Action Notes

UCC (TAFE)

University of Ballarat
Learn to succeed

Meeting No:	**UCC (TAFE) 2/13**
To:	Andrew Cleary (Chair), Steve Matheson, Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.
Date and Time:	Tuesday, 4 June 2013 at 3.15 pm
Venue:	Business Development Meeting Room (A016), SMB Campus
From:	Catherine Vinke
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Welcome

1.   The Chair welcomed all members to the meeting.

Apologies

2.   Nil.

Report from previous meeting

3.   Notes from the previous meeting were accepted as circulated.
Previous two meetings (19 March 2013 and 7 May 2013) were mutually cancelled.
This meeting supersedes the following scheduled meeting date for Tuesday, 18 June 2013.

Actions Arising From Previous Report

4.   **New Organisational Chart on Website**
Andrew confirmed the Organisational Chart has been updated with the new structure and the current version can be viewed on the UB Website.

5.   **Physical Resources Relocation Process**
Andrew reported a draft relocation process is in progress. The draft outlines how relocations are to be managed with the inclusion of a detailed staff consultation process.

Julie-Anne confirmed Nursing is relocating to Mt Helen 1 – 2 July 2013 and Steve confirmed Children's Services relocate to the Gribble Building. Steve noted there has been regular communication via emails regarding the moving process.

Andrew asked if Facilities Services are providing assistance with the relocation of moving equipment. Julie-Anne presumes a removalist will likely assist.

6.   New PRDP System

Julie-Anne reported that the response new PRDP system has been positive.

As work plans have already been confirmed and implemented for 2013, Julie-Anne advised the professional development section of the work plan has already been submitted. Carl will also investigate with Karen the ability to scan and attach work plans and the already completed PRDP forms rather than manually re-entering the data into the online system.

7.   Moodle System

Julie-Anne noted under Planning, Quality and Review policies, teachers must enter their teaching qualifications in the Department Delivery and Assessment Management Plan. Julie-Anne queried the need for teachers to also register their qualifications in the Moodle system as well as submitting copies to Human Resources.

Carl noted CLIPP have created Moodle under legislative requirements driven by PQR to capture all teaching qualifications in one central location.

Carl reported he has been liaising with Pam Woodward in CLIPP to investigate the ability to incorporate Moodle qualification data with the Empower self-service system. It is proposed that when teachers go onto Moodle they will also be able to access Empower self service to upload signed sighted copies of the original qualification documentation. Qualification copies will flow through to their supervisor for authorisation.

Julie-Anne will follow up with Pam Woodward to investigate if documentation already held with PAMS can be simply scanned and entered into Moodle or teachers are required to re-enter all documentation in Moodle for authorisation.

General Business

8.   Hours of Work in Apprenticeship Trade Area
The AEU raised a query from the apprenticeship trade teaching area. The AEU queried as to whether meal/tea breaks are to form part of scheduled or non-scheduled duties in work plans.

The AEU outlined that general tea breaks are not being counted as scheduled duties.

Andrew noted that in accordance with clause 18.4 of the Award, when duties are allocated on the same day, the time between duties shall be deemed to be attendance time except for a meal break which must be at least 30 minutes and no more than an hour between the hours of 12noon to 2.00pm.

Carl will follow up with Peter Schreiner to clarify the matter.

Other Business

Nil.

Meeting concluded at 4:01 pm.

Date of Next Meeting

The next meeting will be held on **Tuesday, 30 July 2013 at 3.15 pm** in the Business Development Meeting Room (A016), SMB Campus.