

Action Notes

UCC (TAFE)

University of Ballarat
Learn to succeed



Meeting No:	UCC (TAFE) 4/13		
To:	Andrew Cleary (Chair), Steve Matheson, Julie-Anne Noble, Erich Sinkis (AEU), Carl Trotta and Deborah Walker.		
Date and Time:	Tuesday, 10 September 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. Steve Matheson and Andrew Cleary.

Report from previous meeting

3. Notes from the previous meeting were accepted as circulated.

Actions Arising From Previous Report

4. Moodle System

Julie-Anne spoke with Pam Woodward who confirmed there is no requirement for teachers to re-enter documentation into Moodle, however teachers can upload further information if they wish. Teachers requiring assistance can contact Pam directly.

5. Coordinators directed to complete EDTAS1005 Assessing learning in VET

Carl advised the Committee he sought clarification from Greg Jakob (Director, Academic Services) explaining the rationale of the request for Program Coordinators to enrol in the EDTAS1005 Assessing Learning in VET unit. Carl reported the requirement has derived from a recent audit conducted in Human Services which uncovered Coordinators were not fully aware of the RPL process.

It was determined that by enrolling Program Coordinators to complete the EDTAS1005 Assessing Learning in VET unit they would become compliant with audit requirements. This generated an email to Deans requesting they nominate staff to complete the unit as part of their professional development plan. Carl reported the request was not intended to 'force' staff to participate, more specifically aimed at ensuring Program Coordinators understood the requirements of the RPL process.



Julie-Anne will seek further details of the audit findings from Robyn Dalton. Julie-Anne noted changes to the work plan will need to occur in order to incorporate the hours Program Coordinators are required to attend workshops. Julie-Anne will also explore what backfill resources will be made available for staff to attend the required workshops.

General Business

6. Nil.

Other Business

7. **TAFE Restructure Update - Voluntary Redundancies**
Carl noted expressions of interest opened 4 September 2013 and will close 18 September 2013.
8. **Gippsland (Monash Merger)**
Carl informed the Committee he has been conducting regular visits to the Gippsland Campus to provide a HR support service. Staff have the opportunity to schedule individual meetings with him to discuss any queries/concerns. Carl reported overall there has been a positive response to the merger.
9. **TAFE Bargaining Update**
The AEU noted they will not be party to a single agreement but could run with a harmonised agreement. AEU advised they are ready to negotiate to consolidate their log of claims and writing to commence negotiations. To form a negotiation team the AEU will nominate two staff members and two organisers.

Meeting concluded at 3:55 pm.

Date of Next Meeting

The next meeting will be held on **Tuesday, 22 October at 3.15 pm** in the Business Development Meeting Room (A016), SMB Campus.