

Action Notes

UCC (TAFE)

University of Ballarat
Learn to succeed



Meeting No:	UCC (TAFE) 3/13		
To:	Andrew Cleary (Chair), Steve Matheson, Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.		
Date and Time:	Tuesday, 6 August 2013 at 3.30 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.

Actions Arising From Previous Report

4. **New PRDP System**
Carl confirmed teachers have the ability to scan, attach and upload a copy of their work plan into the new online PRDP system rather than manually re-entering all the data. A reference must be made in the PRDP to any documents uploaded.
5. **Moodle System**
Julie-Anne will continue to 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.
6. **Hours of Work in Apprenticeship Trade Area**
Carl confirmed the matter has now been resolved. Carl advised Peter Schreiner meal breaks only are to be discounted from scheduled duties.



General Business

7. **Coordinators directed to complete EDTAS1005 Assessing learning in VET**
Julie-Anne reported complaints have arisen from a presentation delivered to all VET Program Coordinators advising a requirement for all Program Coordinators to complete the abovementioned unit of the Associate Degree in Education and Training.

An email was sent to all Deputy Deans requesting Program Coordinators be nominated to complete the Associate Degree.

Julie-Anne stated there has been no consultation and definitive reason communicated as to why the qualification is compulsory and if so, it should be incorporated into the professional development section of the work plan. Professional development activities will also require allocated release time and appropriate staffing resources to backfill staff during these times.

The AEU formally requested clarification from the University as to whether it is a compliance issue from the auditing process and where the funding is being derived from. Carl will follow up with Planning, Quality and Review to verify compliance. Carl will also follow up with the appropriate Deans/Directors to clarify rationale of the requests.

Other Business

Enterprise Bargaining Update

Andrew noted that there is an Enterprise Bargaining meeting being held tomorrow (Wednesday, 7 August 2013).

Meeting concluded at 4:19 pm.

Date of Next Meeting

The next meeting will be held on **Tuesday, 10 September 2013 at 3.15 pm** in the Business Development Meeting Room (A016), SMB Campus.