyn, April, Chris & Aimee for their efforts in collaborating on this. If you haven’t accessed copies of the documents please let 			

	<p>Roger know</p> <ul style="list-style-type: none"> • Community Child Care Co-operative NSW is the successful tenderer for the Training & Assessment Guide. It is hoped to have a draft ready for feedback & trialling by the end of June this year. Leanne & Lisa will skype into the meeting later today • Recruitment & Retention into the sector: <ul style="list-style-type: none"> - The career brochure is completed. Copies available from Roger or can be printed from the ECA Tas Branch page on the ECA website. - Brochures, career information & website links have been sent to all colleges statewide. <i>(It was suggested by Tanya that Trade Training Centres be included with colleges when this sort of information is distributed, meeting agreed)</i> - Colony 47 have brokered a meeting with southern college teachers to inform them of changes that have occurred within the sector, to promote the ECEC career pathway & to encourage their support of school based traineeships. The same program may be offered in the N & NW if TL3 want to partner with us. - The Guaranteeing Futures team are expanding their 'Career Awareness Program' for year 10s to the North & North West this year. If you are interested in being involved please let Roger know & he will pass your details onto Blair Brownless (Career Program Co-ordinator) - A partnership with Beacon & DOE apprenticeship team has been formalised, this extends the work commenced last year with Guaranteeing Futures. Sam & Jodie will address this later in the meeting. - Mentoring Australian Apprenticeship Program (MAAP) is keen to work with the ECEC sector. Information kits from Brett Geeves available for those who are interested 	<p>Career information to be sent to Trade Training Centres</p> <p>email Roger if you wish to participate</p>	<p>Roger</p> <p>Sector leaders</p>	<p>Immediate</p> <p>End of March</p>
<p>4. UTas</p>	<p>Helen Yost & Elspeth Stephenson attended the meeting as part of their commitment to working with the sector. Helen explained that UTas want to develop partnerships with the sector to achieve best outcomes.</p> <p>Helen spoke about the new Graduate Certificate UTas are hoping to offer. It is being established because of limited opportunities in Australia for this type of course and through discussions held with DOE & ECU. The degree is targeted at B Ed graduates with a primary or secondary qualification who want to work in ECEC. Other degree holders are allowed to enrol and prior learning will be recognised.</p> <p>UTas are waiting for ACECQA to issue final approval. Course may commence in July 2014. There would be 4 units, 1. Pedagogy, 2. Maths, English & Science, 3. Leadership and 4. Negotiated Project. Three placements are required totalling 45 days and across age groups.</p> <p>Helen Yost offered for UTas to participate in future Career Awareness Days, either as a visit to a campus or</p>	<p>Flyers distributed when course has accreditation</p>	<p>Helen Yost</p>	<p>asap</p>

	as guest speaker. This will help the sector in establishing knowledge of the ECEC career pathway and help to promote careers in the sector to a broader group.	Notify Guaranteeing Futures	Roger	Immediate
5. Training & Assessment Guide	<p>Leanne & Lisa from Community Child Care Co-operative spoke to the meeting about their successful tender to produce the Training & Assessment Guide for the ECEC sector in Tasmania. They explained that the final document could be either a , ‘Anything anyone could ever want to know’ document or one that is ‘explicit, has less content & is user friendly’. The meeting agreed that the latter is preferable.</p> <p>Leanne & Lisa explained that they want to produce a document that enables people to want to use it.</p> <p>They asked how the sector would like the final document to present. Would people like a document that was in book form & would have ‘Leadership’ focus on one side & when flipped over a ‘student’ focus on the other. The meeting agreed that they would prefer a folder style with loose pages & sections divided off.</p> <p>The meeting agreed to hold discussions after the skype call and to report back to Leanne & Lisa. The following points are a summary of the discussions and include; agreements reached, preferences for content structure and additional content that might be useful:</p> <ul style="list-style-type: none"> - To help people understand the funding options available & the process for accessing funding, it was felt that a visual or flow chart might be handy. This could also include financial supports available to students - The sector would like RTO’s included in providing feedback on the draft document - In earlier planning we thought a digital copy (online/CD) of the resource could be handy & the sector have indicated that they would like that in addition to a printed version - A section for FAQ’s referenced back to content - Inclusion of ‘Supervision of students’, who’s responsible, what to do when changes occur? - Inclusion of course codes - A final document that is suitable for use across the sector (FDC, OSHC, LDC etc) - If the document is divided into sections services would like a blank tab divider so they could create their own ‘service information’ section where they could add documents & info relevant just to them - The group felt that a thorough and logical indexing of the guide would be crucial to useability <p>The meeting requested that T&PDRG members receive an emailed copy of the content & scope of the project. Members can provide Roger with any feedback</p>	<p>Report discussion to Leanne & Lisa</p> <p>Email content & scope</p>	Roger	<p>Immediate</p> <p>With minutes</p>

		Provide feedback on content & scope to Roger	T&PDRG	By 21 st of March
	The T&PDRG agreed to give Leanne & Lisa their contact details so that they could be contacted directly to provide timely feedback	Contact details sent	Roger	Immediate
6. School based traineeships	Jodie Stephenson & Sam Jackson presented a session to the group. Their powerpoint is attached as a PDF as a record of the presentation. Success of implementing this program is dependent on people committing to it early so that Beacon & DOE can include us in their schedule. They are very keen to have the ECEC sector on board and see a lot of potential in the program.	Email the whole sector inviting participation and sharing powerpoint presented to the meeting. Email Roger if you will commit to implementing this initiative	Roger Sector leaders	11 th March 21st March
7. Current Issues to take to Roundtable	Questions raised by the group: -Will there be additional service visits to cater for increased training for new qualifications? - Could RTOs provide communication around roll out of new qualifications and plans for gap training? - Why are many prac placements not occurring in a block? The concern is that it makes it very difficult for services to know when students are turning up. - The sector appreciates the engagement & discussions with RTOs and can see the benefits of doing it. However there is some concern that some of the discussions had are not filtering down to trainers who don't attend the Roundtables. What can we do to improve this?			

	- Services would like to know who's supervising their students and if this changes to be notified. The concern is that if leaders have questions they want to raise with trainers they often do not know who to talk to			
8. Close of meeting	The meeting concluded at 12.40pm. Next meeting scheduled for Wednesday 4 th June			