

Academic Committee - Meeting No 3 Minutes

Date and time of meeting	Thursday, 26 May 2022 1.00 – 3.30pm
Location	Online (Microsoft Teams)
Attendees	Kerryn Meredith-Sotiris (Chair), Helen Leeson, Rachel Holland, Lyndene Bowen, Dannii Morgan, Jonette Scott, Jo Carling, Kate Elliott, Kirrily Twyford, Andrew Mellas, Simon Partridge, Jackie Merrett
Guests	Steve Linqvist
Apologies	Sarah Berwick, Marita Bird, Paul Baker, Grant Dreher
Minute taker	Teressa Parsey

	MINUTES	SPEAKER/ PRESENTER
1	<p>ACKNOWLEDGEMENT OF COUNTRY</p> <p>At TasTAFE we acknowledge and pay respect to the traditional and original owners of this island, Lutruwita Tasmania, on which we all learn and work together.</p>	Helen Leeson
1.1	<p>Welcome, Apologies and Guests</p> <p>Apologies received from Sarah Berwick, Marita Bird Paul Baker & Grant Dreher.</p>	Kerryn Meredith-Sotiris
1.2	<p>Safety Share (student focus)</p> <p>No student focused safety share discussed at this meeting.</p>	
1.3	<p>Customer experience (learning focus)</p> <p>Regarding the Student Entry Pilot, Kirrily noted:</p> <ul style="list-style-type: none"> • <i>Challenges</i> – how we communicate with students by looking at systems that side behind what we do. • <i>Positives</i> - students complete BKSB and obtain a better understanding of their personal skills. This may assist students to undertake counselling or to contact the DLO before training is commenced, resulting in beneficial outcomes. <p>The Academic Committee acknowledged Mandy Crocker & Wendy Bartlett for their real customer experience focus.</p> <p>ACTION: Thank you letter to be sent to all involved in the Student Entry Pilot on behalf of the Academic Committee.</p>	

2		MATTERS ARISING	
	2.1	<p>Minutes (approved out of session)</p> <p>The Minutes from our meeting on 7 April 2022 were noted. The Minutes are now available in INFOcus here.</p>	
	2.2	<p>Action List</p> <p>Item 3.2.2 (7 Apr 2022) Educator Capability Day Date Proposal – on today’s Agenda at Item 3.3. Proposal endorsed by AC. Reminder to be included in next EM Ops meeting outlining importance for EMs to allow teachers to attend. No further action required. Item removed from Action List.</p> <p>Item 6.2 (7 Apr 2022) Student Career Pathways P&P – hoping for out of session endorsement. Item removed from Action List.</p> <p>Item 3.4 (16 Sept 2021) Diploma of Agriculture Update – Pushed out to next meeting (with possibility that it may be pushed to meeting after that given project time constraints).</p> <p>Item 3.7 (7 Apr 2022) Student Entry Procedure-Pilot –submitted to Executive for approval. Final report to come back to Academic Committee at September meeting. Removed from Action List.</p> <p>Item 3.9 (7 Apr 2022) World Skills competition dates. In progress – waiting on competition dates release so they can be added to Education Key Dates. Brendan Holland currently working on Education Key Dates.</p> <p>Item 4.2 (7 Apr 2022) Risk Report TCCR Updates – Working Group established to help identify issuance barriers. Item can be removed from Action List.</p> <p>See Item 4.3 below regarding TCCR completion rates. Item can be removed from Action List.</p> <p>Item 6.4 (7 Apr 2022) Teacher Under Supervision Procedure - Angie Dougan confirmed that the Procedure will be amended to align with TasTAFE’s transition to Fair Work on 1 July 2022 at which point in time all references to Tasmanian State Service will be changed to Fair Work. As this was the only concern raised by Academic Committee, the Procedure is now endorsed. Item removed from Action List.</p>	

3	MATTERS FOR DISCUSSION		
3.1	<p>How we learn at TasTAFE (TasTAFE Learning Balance)</p> <p>A copy of the Learning Balance Powerpoint presentation is attached. Note: this is a draft version.</p> <p>The purpose of learning can be broken down into 3 elements:</p> <ol style="list-style-type: none"> 1. Connected 2. Authentic 3. Guided <p>The Learning Balance incorporates all delivery modes (workplace / virtual class / online / on-campus).</p> <p>Products are grouped into categories. Default delivery mode breakdowns apply to all categories.</p> <p>Delivery model breakdown applied at category level will be tested in pilot model.</p> <p>Given many products are transitioning, it is a key time to review the delivery model.</p> <p>How does model intersect with delivery/sequencing plan?</p> <p>TasTAFE working at ensuring the model is harmonious with each aspect able to 'speak' with others – no duplication of work. Quality and Compliance requirements are to be built into the design.</p> <p>Academic Committee members are invited to contact Kerry Meredith-Sotiris, Helen Leeson or Steve Linquist with any questions.</p> <p>IMPORTANT NOTE:</p> <p>Implementation of the Learning Balance plan will be an interactive process. The model will be applied across all TasTAFE products – teams cannot 'opt out'.</p> <p>This does <u>not</u> mean that things need to change if Teams have good practice based on the Learning Balance model already.</p>	<p>Kerry Meredith-Sotiris</p> <p>Director-Learning Design (Helen Leeson)</p> <p>Mgr-Digital Learning Transformation (Steve Linquist)</p>	
3.2	<p>Update – TDA Working Groups</p> <ul style="list-style-type: none"> • TAFE Immersive Learning Network <p>In Marita's absence, Steve provided a brief update advising the Working Group is currently working on:</p> <ul style="list-style-type: none"> - finalised the Terms of Reference; - developing draft branding; - scoping work on creating reference material for commencing augmented/virtual reality; and - establishing a sub-group to engage with service skills organisations regarding immersive learning. 	<p>Educational Design Manager (Marita Bird)</p> <p><i>(obo Steve Linquist)</i></p>	

	<ul style="list-style-type: none"> Recognised Prior Learning Working Group meeting held yesterday, however, Dannii was unable to attend due to conflicting schedules. An update will be provided at the next Academic Committee meeting. Standards for Assessment Simon advised that Lisa Jeffery (CDU Chair) is organising individual catchups on mapping and developing consistent templates across TAFEs. TAFE Platforms for Collaboration TDA have provided an administration officer to assist in enabling TAFEs to share work on database – pulled directly from Training.gov to ensure accuracy. Further information will be provided in due course on how that database will work, how to search using national codes etc. It was noted that some TAFEs may not share certain products. A purchase catalogue may assist in this area. CDU have offered to host and maintain a Teams site for all TDA workgroups as a single point of access / contact. <p>Risk</p> <p>TasTAFE needs to be very clear on:</p> <ul style="list-style-type: none"> - what products we have; and - can they be shared? <p>Lyndene noted TasTAFE have a number of licences in place and is working towards a centralised catalogue within the Libraries.</p> <p>Copyright check on images and/or resource repository required before sharing.</p> <p>As an organisation, a review of our product catalogue and schedule of development should be looked at urgently.</p> <p>It is important for copyright to be named upfront as the Learning Balance model and pilot products are implemented to avoid wasting time having to review or double-check.</p>	<p>Manager Education & Training (Dannii Morgan)</p> <p>Quality Manager (Simon Partridge)</p> <p>Director-Learning Design (Helen Leeson)</p>
3.3	<p>Educator Capability Day Date Proposal</p> <p>The Academic Committee reviewed and endorsed the Educator Capability Day Date Proposal.</p> <p>Jo noted the success of the Educator Capability Day on 25 May - 722 attendances. By 4pm on 25 May, 411 pieces of feedback / reflections on day had been received by people generating their participation certificates.</p> <p>The Academic Committee also acknowledged the work required and success of yesterday's Educator Capability Day (which focused on how teachers connect with learners). High attendance rates. Thank you, Jo Carling and the Educator Capability team!</p>	<p>Education Manager, Educator Capability (Jo Carling)</p>

	<p>ENDORSE: The Academic Committee endorsed the Educator Capability Day Date Proposal.</p>	
3.4	<p>Education Industry Reference Committee Update</p> <p>Key points:</p> <ul style="list-style-type: none"> • The Holistic Review of the Training and Assessment Training Package is under way. • A tight timeframe has been set for this to be completed and endorsed by December 2022. • Project Working Groups are currently working on developing the units for the qualification. • The public review opened on 2 May and closes on 30 May. After that the IRC will review all feedback received and make adjustments as necessary. <p>Structure of the new TAE is being met favourably (in both Cert IV and Diploma). Amendments include:</p> <ul style="list-style-type: none"> • Reduced core and higher elective options. • A new companion volume to be developed and glossaries (VocEd & NCVER) updated to ensure consistent terminology. <p>Significant feedback has been received to date and Project Working Groups are updating Units as feedback received.</p> <p>Subject to ASQA approval, IRC are suggesting this TAE qualification is seen as the successor, meaning it will not need a new scope application and those with TAE40116 will not need to upgrade.</p> <p>The new TAE qualification will not be endorsed until the end of 2022, ready for rollout in 2023. Project working groups are working on rewriting Units. Version 2 is expected to be released late June. ASQA's upgrade on the standards is expected on 30 June 2022 – hopefully meaning ASQA will have sufficient information to decide.</p> <p>It was noted that some TAFEs are only accepting new teachers with TAE40116. TasTAFE may need to schedule study assistance to help new staff upgrade via MyPlan.</p> <p>ACTION: Helen, Lyndene and Jo to work together to prepare Paper for Academic Committee to consider outlining timelines and providing recommendations on how TasTAFE can manage staff holding TAE qualifications older than TAE40116. Executive to approve any actions.</p>	<p>Education Manager, Educator Capability (Jo Carling)</p>
3.5	<p>Cessation of ACWA accreditation for the CHC52015 Diploma of Community Services</p> <p>Registration with ACWA discontinued for Diploma of Community Services. However, whilst Industry are not members of the ACWA, feedback shows they did like the 400hrs work placement requirement.</p>	<p>Manager Education & Training (Dannii Morgan)</p>

	<p>It was negotiated to review the Diploma delivery schedule for 2023 rollout to allow additional work placement hours without disadvantaging current students (noting current qualification only requires 100hrs). On Campus learning to be reduced accordingly.</p> <p>Training product not yet endorsed. Still in stage 2 of consultation. Also received a push back from Industry on increasing work placement hours.</p> <p>NOTE:</p> <ul style="list-style-type: none"> This Diploma is an international product requiring CRICOS registration. Any change to delivery will need to be registered. GETI are already sorting 2023 enrolments meaning it may not align to delivery timetable if changes made. Work Placement hours are split over a 2-year program. Therefore, compliant Work Placement Policy & Procedure. <p>ACTION: Helen to chair new working group to carefully review the Learning Balance design model and recommended work placement hours. Consider why Industry wants work placement hours, but no ACWA registration (when international bodies want it). Working group to come back to Academic Committee before further changes made.</p>	
5 MINUTE BREAK		
3.6	<p>Adult Literacy Panel Submission</p> <p>The Tasmanian Literacy Advisory Panel Submission was provided for noting by the Academic Committee.</p> <p>This Submission provides an overview of the work TasTAFE currently undertakes, existing challenges and details of TasTAFE's immediate future plans to continue addressing low LLND needs.</p> <p>No response on submission received yet.</p> <p>ACTION: Helen and Kirrily to prepare a discussion paper for Academic Committee with recommendations on TasTAFE's LLN plan moving forward.</p> <p>Helen acknowledged work undertaken by the Working Group and highlighted TasTAFE's support in this area.</p> <p>ACKNOWLEDGMENT:</p> <p>Kirrily congratulated on her appointment to the Board for Adult Learners Australia.</p>	Director-Learning Design (Helen Leeson)
3.7	<p>2021 NCVER National Student Outcomes Survey Report</p> <p>The 2021 NCVER National VET Student Outcomes Survey has been released and provides outcomes from students who completed in 2020.</p>	Manager, Student Experience (Jackie Merrett)

	<p>The overall response rates for TasTAFE were high. Emerging from the outcomes are 4 key areas which should be targeted for improvement, being:</p> <ol style="list-style-type: none"> 1. Partial-completers – why are learners withdrawing early? 2. Short course completers 3. Improve problem solving, writing and numerical skills 4. Issues in transitioning to online learning <p>Further work to capture data when student withdraws will help TasTAFE improve retention rates.</p> <p>In general, although solid satisfaction outcomes received, there is a trend of decline in satisfaction levels (which is at odds with national levels).</p> <p>It was noted that the impact of Covid was reported at a much higher level in Tasmania which is surprising when compared to the impact Covid had on mainland States.</p>	
3.8	<p>2022 Learner Engagement Survey Outcomes</p> <p>The 2022 Learner Engagement Survey process has been undertaken. The Research Report has been disseminated to key managers and staff for analysis and the identification of key responding actions.</p> <p>It was noted that satisfaction levels are very high – learners rate TasTAFE at 80% or above in all 35 Quality Indicator Statements.</p> <p>Responses across Teams vary significantly.</p> <p>Although it was noted that some Teams have genuine, authentic reasons for lower satisfaction levels, currently, only 8 Teams haven't updated their continuous improvement plans (CIP). Of these 8, 4 represent some of the lower learner agreement levels across the organisation.</p> <p>Work to be taken offline:</p> <ol style="list-style-type: none"> 1. Discuss what Team presentations will look like 2. Direct support to be provided to Teams who haven't updated their CIPs. <p>ACTION: After offline discussion, Team representatives to be invited to attend Academic Committee to discuss intervention actions if required, balanced with high-performing teams to outline how they analysed / decided on their CIPs. Update Academic Committee at next meeting.</p>	<p>Manager, Student Experience (Jackie Merrett)</p>

4	ACADEMIC RISK		
	4.1	<p>VET and CRICOS Registration: Performance Assessment</p> <p>In April 2022, ASQA undertook a Performance Assessment of Cert III in Correctional Practise (Adult Custodial specialisation).</p> <p>Two minor non-compliances were recorded:</p> <ol style="list-style-type: none"> 1. The TAS did not carry sufficient detail to separate training from assessment; and 2. The observational assessment tools did not include task descriptions, meaning it is not clear not students what they're meant to do or what evidence is required. <p>These non-compliances have now been rectified across entire cluster.</p> <p>Moving forward, focus to be on capturing evidence through performance assessments. Important to outline what benchmarks assessors should be looking for to ensure consistency.</p> <p>Expecting to receive mandate from ASQA soon which will be rolled out across TasTAFE.</p>	Director, Quality & Academic Services (Lyndene Bowen)
	4.2	<p>Risk Report</p> <p>The Quality team produce a monthly risk report which highlights quality and compliance areas that directly relate to the Standards for RTOs (2015) and require action. The risk report has recently been updated to report risk associated with transitioning products. In addition, Quality presents the delivery team Quality Profiles focusing on teams determined as not meeting one of the identified criteria on the profile.</p> <p>Recommendations/actions:</p> <ul style="list-style-type: none"> • METs to determine CUA approach to new products and, if applicable, RTIs and scope applications actioned urgently. Alternatively, METs to advise Quality of plan if new products are not being progressed and students not able to complete prior to 16 Oct 2022. • Support from METs & EMs for CPC scope application submitted prior to 30 July 2022 <p>Specifically Plumbing & Cert III Carpentry - both are superseded and need scope applications. Large number of apprentices affected.</p> <p>Workload required is an organisational risk given large number of transitioning products.</p> <p>Client Services/Ops Coordinators to ensure capability in transitioning students.</p> <p>Lyndene to discuss with Brendan offline.</p> <p>ACTION: Low enrolment numbers in Music, Screen & Media qualifications – Kerry suggested review. RTI was submitted late last year but not supported. Lyndene to discuss with Brendan offline. Kerry has discussed issue with Brendan.</p>	Director, Quality & Academic Services (Lyndene Bowen)

	<p>From 1 July 2022, ASQA will go back to cost-recovery model meaning fee waiver period will finish. TasTAFE will be charged per scope application – may look at collating applications as a result. Teams concerned about timeframe in having products added to scope.</p> <p>Transition extension approved to 31 January 2023.</p> <p>For planning purposes, Teams will have access to new Product once Curriculum have finished build in EBS.</p>	
4.3	<p>Outstanding 2022 TCCRs</p> <p>Risk Report identified a number of teams with low percentages of valid TCCRs. Matter has been addressed in deep dive meetings.</p> <p>Academic Committee supported correspondence be sent to those needing to update TCCRs. Lyndene/Simon to provide updated list.</p> <p>Important to check with delivery teams prior to sending letters. Some teachers may have just returned from extended leave – possibly the reason their TCCR wasn't up to date.</p> <p>ACTION: Simon/Lyndene to provide up to date contact list of those with invalid TCCRs. Following receipt of list, send letter on behalf of Academic Committee.</p> <p>ENDORSE: The Academic Committee endorsed a letter to be sent upon receipt of updated list from Lyndene/Simon.</p>	Director, Quality & Academic Services (Lyndene Bowen)
4.4	<p>Scope of Registration: additions and deletions</p> <p>Paper highlighted suggested changes to Scope, being:</p> <p><u>Removal from TasTAFE Scope:</u></p> <ul style="list-style-type: none"> • CHC40413 Certificate IV in Youth Work <p><u>Additions to TasTAFE Scope:</u></p> <ul style="list-style-type: none"> • CPC32420 Certificate III in Plumbing • UEE32220 Certificate III in Air Conditioning and Refrigeration • 11039NAT Certificate II in Career Preparation <p>It was noted that JobGrowth figures should be reviewed, or market scans conducted, to identify market need for Cert IV in Youth Work.</p> <p>Currently, TasTAFE has no active enrolments for this product and very limited enrolments over the past few years.</p> <p>The sector is more focused on a skillset for specialisation in conjunction with Diploma as part of a Community Health Hub product to cover youth work in a more-broader way.</p> <p>This additional information should be included when asking for Executive approval.</p> <p>ENDORSE: The Academic Committee endorsed the proposed changes to Scope, subject to additional information detailing what the Sector is focusing on and market needs to be provided to Executive.</p>	Director, Quality & Academic Services (Lyndene Bowen)

4.5	<p>Diploma of Nursing ANMAC Accreditation Update</p> <p>Key points:</p> <ul style="list-style-type: none"> • 18-month Intensive Program has commenced as planned • ANMAC application for new Training Package is on target • Student enrolments are tracking approximately 25 students below target. <p>Since the Paper was submitted, ANMAC application has been received back. Small adjustment required concerning professional development of teachers. The new qualification has a strong focus on Aboriginal & Torres Strait Islander health and cultural safety. ANMAC requested TasTAFE make small adjustments outlining how TasTAFE would upskill staff accordingly. ANMAC have accepted subsequent changes made.</p> <p>Now going to Nursing Board for approval by July 2022.</p> <p>Tracey Davies providing support on preparation of scope application once feedback from Nursing Board received.</p>	Head of Discipline, Nursing (Jonette Scott)
5	MATTERS FOR NOTING	
5.1	<p>Education & Training Committee (previous Academic Committee) – Terms of Reference</p> <p>Executed have noted and approved the transition of ‘Academic Committee’ to ‘Education & Training Committee’ (ET Committee) commencing immediately.</p> <p>In summary, the revised Terms of Reference outline:</p> <ul style="list-style-type: none"> • changes to new role of the ET Committee, including standard reporting back to Executive and new levels of approving • reduced membership - some of which will rotate • Teaching staff no longer represented given new approval levels. However, the ET Committee will promote, endorse, put in place panels/communities of practice that will involve Teachers • Learning & Teaching Committee is being replaced with teacher focused groups ensuring educational leadership and high-quality practice. <p>Kerryn thanked all Academic Committee members for their ongoing commitment and work to date.</p> <p>Our next meeting is scheduled for 14 July 2022.</p> <p>As TasTAFE transitions, there will be period of review to ensure the ET Committee is aligned to TasTAFE’s requirements.</p> <p>Remaining 2022 meetings planned for 10am-12:30pm on:</p> <ul style="list-style-type: none"> • Thursday, 14 July 2022 • Thursday, 15 September 2022 • Thursday, 10 November 2022 	Kerryn Meredith-Sotiris

		<p>Invitations will be sent soon.</p> <p>Jackie noticed that the ToR:</p> <ul style="list-style-type: none"> • don't reflect the new Student Data Collection Framework; and • removal of some policies & procedures in Appendix A. <p>ACTION: Kerry'n thanked Jackie for her comments and will review the ToR and Appendix A accordingly.</p>	
	5.2	<p>Learning & Teaching Committee Minutes – 13 May 2022</p> <p>The Academic Committee thanked Jo and the Learning & Teaching Committee for their hard work and commitment.</p> <p>ACTION: A letter of thanks on behalf of the Academic Committee is to be sent to the Learning & Teaching Committee.</p>	
	6	POLICIES & PROCEDURES – FOR NOTING/ENDORSEMENT	
	6.1	<p>Students Who Are Carers Policy & Procedure</p> <p>Very minor changes to the Students Who are Carers P&Ps were made in aligning it to new State Government's Carers Action Plan.</p> <p>It was noted that this is the first time TasTAFE's has consulted with stakeholders in the development of a Policy – good strategy moving forward for student related policies.</p> <p>ENDORSE: The Academic Committee endorsed the Students Who Are Carers Policy & Procedure</p>	
	6.2	<p>Volunteer and External Provider for Personal Support Policy & Procedure</p> <p>Minor amendments around induction processes and change to more contemporary language.</p> <p>TasTAFE has made an organisational change that impacts this P&P since it was submitted for endorsement, being covid vaccination certificate requirements for visitors.</p> <p>Accordingly, P&P submitted on the basis that this requirement is excluded from final version.</p> <p>ENDORSE: The Academic Committee endorsed the Volunteer and External Provider for Personal Support Policy & Procedure, subject to any TasTAFE policy changes.</p>	
	6.3	<p>Nursing Work Placement – Managing Student Behaviour Procedure</p> <p>Minor amendments made to align language, action hierarchy and risk matrix of the Procedure with the newly updated Managing Student Behaviour Procedure.</p> <p>ENDORSE: The Academic Committee endorsed the Nursing Work Placement – Managing Student Behaviour Procedure</p>	

6.4	<p>Upcoming Policies & Procedures</p> <p>The following P&Ps are expected at next meeting:</p> <ul style="list-style-type: none"> Partnering Agreement (Commercial) Policy and Procedure (Troy Robbins) Award Issuance Policy and Procedure (Simon Partridge) Student Career Pathway Procedure (Nick Cameron) <p>NOTE: The Student Entry Pilot will need to be finalised before the Procedure comes to the Committee for endorsement.</p>	
	<p>NEXT MEETING</p> <p>10am – 12.30pm on Thurs, 14 July 2022</p> <p>(invitation to be sent soon)</p>	

Signed:



Date: 7 June 2022

Kerryn Meredith-Sotiris – Executive Director, Students & Education
Chair

OUT OF SESSION PAPERS/ENDORSEMENTS SINCE LAST MEETING

Paper	Endorsed Y/N	Date

ITEM REQUIRING ENDORSEMENT:

Agenda No.	Paper	Endorsed Y/N	Date
3.3	Educator Capability Day Date Proposal	Y	26/05/22
4.3	Outstanding 2022 TCCRs – request for letter to be sent	Y	26/05/22
4.4	<p>Scope of Registration</p> <p>Endorsed subject to additional information detailing what the Sector is focusing on and market needs to be provided to Executive</p> <p><u>Deletions from TasTAFE Scope</u></p> <ul style="list-style-type: none"> CHC40413 Certificate IV in Youth Work <p><u>Additions to TasTAFE Scope</u></p> <ul style="list-style-type: none"> CPC32420 Certificate III in Plumbing UEE32220 Certificate III in Air Conditioning and Refrigeration 11039NAT Certificate II in Career Preparation 	Y Y Y Y	 26/05/22 26/05/22 26/05/22

6	Policies & Procedures 6.1 Students Who Are Carers Policy & Procedure 6.2 Volunteer and External Provider for Personal Support Policy & Procedure Endorsed, subject to any TasTAFE policy changes. 6.3 Nursing Work Placement – Managing Student Behaviour Procedure	Y Y	26/05/22 26/05/22 26/05/22
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