**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

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| **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 |  |