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

Tel: 5327 6389 Email: c.vinke@ballarat.edu.au

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.