**Education Managers Community of Practice Meeting Agenda**

**Date:** Monday 5th August 2019

**Time**: 2 pm – 4.00pm

**Location:** Angliss Neighbourhood House, 2/11 Vipont Street, Footscray 96879908

|  |  |
| --- | --- |
| **Attendance**Present:Apologies: |  |
| Welcome  |  |
| Actions from last meeting | 🞎 Log in details have been sent to Djerrwarrh & FNLC🞎 Minutes folder created & uploaded to thinkWest collaborative portal🞎 Task bank uploaded early Sem 2 to thinkWest collaborative portal🞎 PD folder created in teacher area of thinkWest collaborative portal🞎 Amend agenda template & upload to thinkWest collaborative portal🞎 Sharing of TAS documents through thinkWest collaborative portal🞎 Moderation minutes sent to centres🞎 Validation system examples sent to centres🞎 Amendments to VU22608 🞎 VU22606 uploaded to both Dropbox and thinkWest collaborative portal  |
| thinkWest Collabarative portal | * Feedback
* New uploads
* Any assessments completed that can be uploaded to the bank?
 |
| Skills First - (accredited)Updates/ issues | * Validation schedule
 |
| ACFE (pre-accredited) - updates/ issues |  |
| Continuous improvement | * Think west group is currently updating tasks in line with new curriculum.
* Development of thinkwest validation schedule
* Pre Training assessment

  |
| Professional development | * September 2019, date & venue to be finalised
* Validation schedule development
 |
| Industry consultation |  |
| Task bank: updates/issues |  |
| New Business |  |
| Validation/ Moderation | * Validation/Moderation template being relooked at
* Any tasks to be validated? New or from old task bank
 |
| Next meeting |  |