Education Managers Community of Practice Meeting Agenda

**Date:** Monday 29th April 2019

**Time**: 2 pm – 4.00pm

**Location:** Djerriwarrh, Room 5, 266 Hampshire Rd Sunshine

|  |  |  |
| --- | --- | --- |
|  |  | **ACTIONS** |
| **Attendance**Present:Apologies: | Peter (Djerrwarrh), Sandra (Wyndham), Jenny (Angliss NH), Lynne (Williamstown CEC), Heather (YCC)Roopa (Duke Street), Indra (Laverton), Lidia (Wyndham), Kathleen (Farnham Street NLC) |  |
| Welcome  |  |  |
| CAIF 10 Project UpdateCAIF 11 | Most available resources now uploaded including A frames. Still to be checked. Assessment banks to be uploaded. Upload will be staggered. Teacher resources will be documents, not links. To have different password for teachers and coordinators hence different levels of access. Currently checking if website displays correctly. Roll out to be by onsite training sessions for teachers and coordinators.Funding has been obtained for the development of a City of Hobsons Bay book by Meg Cotter following the model of the City of Maribyrnong book and student book made by Meg for Maribyrnong CC/ YCC.  | **Jenny P to organise training sessions when site ready** |
| Skills First - (accredited)Updates/ issues2019 units being delivered | New SVTS system coming to replace current system. Will need individual logons whereas currently each organisation needs only one generic logon.Discussed anticipated dates of reaccreditation audits occurring over the coming 12 months. Discussed purchasing of the Connect assessments for small sites some of whom have only one combined class. Expensive option for them.- |  |
| ACFE (pre-accredited) - updates/ issues |  Ruth Barnes ACFE to visit WCEC.  |  |
| Continuous improvement | Think west group is currently updating tasks in line with new curriculum.Updated tasks have been uploaded to Dropbox. Our mapping documents need to be improved. **Suggested template attached.** **We also need to update our moderation tool (to match the validation tool). If you have a good one to share, please forward to Lynne**. | **Jenny P to continue updating** |
| Professional development | **31 May 2019 (Friday) PD Day – Teaching through Games & validation/ moderation at WCEC - 14 Thompson Williamstown****9-12noon** Teachers moderation of selected units Coordinators validation of selected units**12-1pm** LUNCH Sharing games/ideas – all bring one item to share**1-4.30pm** Developing games based on the electives eg. VU22608 Transport game, VU22609 current issues games, VU22397 numeracy games (Beth Marr materials), games for EAL Initial unitsRESULT: items to be used for teaching electives  | **Jenny P & Lynne H to organise program with Lidia** |
| Industry consultation | - |  |
| Task bank: updates/issues | * As discussed in Continuous improvement, Validation/Moderation and Professional development
 |  |
| New Business | Name of group to be changed to ThinkWest Education Managers (TWEM).TWEM group needs an updated email list. Suggested is below:

|  |  |  |
| --- | --- | --- |
| **TO** | **Organisation** | **CC** |
| Lynne Hewet | WCEC |  |
| Peter Doran | Djerriwarrh CES | Sharimllah (Sharmi) Ramachandran  |
| Sandra R | Wyndham | Lidia Pivato |
| Jenny Penfold | Angliss NH |  |
| Heather Naylor | YCC |  |
| Roopa Krish Raman | Duke Street CH | Lana Bedford |
| Indra Nathan | Laverton CIS | Bill Daley |
| Ana Paula Balica | Community Plus | Branka Stevanovic |
| Kathleen Nolan | Farnham Street |  |

 |  |
| Validation/ Moderation | Meeting validated VU22358 Develop Learning Goals (YCC) To have changes completed | **Heather N to complete changes** |
| **Next meeting** | Thursday 20th June at 2-4pmArt Room, First floor, YCC, 59 Francis Street, Yarraville 3013Bring assessments for validation:**VU22608** Explore transport options + Unit of competency + validation form x 4**VU22606** Access the internet and email to develop language + Unit of competency + validation form x 4 **VU22397** Work with measurement in familiar and routine situations + Unit of competency + validation form x 4 |  |