

TasTAFE Staff Update

Issue 5 : February 2013

MESSAGE FROM STEPHEN CONWAY, CEO TasTAFE

Hello to all. Over the past few weeks, I have been busy meeting staff across all campuses. I'm starting to recognise names and faces; however there is a long way to go before I know everyone!

It is my intention to continue to be out and about across our delivery sites as much as the diary allows, so if you see me walking around your campus, please stop me to say hi.

A good component of my time so far has also been in engaging with stakeholders outside of the organisation. These people are eager to know the plans for TasTAFE, and in particular, stress that they want the strengths of the current arrangements to continue and not be lost in transition. This will be a very important element of the positioning of TasTAFE in the current VET environment. I am committed to build upon all of the positive attributes of the Polytechnic and Skills Institute to ensure the new organisation is a strong, sustainable and vibrant VET organisation that is fully focussed on learners and stakeholder needs.

After deliberating about the pros and cons of various living and working arrangements in Tasmania, my wife and I have decided to base ourselves in the south, and we have just purchased a property in Hobart. I will also be moving from my temporary offices in Murray Street to the Campbell Street campus sometime in April. I'd like to stress that although Hobart will be my "office" base, you will see me across all of the various TasTAFE facilities as I go about my role as the CEO.

I am getting closer to outlining the guiding principles and high level features of the organisational structure for TasTAFE, so stay tuned for further information.

Regards,

Stephen

2013 CAMPUS VISITS – MARCH 2013

The second round of statewide campus visits will begin in early March. These visits will be less about seeing the infrastructure and assets of TasTAFE and more about engaging with staff.

Information about times and locations, will be available in the next TasTAFE Staff Update.

13-14 March : South

18-20 March : North

26-27 March : North-West

Implementation Project Team
Department of Education

WORKING GROUP UPDATES

As we move through the first half of 2013 and towards the establishment of TasTAFE, the activity of some workgroups will come to an end, some will increase, and others will continue with the new organisation.

The activity of the Organisational Design workgroup, for example, will soon come to an end; the work of the HR/WHS group will begin and accelerate; and the Teaching, Learning and Assessment workgroup is likely to continue in some form.

As the status of workgroups become clearer, this will be reported in future TasTAFE Staff Updates.

Organisational Design

The second half of 2013 will be a settling-in period for the new organisation. This is largely because courses, programs and services provided by both the Tasmanian Skills Institute and Polytechnic will continue as advertised in the 2013 guides.

As a consequence, there will be no radical change to staffing positions as a result of the Tasmanian Polytechnic and Skills Institute being merged and continued as TasTAFE.

On 4 March, Stephen Conway will meet with the four teams involved with organisational design models. At this meeting, Stephen will respond to the ideas put forward in those models, and will explain the approach he intends to take with the structure of TasTAFE. There will be no discussion about specific positions.

Legislation

The legislation has now been finalised from the department's perspective, and will be sent to the Minister by the Office of Parliamentary Counsel for formal approval. There are three Bills – the Training and Workforce Development Bill, the Training and Workforce Development (Transitional Provisions) Bill and the Training and Workforce Development (Repeals and Consequential Amendments) Bill.

The package of information that accompanies the legislation is currently being prepared, including drafting of the Minister's second reading speech.

The Bills will be introduced into Parliament in the Autumn session.

Union Consultative Committee

The Committee has a meeting scheduled for Friday 8 March to hear and discuss Stephen Conway's approach to the structure of TasTAFE.

As with the meeting with the Organisational Design workgroup on 4 March, there will be no discussion about specific positions and an assurance there will be no radical change to staffing positions as a result of the Tasmanian Polytechnic and Skills Institute being merged and continued as TasTAFE.

Teacher Registration

Amendments to the Teachers Registration Act are currently being finalised as part of the package of legislation to go to Parliament.

As advised in the last TasTAFE Staff Update, a series of statewide campus visits and information sessions will be held by the TRB to outline the registration process and what documentation you need to have for your registration.

In the second part of 2013, information will be provided via the TasTAFE Staff Update on how to lodge your registration application. Additional information sessions will be held as required.

Remember, TSI teaching staff will not need to be registered until 1 January 2014 – this means that there will be plenty of time and support for everyone to complete their registration process by the end of 2013.

**Please note that registration information on the TRB website currently relates to teachers who are undertaking the registration process for this year. Specific information for TasTAFE staff will be made available once the current registration period finishes.*

VET Finance

This workgroup has continued to make progress on developing the financial and budget models and processes for TasTAFE.

While work continues on TasTAFE's budget management processes, performance monitoring, financial reporting requirements and fee regime, the group has ratified the financial operating model recommendations.

What this means is that implementation of the TasTAFE financial operating model has begun.

A subgroup has been setup to coordinate and implement the changes required for TasTAFE operations. The subgroup will carry out tasks such as implementing changes into e5 and Finance One, registering the TasTAFE ABN, organising banking accounts and EFTPOS, updating remittances and invoices, and communicating with suppliers and debtors on TasTAFE changes.

The priority and focus of this subgroup is to implement the changes as seamlessly as possible. While it is not anticipated that major changes will occur, any changes to current financial processes and procedures will be communicated by the subgroup to staff as soon as practicable.

Another focus of the group is to develop the TasTAFE operating budgets. The group is currently working together to provide a 2013 and 2014 operational budget picture for the CEO. This will assist Stephen with making a decision on organisational design.

TasTAFE Branding and Communication

The visual identity of TasTAFE is now in the final stages of development.

The consulting agency presented three draft concepts to the CEO and members of the Branding and Communications working group last week. The group selected one concept for refinement, with the final design to be approved by Stephen in the next few days.

Work continues on internal and external communications strategies. The signage audit is now complete, and a tender is currently being prepared for the update of signage across all sites.

The Branding and Communications working group is also progressing the development of TasTAFE's public internet and intranet. A sub-group will be established to manage the process, and prepare content for the new site. The first priority for this group will be to ensure a public-facing TasTAFE site is ready by 1 July. Work on the new intranet will be undertaken post-1 July.

Teaching Learning and Assessment

The TLA working group has focused on two main priorities in the first part of 2013.

A small group of staff were involved in the completion and promotion of the Self-Assessment Checklist for teams to use in preparation for the registration of TasTAFE. They also held info sessions by video conference for all relevant leaders and managers in the Skills Institute and Polytechnic. The completed self-assessments will now guide the allocation of support by each organisation to areas that most require it.

The second focus has been to finalise a set of FAQ's that will assist administration staff involved in enrolment and resulting processes. This document was emailed to all staff in both organisations on 19 February and is also available on the TasTAFE website.

The group met with the CEO on 28 February for discussions around eLearning, student support, the draft quality management system, underpinning principles and future priorities for the TLA Group.

Assets

The Assets workgroup will hold its first meeting towards the end of the first half of 2013. The first meeting will concentrate on the utilisation of assets and how that may be improved.

All work on the implementation of the Governments response to the VET Review for the first half of 2013 will remain focussed primarily on staff, learners and other users of TasTAFE.

IT

ITS staff have continued to progress the transition of campus based computers from the Secure to the Education Domain with additional ITS staff providing support at all of the major campuses. There are now only a few computers at some campuses to be completed and local IT staff are negotiating with Polytechnic/TSI staff in relation to a suitable time to transition these.

The ICT systems in place have operated as expected with students enrolling in QLS and then having their user account available the following day. Polytechnic/TSI staff and student user account details are available for Poly/TSI staff to view in the directory service and this also provides sessional student lists at each campus and the ability to email students.

Other items that have progressed include:

- **Corporate Applications** are now available. A list of the most common [Corporate Applications](#) are available for staff on the Intranet (can be used as shortcuts).
- **Student user accounts** are able to be managed by all PY10 staff using [vKey](#). Staff are able to access vKey training by contacting their local IT Support staff.
- **Student email** is now available and uses Internet Explorer at address <https://mail.education.tas.gov.au>
Please note that Poly / TSI staff who cannot find teaching resources or require additional software should log a request into the [IT Helpdesk](#). These requests are handled by local IT Support staff.
- **Student IT access web pages:** To support students, the web pages in both the Polytechnic and TSI public websites have been reviewed. This will ensure that students have up to date information about their user accounts and email access.
- **Staff Intranets:** The staff intranet home pages have been set to:
<https://www.education.tas.gov.au/intranet/> for Polytechnic teachers and to
<https://findit.education.tas.edu.au/> for all TSI teachers.
- **Staff email distribution lists:** In both the Polytechnic and TSI there are a number of email distribution lists available for staff and these are visible in the Global Address List (GAL). An automated process is used to populate these distribution lists using details from the HR system. These distribution lists begin with: **DoE – TSI** and **DoE – FET**.

There are also a small number of manually populated distribution lists that are now out-dated and these will be removed.

QL-S Operations Working Group

The QL-S Operations Working Group is currently progressing issues in relation to the VET Reforms, AVETMISS 7 and the Unique Student Identifier (USI), due for implementation in 2014. Once clear guidelines are available around the National Reforms, the Group will be able to determine what the impact and requirements are for implementation, in addition to what modifications will be required to QL-S.

In January members of the QL-S Operations Working Group attended a consultation session with Skills Tasmania and the Commonwealth Task Force on the USI Scheme focusing on the Draft Legislation, followed by a question and answer session.

Meetings are scheduled with Skills Tasmania and the Commonwealth in March to determine in more detail what the impact and requirements are in relation to VET Fee Help (VFH).

HR and Work, Health and Safety

The HR and OH&S working group will commence activity shortly, in conjunction with the sign-off to the organisational design for TasTAFE.

Strategic and Emerging Demand

As with the Assets workgroup, the Strategic and Emerging Demand working group will not commence activity until later in the first half of 2013..

If you have any questions 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.

PROJECT TIMELINES

The following table provides a summary of the key stages of the project mapped across 2013. Please note that whilst some of the dates shown below are fixed deadlines, others are target dates and may change in the future.

2013								
FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Visual identity finalised								
Organisational design finalised								
Work commences on asset management								
Legislation passed through Parliament								
Enrolments and transitions finalised								
Final testing of IT system								
					TasTAFE enrolments			
					Policy settings received from Minister			
					Work commences on TasTAFE corporate plan			

CHANGES TO VET AT A NATIONAL LEVEL – VET FEE-HELP

In 2011-12 the Commonwealth committed \$1.75 billion over five years for a new National Partnership Agreement on Skills Reform (NP) to drive improvements in the training system. Through signing the NP the Tasmanian VET system will benefit from \$39 million over the next five years.

As part of these changes and to support access to higher level training, Tasmania has agreed to make VET FEE-HELP (a Commonwealth Government Income Contingent Loan (ICL) scheme) available to TasTAFE students at Diploma and Advanced Diploma levels from January 2014.

Introduced in 2008, VET FEE-HELP is an extension of FEE-HELP, which is part of the Higher Education Loan Program (HELP). VET FEE-HELP is available to help eligible students pay all or part of their tuition fees for VET courses at diploma level or above if they are studying with a registered training organisation (RTO) that is an approved VET provider. It is hoped that offering financial assistance through VET FEE-HELP will encourage more TasTAFE students to study Diplomas and Advanced Diplomas.

Applying to become an approved VET provider and then implementing and administering VET FEE-HELP is a complicated process. Staff from Skills Tasmania, DoE and TasTAFE will be involved in VET FEE-HELP to manage application, financial, operational, data collection and reporting requirements.

Introducing VET FEE-HELP to Tasmania will offer benefits to students and the training system. It's a big job and timeframes are tight but we are starting to get the process underway. A VET FEE-HELP Information Day will be held in March for staff involved and a dedicated officer will soon be appointed through Skills Tasmania to manage the application process. We'll keep you up to date as things progress.

More information about VET FEE-HELP is available [here](#).

Frequently Asked Questions

February 2013

training education VET learn
apprentice industry skills future
career work employment st
qualifications pathways vocation

Transition from the Tasmanian Skills Institute and Polytechnic to TasTAFE

When is TasTAFE established?

TasTAFE is established following the passage of legislation through Parliament. If this occurs, it's expected TasTAFE will be established on 1 July 2013.

Where do I enrol in the first half of 2013?

You enrol in the Tasmanian Skills Institute or Polytechnic, depending on your choice of program, course or service.

If I'm not already enrolled, where do I enrol after 1 July 2013?

You will enrol in TasTAFE after 1 July.

Will I have to re-enrol?

No. If you have started a course in the first half of 2013 that continues through to the second half of the year, you will not have to re-enrol at TasTAFE. Your course enrolment will continue automatically with TasTAFE.

Will I have to change classes when TasTAFE is established?

No. If your class or course continues through the second half of the year, there will be no noticeable change with the establishment of TasTAFE.

Which organisation issues my qualification?

If you gain a qualification prior to 1 July 2013, then the qualification will be issued by the organisation with which you enrolled. Whether you began your course with the Tasmanian Skills Institute or Polytechnic, if you attain a qualification after 1 July, it will be issued by TasTAFE.

What happens to the Skills Institute and the Polytechnic?

Under legislation, the Skills Institute and Polytechnic are merged and continued as TasTAFE. This means the names Tasmanian Skills Institute and Polytechnic will no longer be used, but the programs, courses and services they offer continue under the name TasTAFE.

What changes will I notice if TasTAFE is established on 1 July 2013?

The second half of 2013 will be a settling-in period for TasTAFE: there will be no radical change.

Courses, programs and services provided by the Tasmanian Skills Institute and Polytechnic will continue as advertised in guides by both organisations at the beginning of the year.

There will therefore, be little change to the staffing arrangements to deliver those courses, programs and services, but both organisations will be merged and continued as TasTAFE from 1 July.

January 2014 will present a fresh start for TasTAFE, with a new, single guide for courses, programs and services.

Will the campuses look the same?

Campuses will remain as and where they are, with changes to signage, when TasTAFE is established.

What will happen with my email address?

Email addresses will change from skillsinstitute.tas.edu.au and polytechnic.tas.edu.au to **tastafe.tas.edu.au**