

PY10

Frequently Asked Questions

As part of the continuous communication around the evolved Post-Year 10 model, the following FAQ have been developed.

Questions have been collated from staff feedback and sorted by the responsible Working Group.

The FAQ will be updated on a regular basis as new questions are raised.

Staff are encouraged to continue providing feedback via the communications@education.tas.gov.au mailbox.

Assets/Facilities/Capital Program Working Group

Q. How will all assets be distributed among the Polytechnic; Academy; Skills Institute and DoE? *(added 24 September 2010)*

A. Some preliminary work has commenced on asset distribution and further work and discussion is required, particularly to determine and agree the most appropriate distribution of assets between the two entities that will effectively own the assets, DoE (for the Polytechnic, Academy and DoE) and the Skills Institute. College campuses used by the Academy and Polytechnic won't require transfer as they have always remained under the ownership of the Department.

Given that a significant number of the assets have various shared use and occupancy across the entities, there will be a need to have agreements to provide for ongoing shared use which will also enable apportionment of responsibilities and costs in an efficient and effective manner.

Identity and branding issues will also need to be considered to clearly identify entity identity. Branding issues are currently being reviewed by the Communications Working Group.

Consideration of facility management arrangements between DoE, including Shared Services, and the Skills Institute will require further consideration and discussion.

Non building assets such as workshop or lab equipment is currently owned by the relevant entities and so in the case of the Polytechnic, Academy and Shared Services will transfer to the Department of Education. The Skills Institute will retain the assets it currently holds.

Communication/Stakeholder Engagement Working Group

Q. How will we be informed on developments and decisions?

(added 24 September 2010)

- A. Regular updates will be provided by the Project Management Group (PMG) as well as from the Minister. In addition the Communications Working Group is working on the development of a common intranet that will link with the Academy, Polytechnic, three existing Colleges and Shared Services websites. This will allow for more timely updates and ensure consistent information is provided.

An email address has been provided (communications@education.tas.gov.au) to allow staff to raise questions. The use of this email address is encouraged and will assist the PMG to respond to staff and stakeholder information needs.

Corporate Services Working Group

Q. How will Corporate Services be delivered across the Post Year 10 model from 2011 and beyond? *(added 24 September 2010)*

- A. Corporate Services include the five main functional areas of:

- Human Resources
- Finance
- ICT Services
- Facilities/Capital
- Portfolio Support.

Whilst the Department and Shared Services have similar structures there are significant differences in the systems and processes used to support teaching and other support areas. The priority is to ensure services continue in 2011 for students and staff.

It is expected there will be some changes to give effect to the Implementation Guide, specifically areas where responsibility and staff are transferred to colleges for the start of 2011.

However given the complexity and time remaining until 2011 it is likely two Finance, HR, Student Management and ICT Network systems will operate during 2011. These systems revolve around enrolling students, paying staff, statutory and management reporting and so on. To attempt to make significant changes, that are fully informed by the outcomes of other working groups, before 2011 will introduce unnecessary risk and be inconsistent with the Implementation Guide advice around a "light touch". Accordingly, the three existing colleges will continue to receive support from Corporate Services whereas the Polytechnic, Academy colleges and Skills Institute will continue to be supported by Shared Services.

As noted in the Implementation Guide, the potential for efficiencies and to review how corporate services are delivered has been recognised. It is envisaged a review will be undertaken in 2011 to determine how corporate services will be provided in the longer term.

Q. When should we expect to hear about changes in ICT, and how will this look?
(added 24 September 2010)

- A.** The Corporate Services Working Group has now met three times and has scheduled weekly meetings to address identified issues. Preliminary work is underway to address a wide range of issues which include, but are not limited to, the following:
- System and data access including staff and student identification
 - Identity management including usernames, passwords, email lists
 - Central/local support services
 - Use of and access to corporate systems and applications
 - Longer term ICT issues including learning technology
 - Portfolio support processes including communications and website management
 - Copyright and IP issues

In addressing the above issues, a key consideration is what is achievable before the start of 2011, and what might be progressed during 2011.

The Working Group acknowledges that it is important to build on recent improvements to systems and processes that have been achieved in both the PY10 and DoE areas. Also, the consideration of issues and required action needs to take account of the potential impacts on system users (staff and students), and what change management support is required to assist implementation of any system or process changes that are considered desirable in the short term.

Q. What systems will I be able to access in 2011? (added 5 November 2010)

- A.** It is important to note that the systems you currently access and use will not change in the short term. Both the Department and Shared Services have their own complex technical configurations and domains. The Corporate Services Working Group is currently working with Telstra, Cisco and Microsoft partners to resolve short term IT actions ready for the start of December 2010.

Wide Area Network

There are currently a number of firewalls in place that prevent sharing of systems.

Telstra will remove the wide area network firewall between DoE and PY10 by the 31st October 2010. However, DoE and PY10 also run internal firewalls as part of their network and application security models and these will impact on what systems are available in the short term. They will be removed in the work undertaken as part of the medium/long term priorities in second half of 2011 and beyond.

With the Telstra firewall removed PY10 students and staff/teachers will still connect to different IT networks than those in DoE and will therefore only have access to systems on their 'home' network. Medium/long term work will need to be undertaken to allow 'open' access to all DoE systems for these users.

Wireless

Work is being undertaken to enable staff have access to wireless networks across both DoE and PY10 systems. This means that PY10 staff will be able to go to a DoE college or school and connect to the local wireless network using their laptop and access resources from their 'home' campus. This however will be slower than normal wired (blue cable) network access. This is scheduled to be in place by 19th November 2010.

Wired (blue cable) network access both DoE and PY10 is more problematic and will not be available in the short term.

eMail

Staff email addresses in 2011 will remain as they are in 2010. If you currently have an education, academy or polytechnic email address it will remain that way unless you move organisations.

It is not possible to link the two address books for the DoE and PY10 email system. During the second half of 2011 DoE and PY10 will commence work to move to the new whole of government email service. Until then, staff in DoE and PY10 can access their own internal web based directory systems that give comprehensive contact information for all staff including organisational structure, and there is also the Government Directory Service that can be used to locate staff and email addresses.

Also as part of linking the two network domains, the ability to be able to allow access to the DoE web based staff directory for PY10 staff and allow access to the PY10 web staff directory for DoE staff.

DoE and PY10 ICT staff are also discussing how best to deliver a combined Microsoft Office Communicator (OCS) environment. This will allow for richer DoE and PY10 communications and information sharing.

Linking systems

It is expected a limited number of systems will be available to teachers and support staff across organisations in 2011. Other systems will become available during 2011. This approach is important to minimise risks to operations in January 2011. There will also be a range of systems that will be subject to review in 2011. This review will identify opportunities to make improvements in the medium and longer term.

Skills Institute

It is important to note that Service levels to the Skills Institute will need to be maintained during this period of activity and review.

How To web pages and help documents

Once the short term actions have been completed in early December 2010, a clear communication document will be produced for all teachers and support staff detailing exactly what will be accessible and how.

Colleges/Polytechnic Organisational Support Working Group

Q. What will happen to Libraries in 2011? How will they be structured and staffed? *(added 24 September 2010)*

A. The work of libraries and library staff will not change significantly in 2011 as libraries will continue to service students as they do now.

The Colleges/Polytechnic Organisational WG has begun work on the administrative structure of libraries with the aim of making a recommendation to the Project Management Group.

The WG work is based upon the relevant clauses of the Implementation Guide and is involving consultation with representative stakeholders. The Staff WG has begun work on process for the transition of staff.

Q. What will happen to Student Services? How will they be structured and staffed? *(added 24 September 2010)*

A. Existing student services will continue to be available to students in 2011.

The Colleges/Polytechnic Organisational WG has begun work on the administrative structure for service delivery with the aim of making a recommendation to the Project Management Group.

The WG work is based upon the relevant clauses of the Implementation Guide and consultation with representative stakeholders.

Funding/Finance Working Group

Q. Who will be in control of the funds, and what are the structures going to look like? *(added 24 September 2010)*

A. Each part of the new model will have its own budget to manage, including each of the eight colleges.

Accountability structures will be layered and are yet to be determined but will likely include local budget accountability to college principals and Polytechnic leaders who will in turn have budget accountability to the executive of the PY10 sector.

Q. What systems will we be using? *(added 24 September 2010)*

- A. The strategy to be recommended to the Project Management Group will be based on a status quo arrangement for 2011. In simple terms this will see Shared Services systems being the basis of the operations of the Polytechnic and the five colleges that had transitioned already to the Shared Services model.

It is also proposed that the Skills Institute will, for 2011, continue to operate according to the Shared Services model.

The three colleges that had not transitioned should expect to continue to operate SACS and for their salaries to continue to be paid by DoE. These arrangements will only be temporary, however, as in 2011 the priority will be to transition to a unified 'corporate services' model, as well as a common operating model for colleges to manage their responsibilities. The latter will need to take consideration of the work that is underway on student administration systems for schools, but at this stage it cannot be said whether this will or won't influence the systems that colleges will eventually rely on.

Industrial Working Group

Q. Will a new award and agreement need to be negotiated for teaching staff before the end of the year or will the current PY10 agreement in effect to 2011 remain in place? *(added 24 September 2010)*

- A. It is not envisaged that there will need to be a new industrial award or agreement negotiated for teaching staff before the commencement of the 2011 year. However, it is recognised that it is preferable to have one agreement for the PY10 environment.

The current situation is that teachers in the three colleges in DoE are covered by the Teaching Service Agreement, and teachers in the Academy and Polytechnic are covered by the Post Year 10 Agreement. Any variation to existing agreements will require consultation and agreement with the Australian Education Union (AEU).

Ongoing discussions are underway to finalise an agreed position.

The current PY10 agreement expires in October 2011 whereas the current DoE agreement expires in February 2011. Normal negotiations will continue with the AEU in respect to the DoE agreement and it is expected that similar negotiations will take place in 2011 regarding the PY10 agreement.

Q. How will conditions of employment alter in 2011? *(added 24 September 2010)*

- A. All conditions of employment will be maintained on a status quo basis. It is not expected that general conditions will change, other than where varied by agreement and with the consensus of the relevant union organisation.

Both support staff and teaching staff will continue to derive conditions of employment from appropriate industrial instruments as approved by the Tasmanian Industrial Commission.

Reporting

Q. How will student enrolments be consolidated and reported on in 2011?

(added 24 September 2010)

- A. Student enrolment reporting will be continue to be consolidated by the Department with information provided from the systems currently being used by the Academy, Polytechnic and the three existing colleges.

The Student System working group is reviewing this issue in more detail.

Q. How do we ensure the student is at the centre with data reporting?

(added 24 September 2010)

- A. The Department manages a database capturing student data and has processes in place to provide a student view at reporting dates throughout the year. This data is critical to align teaching and support operations with student enrolments.

Q. How will management reports be generated given that it is likely there will be a range of systems operating from 2011? What thought has been given to rationalising these systems to make access to information simpler?

(added 24 September 2010)

- A. A review of major systems will take time to ensure systems are efficient and effective. This review will be undertaken in 2011. During the interim there will be existing reports that will continue and a need to develop additional reports that extract information from a number of existing systems. A number of working groups are working on reporting needs.

Staff Working Group

Q. How will staff be assigned to positions for 2011? Will there be a choice?

(added 24 September 2010)

- A. As noted in the Implementation Guide, staff of the current Tasmanian Academy, the current Tasmanian Polytechnic, and Shared Services will all become staff of the Department of Education from 1 January 2011.

Teaching staff of the current Academy will become staff of a College and each College will be recognised by its former identity e.g. Newstead College.

Former college and TAFE teachers and support staff who were transferred under Tasmania Tomorrow will be given the option of staying in their current position or transferring to a college/polytechnic subject to operational and learning delivery demands.

Q. Will staff have to re-locate?

(added 24 September 2010)

- A. It may be necessary for some staff to relocate in accordance with relevant transfer and staff management policies as they exist for all other staff of the Department, again subject to operational and learning delivery demands.

Staff will be supported to move between a College and the Polytechnic as vacancies become available and in accordance with State Service guidelines.

Where this does not apply for senior managers, the assignment to a College, Polytechnic, or another appropriate departmental position will be done on a negotiated basis, with fair and reasonable processes, including expressions of interest and assessments of expertise and suitability

Q. What will happen to staff who are in acting positions in the Polytechnic? What about all other staff? *(added 5 November 2010)*

- A. The Implementation Guide states that it is intended that all ex-college staff who are currently in the PY10 sector will be allocated their preferred organisation, i.e. a College or Polytechnic, subject to operational and learning delivery needs. The intention for all other staff is that they will be allocated to an organisation in line with their current, assigned duties and based on operational and delivery needs and, wherever possible, their preferences.

Staff who are acting in positions in the Polytechnic or elsewhere will be considered on a case by case basis as it will depend on the nature and duration of the position they are acting in. In the first instance it would be advisable to talk with your current manager.

Structure

Q. When will we know what the PY10 organisational structure is going to look like? *(added 5 November 2010)*

- A. Decisions regarding organisational structures have been made and organisational charts are available on the PY10 website (<http://www.education.tas.gov.au/py10>).

Student Systems Working Group

Q. When will we expect to hear more about what systems will be in place for 2011? Will we have to learn a new program? *(added 24 September 2010)*

A. Student systems will remain unchanged for 2011. There is no expectation that staff will have to learn a new program. During 2011 preparations and planning will be undertaken to improve student systems for 2012 and beyond.

Q. Will Daymap continue to be used in the Academy and Polytechnic campuses? *(updated 7 October 2010)*

A. Daymap will continue to be used for those Colleges that transferred to Tasmania Tomorrow in 2009 and 2010. Daymap will continue to be used by Polytechnic teams who deliver to PY10 16-19 year olds. Longer term arrangements will require review during 2011.

Students Working Group

Q. What's happening with the publication of handbooks, flyers and course guides for 2011? *(added 5 November 2010)*

A. A *Guide to Post-year 10* has been produced which contains details of courses and programs available at each of the College campuses and the Polytechnic throughout the State. It includes vocational programs offered in regional areas through partnerships between the Polytechnic and some high and district high schools. Students can use this Guide to help plan their course of study in years 11 and 12.

The Guide also contains some general information relevant to enrolment and successful study. More specific information will be available from individual campuses at time of enrolment.

The Guide can be downloaded from the Department of Education website (www.education.tas.gov.au/py10/courseguide). Copies of the Guide will be available from the beginning of term 3, and each year 10 student will be given a copy through their school.

The Tasmanian Polytechnic will soon be releasing a 2011 Handbook primarily for adult learners. The Handbook will list all areas of study at the Tasmanian Polytechnic as well as general support and student information. Detailed course information will be available in conjunction with the Handbook on the Polytechnic website www.polytechnic.tas.edu.au or by calling 1300 655 307. The Handbook is expected to be released in late November in association with Polytechnic Open Days being held across the state.

Q. Will year 11 and 12 students still be able to access a broad range of VET subjects? How? Where? (added 5 November 2010)

- A. Yes. Both the Polytechnic and the Colleges will be delivering a broad range of VET programs. The *Guide to Post-year 10* (pp 85-98) shows the full range of programs available in each of the regions and where they will be delivered. Students will be encouraged to focus their planning on their learning and career pathway, and then choose the institution and location that can deliver the appropriate program.

For some students this may mean studying in more than one institution or on more than one campus. Timetables will be organised to enable students to choose a course of study which best suits their needs.

Q. What courses will be available to adults, and students who are not Year 11 and 12? (added 5 November 2010)

- A. Adults will be able to access a full range of courses at the Polytechnic. Detailed information on subjects and program offerings can be accessed via the Polytechnic website: www.polytechnic.tas.edu.au.

Q. What will be the 2011 enrolment process for: Year 10's? Year 11's? Year 12's? Adults? (added 5 November 2010)

- A. **Enrolment in all year 11 courses, including VET, for Year 10 students in government schools will be managed through the school.** The school will give students information about how to access any information they may need from a College or Polytechnic, and also arrange for them to enrol.

Year 11 students in Academy, Polytechnic and Colleges enrol through their current institution.

Other students, including those in non government schools, enrol through a College in their region. They should contact the College for details to arrange course counselling and enrolment. Contact details are available in the *Guide to Post-year 10* (www.education.tas.gov.au/py10/courseguide).

Adults enrol through the Polytechnic (www.polytechnic.tas.edu.au)

Q. Will enrichment programs still be available for Year 11 and 12 students? (added 5 November 2010)

- A. Colleges will continue to offer a range of short courses for extension, enrichment and recreation. These courses provide opportunities for students to develop new skills and interests, maintain a healthy lifestyle or support learning in specific subjects areas.

Details of enrichment programs are available from the Colleges and the Polytechnic.

Q. What courses will the colleges offer? And the Polytechnic?

(added 5 November 2010)

- A. The subjects and programs initially offered by the Colleges and the Polytechnic are listed in the *Guide to Post-year 10* (www.education.tas.gov.au/py10/courseguide). However, it should be noted that final offerings are subject to student demand.

The main source of information for courses offered at the Polytechnic is the Polytechnic's website www.polytechnic.tas.edu.au, by calling the Information Contact Centre on 1300 655 307, or in the course handbook. The 2011 Handbook, primarily for adult learners, will be available in late November, in association with Polytechnic Open Days around the state. The Open Days will provide the opportunity for potential learners to access information about courses available.