

TasTAFE

Staff Update

Issue 8: May 2013



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MESSAGE FROM STEPHEN CONWAY CEO TasTAFE

Last night the Training and Workforce Development Bill passed smoothly through the Legislative Council. This means the Tasmanian Polytechnic and Skills Institute are on track to be merged and continued as TasTAFE on 1 July.

It's welcome news that we can continue to plan with confidence for a successful start to TasTAFE.

I am currently in the middle of staff forums, and the optimism and future focus of all staff is very inspiring.

Our plans to transition from the two current structures to the finalised TasTAFE are being well received and the feedback received during the forums so far has been constructive and will help us through the change.

It would be remiss of me not to acknowledge all of the people who have had input into the new Legislation. Their efforts have been enormous and the Act provides TasTAFE with a tremendous base to grow and prosper.

I hope all staff share in my pride today as we get closer to our first day of operation.

Regards,

Stephen

BOARD APPOINTMENTS

The advertisement for TasTAFE Board members drew an exceptionally strong field of candidates. The selection panel were particularly impressed by the experience and expertise of those who expressed interest in the role.

Positions for the TasTAFE Board closed in April and the candidates were shortlisted to a top 10 in early-May.

With interviews now complete, the top six candidates have been recommended to the Minister. It is expected the recommendations will be considered by Cabinet next week.

A full summary of the appointments will be provided in the next Staff Update.

TasTAFE STRUCTURE AND STAFFING

As many of you know, Stephen has begun another statewide round of campus consultations with staff about the structure and staffing arrangements for TasTAFE.

The draft structure for TasTAFE is in line with the recommendations made by the VET Review author, Virginia Simmons. Stephen has had discussions with Virginia about developments with the proposed structure.

With the passage of legislation, a Workforce Transition Steering Committee is to be established. The work of the committee will begin in June.

Once TasTAFE is established on 1 July, an internal governance framework will be put in place to guide ongoing decisions about staffing.

The structure of this framework will include a Senior Management Group, a Workforce Planning Committee, a TasTAFE Consultative Committee and Campus Operations Groups:

- The **Senior Management Group** will be the Executive of TasTAFE, and will include the CEO, five General Managers and a Chief Financial Officer.
- The **Workforce Planning Committee** will analyse and identify internal capability of the TasTAFE workforce and advise the Senior Management Group.
- The **TasTAFE Consultative Committee** will have specific terms of reference and comprised of equal members of management and staff.
- The **Campus Operations Groups** will focus on local and regional issues, and provide advice to the Workforce Planning Committee and the Senior Management Group.

This represents a systemised approach to both the structure of TasTAFE and its staffing arrangements, with an emphasis on wide consultation and strong leadership.

Please see the attached draft TasTAFE structure diagram (being used at staff forums) for more information.

POLICIES AND PROCEDURES

Anne Blythman has recently been appointed to the end of June as a member of the VET Review Implementation Team in the role of Senior Project Officer.

The role involves supporting current projects being undertaken by the Implementation Team, with a primary focus on working closely with the team and various working groups to finalise a set of policies and procedures for TasTAFE.

In this capacity Anne will be working closely with relevant members of working groups and other staff across the Skills Institute and Polytechnic to review and revise existing policies and procedures, rework where appropriate, and develop new ones as a need is identified.

A key focus of the work will be ensuring that the policies and procedures reflect those currently used by the Skills Institute and Polytechnic, while at the same time meeting the needs of the new TasTAFE environment.

WORKING GROUP UPDATES

As we move closer to 1 July and towards the establishment of TasTAFE, the activity of some working groups is beginning to come to an end, whilst others are increasing their efforts in various areas:

TasTAFE Branding and Communication

A number of staff across both organisations have been involved in progressing the branding and communications work for TasTAFE. Outcomes from this work include:

- **Visual identity/branding** – the branding audit of TasTAFE is well underway, with staff from both organisations continuing their hard work identifying materials, forms and other collateral that needs rebranding with TasTAFE for the 1 July start date. Temporary solutions are being developed for teaching and learning resources and internal signage to assist in keeping rebranding costs low.

Although TasTAFE will be a new organisation, it is also considered to be a sub brand of the Tasmanian Government, and as such, needs to comply with the requirements of the *Whole of Government Communications Policy* and subsequent *Tasmanian Government Style Guide and Logo Policy*.

As part of the registration compliance requirements for ASQA, it is important that TasTAFE is not promoted in the public space until 1 July, which is the official 'start date' of the new organisation. It is also important that instances of the TSI and Polytechnic brand being visible in the public space post- 1 July are limited.

A toolkit for staff consisting of the TasTAFE Style Guide, an overview of the style requirements, logos in various file formats and a range of templates is being developed so that staff can begin to rebrand documents and resources in-house. Further information on the toolkit will be available in the next week. In the meantime, if you have any questions or concerns about the new brand, please contact vetreview@education.tas.gov.au

- **Internet/intranet** – work is continuing on the development of the new TasTAFE internet presence, which is due to replace the current Polytechnic and Skills Institute public sites on 1 July 2013. The new TasTAFE internet will also include a rebranded Course Information System (CIS), which is currently undergoing testing.

The development of the intranet portal to bring together key information for TasTAFE staff as well as links to Phoenix and Findit until the full redevelopment of the intranet can take place is almost finalised and will be made available to staff in the next week or so.

- **Shared mailboxes** – the work being undertaken to collect information on existing Polytechnic and TSI shared mailboxes is currently being collated and will be finalised shortly.
- **Uniforms** – over the past week or so, there has been some confusion about TasTAFE uniforms... it's a much bigger issue than it appears on the surface, so it's very important that we get it right!

We all agree that a clearly visible identity for TasTAFE for its commencement on the 1st July is very important, and that uniforms for staff who are in direct contact with clients are a vital part of this identity.

As is the case now, all Client Services staff will be provided with a corporate (TasTAFE) uniform in preparation for the 1 July start of TasTAFE.

Uniforms are a big issue though, and there are many things to consider like: *who should have a uniform? who should pay for it? what are the implications for the budget? and what happens to old uniforms?*

Answers to these questions are being considered, and more information will be provided over the next few weeks along with a more comprehensive policy on uniforms.

- **Signage** – The closing date for the signage tenders was 24 April. After receiving and considering a number of tenders, the tender panel appointed Saunders Signs as the successful contractor.

Work has begun with the contractor to finalise signage requirements across all campuses, with preliminary work on maintenance and painting of some frames starting next week across several campuses. The installation of new signs is scheduled to begin the week prior to 1 July in readiness for 'the big day'.

Teaching Learning and Assessment

The TLA working group continues to meet every 4-5 weeks. The current update includes:

- **eLearning** – the establishment of a community of practice is progressing
- **Quality Management System** – the policy and associated procedures, are almost finalised and sessions in each region will be held to help staff become familiar with the system and documentation
- **Teacher Registration** – we are currently negotiating dates for info sessions which will be held by the Teacher Registration Board specifically for TSI teachers who will need to be registered from 1 January, 2014. Once the dates are agreed, they will be communicated to teachers.
- **Student support** – three concepts were provided to Stephen for consideration and a decision has been made to have a hybrid model of student support for 2013 through to the calendar end of 2014 with the intention to shape and evaluate the services offered after 2014.
- **ASQA General Direction: Retention of Student Assessment Items** – Jon Grant and Michael Higgins continue to work with Polytechnic and TSI staff to gather information that will assist them to recommend a solution around both storage and clarity of definition of what needs to be stored
- **Teaching, Learning and Quality Policies and Procedures** – Anne Blythman is working with the TLA Group to bring together policies and procedures from both organisations. These will be uploaded to the TasTAFE intranet when completed
- **Review of Project Outputs** – nine of the original 13 project outputs associated with the TLA working group have been achieved; two others are ongoing.

The group agreed that a number of additional outputs should be added including:

- Achieve statewide consistency in assessment, delivery, framework and resources.
- Ensure staff have teacher registration and good character checks.
- Establish eLearning as a core business tool with appropriate take up and support.
- Achieve strength in academic leadership throughout the organisation.
- Rewrite and combine TLA and Quality related policies and procedures.
- Establish metrics that measure and monitor teaching, learning, assessment and quality standards and progress.
- Determine an approach to innovation.
- Establish a TLA charter for TasTAFE
- Inform the development of TasTAFE's Educational Master Plan.

QL-S Operations Working Group

The QL-S Operations working group has completed the TasTAFE enrolment form and it has been sent for printing.

Drafts of the Resulting and Fees/Levies Policies and Procedures have been completed and are awaiting approval. The group is meeting again shortly to finalise the draft of the Enrolment Procedure.

It is anticipated that road shows and LEAPP forums will be held towards the end of June to inform all relevant staff off the major changes to the policies and procedures.

Several members of the QL-S group met recently with Skills Tasmania on the VET Reforms and the implementation of the Unique Student Identifier (USI). We are currently determining what the impact and requirements are for the implementation of the VET Reforms and USI. A further working group will be established to address these changes, which will consist of representation from all the key stakeholders.

VET Finance

The work of the Finance working group is currently focussed on the transition to TasTAFE on 1 July.

Although from 1 July things are intended to appear as 'business as usual,' behind the scenes the current separate financial management of the Polytechnic and the TSI will need to transform into two separate components of the new TasTAFE organisation.

The following are some issues that we wish to bring to your attention;

- Please get all your financial transactions, credit card acquittals and travel claims up to date so they can be coded to the old organisations rather than carrying over to TasTAFE. Separate reminders will come out about these, but it will be financially 'neater' if we can finalise as many transactions as possible that relate to the old organisations before TasTAFE commences.
- If you hold a credit card in the name of the Tasmanian Polytechnic or TSI then you can continue to use it until its normal expiry date. At that stage it will be replaced with a TasTAFE credit card.
- If you hold a credit card in the name of DoE, it will need to be replaced. You will receive separate advice about this process.
- There will be a process where financial documents – invoices, receipts, statements – will be updated to reflect the change to TasTAFE. EFTPOS machines will be updated on the same basis.
- Invoices from suppliers in the name of the TSI and Polytechnic are acceptable in the short term. Suppliers will be advised in July of the new arrangements including the need to change invoice details.
- Purchase order books will be updated by placing stickers over the old details with the new TasTAFE details. This is currently being organised and the stickers will be forwarded to holders of purchase order books shortly.
- Remittance advices and cheques are being updated with the new details ready for 1 July.

If you have any questions or concerns, or would like to contribute information or feedback to any of the working groups, please email vetreview@education.tas.gov.au and the implementation team will forward your comments to the relevant working group for discussion.