

## **Decision Register as at 25 March 2011**

**Project name:** **PY10 Education and Training Reforms**  
**Report for:** Project Management Group  
**Project Sponsor:** Malcolm Wells – Deputy Secretary Post Year 10  
Department of Education

## ALL DECISIONS:

Issue	Decisions for noting	Date of Decision	2011 Action/ Follow Up
<b>Tasmanian Academy</b>	<p><b>Tasmanian Academy Website and SharePoint</b></p> <ul style="list-style-type: none"> <li>PMG endorsed the continued development of the Tasmanian Academy website and the SharePoint as DoE projects. The projects would be applicable to the five transitioning colleges and to any of the current colleges who choose to participate.</li> <li>Corporate Services and Communications Working Groups will be made aware of this decision with Project Managers reporting back to the Corporate Services Working Group regarding their progress at the end of 2011.</li> </ul>	Endorsed 24 Nov 2010	ICT DoE/Shared Services Integration
<b>Assets Facilities and Capital</b>	<p><b>Tasmanian Academy Facilities Management Model</b></p> <ul style="list-style-type: none"> <li>PMG noted the localised and centralised function responsibilities of the model and that ex-college staff will report to the Interim Principal at each college campus.</li> </ul>	Endorsed 24 Nov 2010	Tasks completed and transferred to relevant areas for action in 2011.
	<p><b>Asset Ownership</b></p> <p>PMG endorsed the following recommendations:</p> <ul style="list-style-type: none"> <li>That the Secretary and Deputy Secretary Corporate Services conduct a meeting with the CEO and Chair of the Tasmanian Skills Institute (TSI) to commence negotiations for the transfer of assets, the development of an MOU for shared use of facilities and agreement on a facilities management model including use of contractors and Shared Services (Facility Services) staff.</li> <li>That the total net value of all shared assets including land is approximately \$153M. Based on the AVETMISS Census collection data, the TSI are entitled to 38% of assets or approximately \$59M.</li> <li>That the transfer of assets is based on the principle that where the TSI have either the majority use or a significant use to provide for the transfer of assets equivalent to their share and to also provide broad major regional coverage.</li> </ul>	Endorsed 20 Oct 2010	Facilities DoE/Shared Services Integration

Issue	Decisions for noting	Date of Decision	2011 Action/ Follow Up
	<ul style="list-style-type: none"> <li>• Accordingly, based on the above, it is proposed that DoE's opening negotiation position is that the TSI are offered the following assets: <ul style="list-style-type: none"> <li>- Claremont College Plumbing Building (\$1.2M)</li> <li>- Queenstown (\$78,000)</li> <li>- Bender Drive (\$3.6M)</li> <li>- Alanvale (\$33.85M)</li> <li>- Campbell Street (\$20.5M)</li> </ul> <p style="margin-left: 20px;">= Subtotal \$59.2M</p> </li> <li>• Along with the recent transfer of the North West Vocational School (valued at \$3M) to the TSI, the above asset transfers provide for a TSI ownership presence in all major regional areas of the state. However, there may be an expectation from the TSI for the Clarence Campus in the South (TSI use 34%) valued at \$20.5M to transfer ownership rather than the Campbell Street Campus (TSI use 40%) based on earlier Tasmania <i>Tomorrow</i> discussions. It is considered that this can be the subject of further discussion with the TSI, although based on the principle of majority use, it would appear that the Campbell Street Campus fits that criteria more appropriately.</li> <li>• The development and agreement of an effective MOU for the shared use of facilities is considered essential prior to the final transfer of assets being affected. Work has commenced on the development of a draft MOU.</li> <li>• Further, agreement on the facilities management model for all sites is also essential but particularly where shared use between the TSI and the Tasmanian Polytechnic exists. A consistent, overarching facilities management model may better assist shared used arrangements.</li> </ul>		
<b>Colleges/Tasmanian Polytechnic Organisational Support</b>	<b>Collaboration and cooperation between the Tasmanian Polytechnic, Colleges and DoE K-10 Learning Services</b> PMG endorsed the recommendation that the decision on the "off-campus" structure for PY10 student services would be best made as part of the determination of the administrative structure for PY10 as a whole.	Endorsed 17 Nov 2010	PY10 Leadership Team

<p><b>Colleges/Tasmanian Polytechnic Organisational Support</b></p>	<p><b>Student Services – Tasmanian Academy, Tasmanian Polytechnic and College Campuses</b></p> <p>PMG endorsed the following recommendations for the implementation of the PY10 Education and Training Reforms 2010-11 for the Tasmanian Academy, Tasmanian Polytechnic and college campuses:</p> <ul style="list-style-type: none"> <li>• That a review of PY10 Student Services be conducted in 2011 to determine the future provision of PY10 student services and its relationship to the provision of student services K-10.</li> <li>• The current structure for the provision of student services and student support in the three existing colleges remain unchanged until at least the completion of the recommended review of PY10 Student Services.</li> <li>• Consolidated provision of student services and student support through the Tasmanian Polytechnic be terminated by the transfer of the administration of college funded student services and support on the transitioning college campuses to the colleges. This recommendation implies college level management for these college services.</li> <li>• The Tasmanian Polytechnic continues to manage student services and support for its own students.</li> <li>• Continuation of all existing cooperative arrangements in student services and support between regional DoE K-10 Learning Services and PY10 institutions.</li> <li>• Cooperation and collaboration be facilitated at a number of levels: <ul style="list-style-type: none"> <li>- Between both the existing and the transitioning college student services and support.</li> <li>- Between college student services and support and Tasmanian Polytechnic student services and support.</li> <li>- Between PY10 student services and support and other DoE student services and support.</li> </ul> </li> <li>• The facilitation over time of collaborative and cooperative structures and policies for all PY10 student services as a collaborative model is the best fit with both the Implementation Guide and the Key Principles provided to guide the work of the PY10 Implementation Working Groups.</li> <li>• Collaborative and cooperative structures and policies as the best way of both</li> </ul>	<p>Endorsed 27 Oct 2010</p>	<p>PY10 Leadership Team</p>
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	<p>ensuring that appropriate student services are available to students as they move between institutions, and on ensuring a coordinated approach to those young people who have not completed a successful transition from Year 10. However, the working group believes that time needs to be taken to explore with stakeholders the most appropriate areas for cooperation at each of these levels. The working group also believes that this exploration could be more focussed and efficacious once the administrative structure of PY10 is known. This recommendation is to explore areas of possible cooperation with stakeholders with the process commencing this year.</p>		
<b>Communication</b>	<p><b>Logo</b></p> <ul style="list-style-type: none"> <li>• That all campaign marketing materials will be required to use the Tasmanian Academy or Tasmanian Polytechnic logos.</li> <li>• Transition college ID cards to have DoE logo and Tasmanian Academy logo on front and college logo on the back.</li> <li>• The Tasmanian Academy is treated as a sub-brand (like a school) as outlined in the departmental style guide.</li> <li>• That colleges will not use the Tasmanian Academy logo on their materials directed at their clients, but will use the government logo and the college logo (stationery – letterhead, envelopes, etc).</li> <li>• That all college marketing materials will need to use the Tasmanian Academy logo.</li> </ul>	<p>Endorsed 8 Dec 2010</p> <p>Endorsed 24 Nov 2010</p>	<p>Tasks completed and transferred to MCU for follow up and action in 2011.</p>
	<p><b>PY10 Creative Brief</b></p> <ul style="list-style-type: none"> <li>• PY10 Creative Brief was approved subject to approval by the A/Secretary.</li> </ul>	<p>Endorsed 10 Nov 2010</p>	<p>Tasks completed and transferred to relevant areas for action in 2011.</p>
	<p><b>Branding</b></p> <ul style="list-style-type: none"> <li>• All eight colleges are able to use their college logo as outlined in the <i>Tasmanian Government Style Guide and Logo Policy</i>.</li> </ul>	<p>Endorsed 13 Oct 2010</p>	<p>Tasks completed and transferred to relevant areas for action in 2011.</p>

	<p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>The Department is the only body that has an insert in the Sensis White Pages or any other telephone directory, except where schools/colleges pay for their own alphabetical listing.</li> <li>Advertising for course offerings or events can continue subject to compliance with the government style guide.</li> <li>Major advertising campaigns should be validated by the Communications Working Group.</li> </ul>	Endorsed 6 Oct 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
	<ul style="list-style-type: none"> <li>All publically available information is made available in PDF format on the DoE Internet.</li> <li>The Decision Register be placed on the internet and encourage broader distribution to key stakeholders.</li> <li>The Communications Working Group give consideration to a marketing strategy to inform all stakeholders, including the community at large of the reforms.</li> </ul>	Endorsed 6 Oct 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
	<ul style="list-style-type: none"> <li>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.</li> <li>The Project Manager will meet with a Union Consultative Group and relevant members of PMG/working groups on a needs basis to deal with transition issues.</li> <li>A website will be established to host internal staff communications that has the ability to feed the intranet sites that currently exist.</li> </ul>	Endorsed 22 Sep 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
<b>EAL Program</b>	<ul style="list-style-type: none"> <li>PMG endorsed the recommendation that the Tasmanian Polytechnic would be the preferred destination of the 20 plus year old cohort of students and would also apply to students who are Non-English Speaking Background (NESB).</li> </ul>	Endorsed 24 Nov 2010	Tasks completed and transferred to relevant areas for action in 2011.
<b>Enrolment</b>	<ul style="list-style-type: none"> <li>Enrolment forms have been endorsed.</li> </ul>	Endorsed 10 Nov 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.

	<ul style="list-style-type: none"> <li>For the majority of 16-19 year olds, colleges are responsible for enrolment of these students and determining course provision.</li> </ul>	Endorsed 6 Oct 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
	<ul style="list-style-type: none"> <li>The 2010 into 2011 enrolment processes as currently underway should go ahead as planned.</li> <li>Regional meetings to be held to provide clarity around the use of the Year 10 Student Guide and to flag enhancements to the 2011→2012 enrolment processes.</li> <li>Regional transition groups to be established in the North, North West and South of the state to ensure that information provision to 2011 Year 10 students occurs in a collaborative and consistent manner.</li> <li>The provision of regional timetables be explored by the Students Working Group during 2010 for implementation in 2011 by the Students Working Group and the Systems Working Group.</li> <li>A strategy be developed to establish partnerships between the Tasmanian Polytechnic, colleges and high schools and to place high schools at the forefront of the information provision phase of the 2011 into 2012 enrolment process. The strategy will also increase high school accountability for Year 10 student structures ensuring that they complement existing Tasmanian Polytechnic and college efforts to increase retention.</li> </ul>	Endorsed 29 Sep 2010	<p>Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.</p> <p>-----</p> <p>PY10 Learning Services Unit</p>
	<ul style="list-style-type: none"> <li>Pre-eminent accountability for the effective management of Year 10 school leaver pathway planning will sit with high schools and district high schools.</li> <li>In most cases a Year 10 student's pathway plan will be endorsed by a college or regional provider which will have responsibility and accountability for their transition to Year 11 and for their retention and achievement of their pathway plan.</li> <li>Colleges will determine the most appropriate mix of TCE and VET delivery for PY10 students (16-19 year olds) enrolled in colleges, based on their pathway plan.</li> <li>In some circumstances, PY10 students (16-19 year olds) will have the option of enrolling directly into Certificate III programs offered by the Tasmanian</li> </ul>	<p>Endorsed 15 Sep 2010</p> <p>Clarification specifying Certificate III enrolments only (Added 29 Oct 2010)</p>	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.

	<p>Polytechnic. In circumstances such as this, accountability for enrolment of, and delivery to, this category of Year 10 school leavers will sit with the Tasmanian Polytechnic.</p> <ul style="list-style-type: none"> <li>The Tasmanian Polytechnic will then have responsibility and accountability for their retention and achievement of the pathway plan of these students.</li> </ul>		
<b>Evaluation Working Group</b>	<p><b>Evaluation Proposal</b></p> <p>The amended evaluation proposal was approved by PMG and noted that the longer term evaluation questions will be referred to the PY10 institutions as these are the objectives of these institutions and the measurements by which their performance will be measured.</p>	Endorsed 8 Dec 2010	2011 Evaluation Working Group
<b>Funding/Finance</b>	<ul style="list-style-type: none"> <li>It was clarified that the overhead for student support would be set at 10% payable to the host institution prior to distribution of DoE funding.</li> <li>It was clarified that the 10% paid to the host institution will receive pays for three major tasks. These are: <ul style="list-style-type: none"> <li>Monitoring and responses to student attendance patterns.</li> <li>Managing student welfare issues.</li> <li>Development of (where appropriate) and supervision of individual student pathway plans.</li> </ul> </li> </ul>	Endorsed 22 Dec 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
	<ul style="list-style-type: none"> <li>16-19 year olds, enrolled in a VET only program in the Tasmanian Polytechnic, with a pathway plan that targets TCE qualifications as the end point will be funded by DoE.</li> <li>16-19 year olds, enrolled in a VET only program in the Tasmanian Polytechnic that is not focussed on a TCE qualification as the end point will be funded by Skills Tasmania.</li> <li>Recommendations for funding arrangements related to unique programs offered within the PY10 environment approved.</li> <li>Include issues related to funding arrangements for 16-19 year olds undertaking VET only programs in the Tasmanian Polytechnic in work to be undertaken early in 2011 to refine the PY10 policy framework.</li> </ul>	Endorsed 10 Nov 2010	<p>Tasks completed and transferred to relevant areas for action in 2011.</p> <p>----- PY10 Leadership Team</p>

	<ul style="list-style-type: none"> <li>• The following recommendations have been approved for the strategy for finance systems in 2011 together with associated financial operations:</li> <li>• The finance system approach for 2011 should continue to rely on: <ul style="list-style-type: none"> <li>- DoE using Finance I to perform transactions associated with the delivery of resources from DoE PY10 budget centres to the three unaligned colleges and to Shared Services.</li> <li>- Shared Services using E5 to perform transactions associated with the activities of the Tasmanian Polytechnic, the five colleges already aligned to the Shared Services model and the activities of the Tasmanian Skills Institute; and</li> <li>- The three currently unaligned colleges continuing to operate SACS.</li> </ul> </li> <li>• The approach for 2011 should also respond to organisational change initiatives to be resolved as part of separate deliberations by PMG.</li> <li>• Any decisions to implement high level organisational structures are resolved in time to enable associated changes to finance system structures to be implemented prior to the commencement of student enrolment processes in October 2010.</li> <li>• DoE and Shared Services maintain other structural elements of the existing operational models, including elements such as ABN's, bank accounts and charts of accounts.</li> </ul>	Endorsed 22 Sept 2010	Tasks completed and transferred to relevant areas for action in 2011.
<b>Information Technology</b>	<p>The following recommendations have been approved for short-term actions in the areas of student systems to enable a single view of a student to be compiled and assist with reduction of workload for the transition colleges in the area of student administration.</p> <ul style="list-style-type: none"> <li>• Integrate current Daymap data into the DoE data warehouse.</li> <li>• Extend the Daymap schema to accommodate the parental background characteristics data that are not able to reside within QL-S.</li> <li>• Address the single student view / reporting from the data warehouse.</li> <li>• Integrate the current pastoral care allocation logic that exists within SACS to be available within Daymap or TT7.</li> <li>• Implement an instance of Daymap into the Tasmanian Polytechnic to cater for their PY10 students and enable them to collect the missing data fields e.g.</li> </ul>	Endorsed 27 Oct 2010	ICT DoE/Shared Services Integration

	<ul style="list-style-type: none"> <li>parent education level and mark attendance.</li> <li>Action to ensure agreement on data compliance protocols.</li> </ul>		
	<ul style="list-style-type: none"> <li>Work to commence on investigating a number of possibilities within the IT area including: <ul style="list-style-type: none"> <li>The removal of the wide area network firewall between DoE and PY10 to assist with reducing the technical barriers between the two.</li> <li>Changes to local area network infrastructure to enable wireless access to be across both and also enable access to wired (blue cable) across both. This will enable teachers and staff to freely move between colleges, Tasmanian Academy and Tasmanian Polytechnic locations.</li> <li>Changes to email systems to enable address lists including email groups to be displayed in Outlook for teachers and staff e.g. a PY10 teacher would be able to view the DoE address book and vice versa. These configuration changes will not enable the detailed information for the calendar free busy searches or task lists, etc. to be shared.</li> <li>Changes to enable intelligent web and active directory based applications to be accessible from the other domain e.g. that PY10 can see the DoE Intranet to enable them access to DoE policies effective from 1 January 2011.</li> </ul> </li> <li>Once information has been obtained and decisions made this information will be communicated to staff.</li> </ul>	Endorsed 29 Sept 2010	ICT DoE/Shared Services Integration
	<ul style="list-style-type: none"> <li>Student IT 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.</li> <li>Daymap will continue to be used in 2011 for those colleges that transferred to Tasmania <i>Tomorrow</i> in 2009 and 2010. Longer term arrangements will require review during 2011.</li> </ul>	Endorsed 22 Sept 2010	Student Systems DoE/Shared Services Integration
<b>Key Directions</b>	<p><b>Draft Key Directions</b></p> <ul style="list-style-type: none"> <li>It was determined that the composite document prepared by the Project Manager was not yet ready for distribution.</li> </ul>	Endorsed 8 Dec 2010	PY10 Leadership Team

<b>KickStart Program</b>	<ul style="list-style-type: none"> <li>The promotional plan for the KickStart Program was approved by PMG.</li> </ul>	Endorsed 8 Dec 2010	Tasks completed and transferred to relevant areas for action in 2011.
<b>Libraries</b>	<ul style="list-style-type: none"> <li>Current consolidated provision of library services through the Tasmanian Polytechnic be terminated by the transfer of the administration of libraries on the transitioning college campuses to the colleges. This recommendation implies campus level management for libraries in areas such as staffing and resourcing and is consistent with Clause 4.2 and 4.8 of the Implementation Guide.</li> <li>The Tasmanian Polytechnic continues to offer a statewide model of Learning Centres (Libraries).</li> <li>Cooperation and collaboration should be facilitated at a number of levels and including: <ul style="list-style-type: none"> <li>Between both the existing and the transitioning college libraries.</li> <li>Between college libraries, Tasmanian Polytechnic Learning Centres.</li> <li>Between college libraries and Tasmanian Polytechnic Learning Centres and other providers of library services such as the Community Knowledge Network and other DoE libraries.</li> </ul> </li> <li>The Library Management System (TALIS – Symphony) and the Student Information Management (ID card process and getting student information interlibrary circulation system) are priority considerations for the start of 2011.</li> </ul>	Endorsed 13 Oct 2010	Tasks completed and transferred to relevant areas for action during transition 2010 – 2011.
<b>Management Structures</b>	<p><b>Adjustment to Management Structures</b></p> <ul style="list-style-type: none"> <li>A sub-group of PMG has been formed to propose staffing structures for colleges and the Tasmanian Polytechnic for 2011. The sub-group will provide recommendations to the Secretary by mid October 2010.</li> </ul>	Endorsed 22 Sep 2010	Tasks completed.
<b>PY10 Institutions</b>	<ul style="list-style-type: none"> <li>The preferred names of the institutions that will be part of the Department of Education from 1 January 2011 are the Tasmanian Polytechnic and the eight colleges of the Tasmanian Academy (which will individually be called Claremont College, Don College, Elizabeth College, Hellyer College, Hobart College, Launceston College, Newstead College and Rosny College).</li> </ul>	Endorsed 22 Sept 2010	Tasks completed.

	<ul style="list-style-type: none"> <li>Each institution will have its own budget to manage, including each of the eight colleges.</li> </ul>		
<b>Reporting</b>	<p>Reporting of student outcomes for the Tasmanian Academy and Tasmanian Polytechnic in terms of standards aligned with legislated objectives.</p> <p>PMG endorsed the following recommendations put forward by the Reporting Working Group:</p> <ul style="list-style-type: none"> <li>To adopt a continuous improvement reporting model where: <ul style="list-style-type: none"> <li>Legislated objectives are mapped to outcomes, expressed as high-level standards, and relevant output measures; and</li> <li>Reporting is against these outcomes where each provider (Tasmanian Academy/Tasmanian Polytechnic) gathers evidence in the following terms: <ul style="list-style-type: none"> <li>This is what is known about the match of what happens and each outcome standard (quantitative and qualitative data);</li> <li>This is how the provider has contributed to this (evidence of the provider's processes and how effective these processes are); and</li> <li>These are relevant factors outside the influence of the provider and this is the influence of these factors on the gap between the actual outcomes and each standard.</li> </ul> </li> </ul> </li> <li>To adopt the attached outcome statements as an initial set of standards against which the achievements of the Tasmanian Academy and Tasmanian Polytechnic can be assessed over time under the proposed continuous improvement model.</li> <li>That the Tasmanian Academy and Tasmanian Polytechnic will report by the end of April 2012 on achievements in 2011 against the 'equity' standard.</li> </ul>	Endorsed 17 Nov 2010	2011 Reporting Steering Committee
<b>Reporting</b>	<p><b>Process for Data Collection</b></p> <ul style="list-style-type: none"> <li>PY10 student attendance needs to be recorded for all students, and where possible the collection should be electronic.</li> <li>The rules used for counting students in 2010 to be used in 2011.</li> <li>Student Systems Working Group to nominate stakeholders to be part of the co-ordinating group that will oversee this register and associated processes.</li> <li>There was in-principle agreement of the need to review business processes</li> </ul>	Endorsed 13 Oct 2010	Tasks completed and transferred to relevant areas for action in 2011.

	<p>associated with finalising assessments for learning programs for a competency or qualification, and it was agreed to refer this issue to relevant bodies for further consideration and action.</p> <ul style="list-style-type: none"> <li>• The definition of a full time enrolment for counting enrolment and ABS reporting purposes is as for 2010.</li> <li>• A web-based register be developed by the Student Systems Working Group to capture issues with enrolment processes.</li> </ul>		<p>-----</p> <p>ICT DoE/Shared Services Integration</p>
<b>Shared Services Functions</b>	<p><b>Transfer Principles for Shared Services Functions</b></p> <ul style="list-style-type: none"> <li>• Guiding Principles for Shared Services Functions: <ul style="list-style-type: none"> <li>- Day to day campus based operational functions transfer to campuses;</li> <li>- Statewide support operations remain Shared Services;</li> <li>- When responsibility remains with Shared Services it may be necessary to establish arrangements which ensure that these College Principals have input to the establishment of priorities for their colleges;</li> <li>- Accountability for outcomes transfer with activities returned to campuses;</li> <li>- Resourcing of these functions be within existing budgets with an appropriate reallocation of human and financial resources to be agreed upon;</li> <li>- The transfer of functions to colleges will occur on a consistent basis state-wide;</li> <li>- Shared Services and these colleges need to fully support the decisions that are made on the reallocation of support functions.</li> </ul> </li> <li>• Working groups be asked to consider their principles when considering the transfer of functions from Shared Services to the five colleges transitioning from Tasmania <i>Tomorrow</i>.</li> </ul>	Endorsed 13 Oct 2010	DoE/Shared Services Integration
<b>Shared Services Staffing</b>	<p><b>Shared Services Staffing</b></p> <p>The following recommendations re transfer of administration functions to college campuses were approved by PMG:</p> <ul style="list-style-type: none"> <li>• The Interim Principals and Administration Managers will manage the return of staff to college line reporting with the assistance of Shared Services.</li> <li>• Facilities and Client Services campus based staff will return to college line</li> </ul>	Endorsed 17 Nov 2010	Tasks completed and transferred to relevant areas for action in 2011.

	<p>reporting.</p> <ul style="list-style-type: none"> <li>• Staff working on day-to-day ICT activity and project management activity have line reporting to the College Principal.</li> <li>• Staff working on network management have line reporting to Shared Services.</li> <li>• All staff will be based on college campuses.</li> <li>• Protocols will be developed to support the proposed arrangements.</li> <li>• Staff sensitivities concerning ICT assignments back to colleges.</li> <li>• The review of operations, of efficacy of the arrangements, to be undertaken by the Deputy Secretary PY10 by the end of Term 1 2011.</li> <li>• Review Client Services structure in Shared Services and Colleges.</li> </ul>		<p>-----</p> <p>Dep Sec PY10</p> <p>Client Services DoE/Shared Services Integration</p>
<b>Student Systems</b>	<p><b>Short-Term IT Actions</b></p> <p>PMG supported the allocation of Timetabler responsibilities within the Tasmanian Polytechnic.</p>	Endorsed 8 Dec 2010	Tasks completed.
<b>Staff</b>	<p>In accordance with standard employment and State Service Act provisions, and subject to operational and learning delivery needs and any approved structures, the following principles should be adopted:</p> <ul style="list-style-type: none"> <li>• Transitions should be on a point-to-point basis, i.e. at level (in line with substantive classification) and on the basis of “no disadvantage” i.e. the employee is no worse off in general terms and conditions of employment.</li> <li>• Where the classification is known and duties are the same or similar, the transition can be on a permanent, on-going basis (e.g. Workforce Learning Leader in the Tasmanian Polytechnic to an AST in a college at Band 2).</li> <li>• Where the classification is not known but the position and duties is similar to existing assignments, the placement will be for an initial six month period during which time positions will be sized and finalised through standard vacancy filling processes.</li> <li>• Where a current position is not going to exist discussions will occur with that incumbent employee and his/her direct senior manager to ascertain a suitable placement, principally in line with the preferred placement and the</li> </ul>	Endorsed 27 Oct 2010	Tasks completed and transferred to relevant areas for action in 2011.

	<p>new structure.</p> <ul style="list-style-type: none"> <li>• Where there is either no existing employee at level; or no employee is undertaking similar duties; or if there are more employees at level than there are positions, an EOI process should be followed.</li> <li>• Transition is not designed to diminish or reduce conditions, and conversely is not designed to gain an advantage or give automatic promotion – it is possible for a change to classification or conditions, but only where this is desirable in line with structure and following agreement with the employee.</li> <li>• Similar to fixed term employment, there is no guarantee that any current acting arrangements will continue beyond the end of existing approvals in 2010.</li> </ul> <p><b>Timing Imperative (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Confirmation of staffing decisions will be made and formally advised to staff as soon as possible.</li> <li>• The process for filling positions in and transition to the new structure will, where possible, be progressed on a top-down basis.</li> <li>• Senior positions will, where possible, be finalised no later than 10 November 2010. The allocation of staff to teaching positions impacted by decisions related to senior position allocation will be finalised by 19 November 2010.</li> </ul>		
	<p>Subject to the development of college staffing structures having regard to 2011 student enrolment projections, and also the finalisation of the organisational structure for the Tasmanian Polytechnic in 2011, the following staffing approaches are approved.</p> <p><i>A General staff, teaching and support</i></p> <ul style="list-style-type: none"> <li>• It is the intention that all ex-college staff that are currently within the PY10 sector are to be allocated their preferred organisation, i.e. a college or the Tasmanian Polytechnic, subject to operational and learning delivery needs.</li> <li>• It is the intention that all other staff will be allocated to an organisation in line with their current, assigned duties and based on operational and delivery needs and preferences where possible.</li> <li>• Staff with dual roles or mixed workloads between organisations will</li> </ul>	Endorsed 20 Oct 2010	Tasks completed and transferred to relevant areas for action in 2011.

	<p>require additional consideration in terms of allocating an organisation – discussions between interim Principal and line managers in the Tasmanian Polytechnic will be required.</p> <p><i>B Promoted staff</i></p> <ul style="list-style-type: none"> <li>All staff substantively in promotable positions will be allocated to their preferred organisation (i.e. college or the Tasmanian Polytechnic) on a point to point basis <b>if</b> that organisation has classifications at their level (e.g. AST or Workforce Learning Leader at Band 2). If their substantive level is not available in the structure of their preferred organisation they will be required to have discussions regarding suitable positions and may be required to participate in standard vacancy filling processes such as an EOI (template may be required to assist managers in dialogue).</li> </ul>		
	<p><b>Industrial Award Teaching Staff</b></p> <ul style="list-style-type: none"> <li>Industrial awards/agreement coverage for Tasmanian Academy and Tasmanian Polytechnic teaching staff are:  Tasmanian Academy – DoE award/agreement.  Tasmanian Polytechnic – PY10 award/agreement.</li> </ul>	Endorsed 20 Oct 2010	Tasks completed and transferred to relevant areas for action in 2011.
	<p><b>Organisational Structures</b></p> <ul style="list-style-type: none"> <li>The decisions regarding Tasmanian Polytechnic structures have been made and organisational charts will be published on the internet.</li> </ul>	Endorsed 20 Oct 2010	Tasks completed.
	<p><b>Teacher Administration</b>  <b>Tasmanian Polytechnic</b></p> <ul style="list-style-type: none"> <li>Subject to the options for staff in the PY10 Implementation Guide, support staff who undertake teaching administration functions for the Tasmanian Polytechnic on a non-college site remain with the Tasmanian Polytechnic.</li> <li>Subject to the options for staff in the PY10 Implementation Guide, Tasmanian Polytechnic support staff who are located on a college campus and who work entirely with 16-19 year olds will remain at the college under line management to the Principal.</li> <li>The staffing allocation process is to consider the Tasmanian Polytechnic support staff who are located on a college campus but have a mixed workload.</li> </ul>	Endorsed 14 Oct 2010 (out-of-session)	Tasks completed and transferred to relevant areas for action in 2011.

	<p><b>Three Current Colleges</b></p> <ul style="list-style-type: none"> <li>• There be no change to the existing support models.</li> </ul> <p><b>Five Transitioned Colleges</b></p> <ul style="list-style-type: none"> <li>• Subject to the options for staff in the PY10 Implementation Guide, existing Client Services staff based on a college site will remain at the college with line management reporting to the Principal, not through Shared Services as is currently the case.</li> <li>• Subject to the options for staff in the PY10 Implementation Guide, existing campus based teaching administration staff of the Tasmanian Academy will retain their reporting line to the Principal.</li> <li>• The Business/Administration Manager role will be reinstated and filled as early as possible in 2011 so that the appointees can take a leading role in the transition of these colleges. The status and classification of this role will be dependent on the duties and responsibilities undertaken, and this will be determined when the overall Shared Services/Tasmanian Academy support model has been finalised.</li> </ul>		<p>-----</p> <p>HR DoE/Shared Services Integration</p>
	<p><b>Accommodation Relocation</b></p> <ul style="list-style-type: none"> <li>• Requests for relocations are approved only if absolutely necessary for service delivery.</li> <li>• Where relocation is required the accommodation business case template needs to be used and include approved business cases.</li> <li>• Approval for business cases must be sought from: Principals on college campuses for the Tasmanian Academy; and for former TAFE Tasmania campuses, Directors for the Tasmanian Polytechnic and Regional Operations Managers for the Tasmanian Skills Institute and must be jointly approved applications.</li> <li>• Funding requirements will need to be negotiated as part of the business case development and approval process, with the focus on existing business unit funding being utilised.</li> <li>• Shared Services (Facility Services) will manage the accommodation relocation process, particularly in terms of whether requests are achievable from both a space and funding perspective.</li> </ul>	<p>Endorsed 13 Oct 2010</p>	<p>Tasks completed.</p>

	<ul style="list-style-type: none"> <li>• Wherever possible, existing office furniture should remain with the office.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Where required, the Staff Working Group access external support to ensure staffing process are undertaken as efficiently as possible.</li> <li>• Representative management staff from the Tasmanian Academy, Tasmanian Polytechnic and colleges be consulted and have input into staffing processes where appropriate.</li> </ul>	Endorsed 6 Oct 2010	Tasks completed and transferred to relevant areas for action in 2011.
	<ul style="list-style-type: none"> <li>• All conditions of employment will be maintained on a status quo basis. Both support staff and teaching staff will continue to derive conditions of employment from appropriate industrial instruments as approved by the Tasmanian Industrial Commission.</li> <li>• 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 Tasmanian Academy will become staff of a college. Former college and TAFE Tasmania teachers and support staff who were transferred under Tasmania <i>Tomorrow</i> will be given the option of staying in their current position or transferring to a college/the Tasmanian Polytechnic subject to operational and learning delivery demands.</li> <li>• 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 sites as vacancies become available and in accordance with State Service guidelines. Where this does not apply for senior managers, the assignment to a college, the Tasmanian 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.</li> </ul>	Endorsed 22 Sep 2010	Tasks completed and transferred to relevant areas for action in 2011.
<b>Student Services</b>	<ul style="list-style-type: none"> <li>• Existing student services will continue to be available to students in 2011.</li> </ul>	Endorsed 22 Sept 2010	
<b>Students Working Group</b>	<ul style="list-style-type: none"> <li>• PMG noted that the progress report provided by the Students Working Group and recommended that the recommendations of the report be drawn to the attention of the new PY10 Leadership Team at the earliest opportunities.</li> </ul>	Endorsed 8 Dec 2010	Tasks completed.

<b>Working Groups</b>	<ul style="list-style-type: none"> <li>• The PY10 Leadership Team will take on the roles and responsibilities of the Project Management Group and the associated working groups with effect from 1 January 2011.</li> <li>• The recommended extensions to the Project Working Group end dates will be recommended to the PY10 Leadership Team for consideration.</li> <li>• The Project Management Group will be disbanded with effect from 31 December 2010.</li> <li>• The Project Management Group approved the extension of membership of the Evaluation Working Group to include representation from three Unions - AEU, CPSU and LHMWU.</li> </ul>	Endorsed 8 Dec 2010	Tasks completed.
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