

Dusting off the shelves:
Getting the most value out of
vocational education and training
equity resources—Support
document

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This document accompanies the report, *Dusting off the shelves: Getting the most value out of vocational education and training equity resources*, and is an added resource for further information. The report is available on NCVER's website:
<<http://www.ncver.edu.au>>

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Consultations

National

- ✧ Clive Butler, Product Manager, and Ricci Hoffman, Public Relations Officer, Australian Training Products Ltd
- ✧ Catherine Gynnell, Director, Adult Literacy Section, DEST
- ✧ Anne Maree Walker, Equity Manager, ANTA Brisbane
- ✧ Julie Mackey, Executive Officer, Australian Disability Training Advisory Council
- ✧ Brent McArdle, Manager, National Strategic Technology Unit, ANTA Brisbane
- ✧ Suzy Mckenna, Acting National Project Director, Reframing the Future
- ✧ John Quick, Australia Industry Group
- ✧ Julie van der Klift, Program Manager, New Practices in Flexible Learning, Department of Education, Science and Training, Canberra
- ✧ Louise Wignall, Senior Project Officer, Australian National Training Authority
- ✧ Lisa Williams, Policy Officer, Quality Assurance Section, VET Quality branch, DEST

New South Wales

- ✧ Barbara Barnard, Barbara Barnard Consultancy
- ✧ Kristine Brown, Language, Literacy and Communication Consultant
- ✧ Ursula Burgoyne, Former Program Manager, Language and Literacy Services, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Cath Byrd,– Manager, Disability Programs, NSW Department of Education and Training
- ✧ Claire Cappe, Program Manager, Training and Development Unit, NSW Department of Education and Training
- ✧ Lindy Cassidy, Manager, TAFE Equity and Outreach Unit, NSW Department of Education and Training
- ✧ Greg Christian, Aboriginal Coordinator, Illawarra Institute, TAFE NSW
- ✧ Jackie Cipollone, Program Manager, English Language, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Peter Cipollone, Principal Education Officer, Disabilities Programs Unit, NSW Department of Education and Training
- ✧ Philippa Coleman and Penelope Lees, Acting Program Manager, Community Services and Health, Disability Programs, Community Services and Health, Hospitality, Tourism and Recreation Curriculum Centre, TAFE NSW
- ✧ Susan Delaruelle, Coordinator, Educational Publishing and Resources, Program Support and Development Services, NSW Adult Migrant English Service
- ✧ Cheryl Edwards, Director of Nursing, Anita Villa, Katoomba, NSW
- ✧ Dave Ella, President, NSW Aboriginal Education Consultative Committee

- ✧ Christine Erskine, Senior Project Officer, Community Grants Program, Adult and Community Education, NSW Department of Education and Training
- ✧ Ian Fegent, Former Program Manager, Community and Disabilities Programs, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Evelyn Goodwin, Coordinator, Professional Development for RTOs, NSW Department of Education and Training
- ✧ Jenny Hicks, Teacher, Aged Care, Nursing and Child Studies, North Coast Institute (Kingscliff), TAFE NSW
- ✧ Sharon Hislop, Teacher Consultant – Disabilities, TAFE NSW
- ✧ Oksana Hull, Program Manager, Vocational Literacy, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Linda Inglis, Project Coordinator, Sustainable Agriculture, NSW Department of Primary Industries
- ✧ Steve Jamieson, Aboriginal Coordinator, North Coast Institute (Kingscliff), TAFE NSW
- ✧ Malcolm Jeeves, Director of Education and Pastoral Care, The Hammond Care Group
- ✧ Danny Lester, Relieving Manager, Aboriginal Programs Unit, NSW Department of Education and Training
- ✧ Marie Manidis, Manidis & Associates Pty Ltd, Sydney
- ✧ Christine Manwarring, Program Manager, Health and Aged Care Services, Community Services and Health, Hospitality, Tourism and Recreation Curriculum Centre, TAFE NSW
- ✧ Sharen Marshall, Head Teacher, Aged Care, Children’s Services and Nursing, North Coast Institute (Port Macquarie, Wauchope and Kempsey), TAFE NSW
- ✧ Uma Muthusamy, Field Officer, Program Support and Quality Assurance, Adult and Community Education, NSW Department of Education and Training
- ✧ Heather McGregor, Team Leader, Teaching and Learning – VET Services, Aboriginal Programs Unit, NSW Department of Education and Training
- ✧ Jude Nettleingham, Seafood Training Australia
- ✧ Roy Palmer, Director, Seafood Services Australia Ltd, and International Association of Fish Inspectors
- ✧ John Quick, Education and Training Adviser, Australian Industry Group
- ✧ Anthony Rogers, Coordinator: Nursing and Aged Care, North Coast Institute (Kingscliff), TAFE NSW
- ✧ Jean Ross, Head Teacher, Nursing, Aged Care and Disabilities, Hunter Institute (Newcastle), TAFE NSW
- ✧ Sue Roy, Relieving Program Manager, Vocational Literacy, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Sue Souter, Program Manager, Community and Disabilities Programs, Access and General Education Curriculum Centre, TAFE NSW
- ✧ Bronwyn Stephens, Senior Project Officer, Adult and Community Education, NSW Department of Education and Training
- ✧ Fran Stone, – TAFE NSW, General Education and Access Curriculum Centre (currently seconded to NSW Department of Education and Training)
- ✧ Gillian Thacker, Links to Learning, Adult and Community Education, NSW Department of Education and Training
- ✧ Margaret Tung, Senior Project Officer, Skills Development Unit, NSW Department of Education and Training
- ✧ Simone Windon, Literacy Coordinator, Nepean Community College, NSW Adult and Community Education
- ✧ Claire Wright, Program Manager, Numeracy, Maths and Science, Access and General Education Curriculum Centre, TAFE NSW

Tasmania

- ✧ Maggie Aird, Manager, Equity and Youth Strategies, Office of Post Compulsory Education and Training, Hobart
- ✧ Jane Barrett, Regional Disability Liaison Officer, Southern and Central Tasmania, University of Tasmania
- ✧ Rory Byrne, Manager, Seafood Training Australia, Hobart
- ✧ Chris Clark, Senior Training Officer, Oak Training and Development Services, Tahune
- ✧ Peter Galligan, Disability Liaison Officer, TAFE Tasmania, Southern Tasmanian Region
- ✧ James Garde, Assistant Manager – Training, Seafood Training Tasmania
- ✧ Lyndel Holton, State Coordinator, Aboriginal Training Programs, TAFE Tasmania, Launceston
- ✧ Fiona Huskisson, Research Officer, Equity Services, Office of Post Compulsory Education and Training, Hobart
- ✧ Cassandra Jefferson, Aboriginal VET Officer, TAFE Tasmania, Southern Tasmanian Region
- ✧ John Jessop, General Manager, STEPS Training Solutions, Hobart
- ✧ Ken Langston, Chief Executive Officer, STEPS Employment and Training Solutions, Hobart
- ✧ Trish McCullough, Manager, Vocational Education and Training, Office of Post Compulsory Education and Training, Hobart
- ✧ Tony Payne, Director of ADCET, University of Tasmania, Launceston Campus
- ✧ Brian Treanor, Director, Parkside Training Services, Hobart
- ✧ Karen West, State Manager, Workforce Aboriginal Corporation, Launceston

Western Australia

- ✧ Carolyn Biar, Disability Consultant, Pilbara TAFE, Karratha Campus
- ✧ Catherine Dunn, A/Manager VET Access, Department of Education and Training
- ✧ Steve Elsegood, Building and Construction Head Teacher, Swan TAFE
- ✧ Chris Farley, VET Employment Directions, Department of Education and Training
- ✧ Jane Figgis, AAAJ Consulting Group, Perth
- ✧ Margaret Greenough, VET Teaching and Learning, Department of Education and Training
- ✧ Renae Guthridge, Manager Quality/Principal Lecturer, Pilbara TAFE
- ✧ Monica Handley, Lecturer Access & Participation, Disability Support Officer, Access & Equity Coordinator, CGEA Regional Coordinator, Pilbara TAFE, Karratha Campus
- ✧ Sue Lapham, Director, Corporate Development, Westone
- ✧ Lee Lenyk, Senior Program Officer, VET Teaching and Learning, Department of Education and Training
- ✧ Dr Greg Lewis, Edge Training Solutions, Subiaco
- ✧ Sally Lumsden, Acting Manager, VET Program and Development Branch
- ✧ Margaret McHugh, Senior Literacy Officer, CAVSS, Department of Education and Training
- ✧ John Odgers, Quality Assurance Coordinator, WestOne Services
- ✧ Rachel Robertson, Nexus Strategic Solutions, Perth
- ✧ Cheryl Wiltshire, VET Teaching and Learning, Department of Education and Training

Queensland

- ✧ Andrew Agrotis Construction Teacher, Roma College of TAFE Queensland
- ✧ Nigel Allen, Head Teacher, Tourism and Hospitality SPIG, TAFE Queensland
- ✧ Carol Chambers Manager, Centre for Training Materials, Department of Employment and Training
- ✧ Helen Foley, Manager, Recognition of Prior Learning (RPL), VET projects, Department of Employment and Training
- ✧ Lynn Hammond, Senior Executive Officer, Equity Products and Services, Centre Innovation and Development, TAFE Queensland
- ✧ Paul Mansell, Teacher, Business Services, TAFE Queensland
- ✧ Chris Naylor, Teacher, Automotive, TAFE Queensland
- ✧ Elizabeth Padgham, Executive Officer, Employment and Indigenous Initiatives, Department of Employment and Training,
- ✧ Denise Reghenzani, Senior Policy Officer, Strategic Directions and Policy, Department of Employment and Training
- ✧ Becky Walsh, Principal Planning Officer, Department of Employment and Training

Victoria

- ✧ Sue Ferguson, General Manager: Employment & Training Performance
- ✧ Madeline Fernbach, Manager, Learner Access AC&FE, Department of Education and Training
- ✧ Enza Gandolfo, Research Project Officer, Equity Research Centre, Collingwood
- ✧ Bob Gray, Gray Consulting Pty Ltd
- ✧ Jan Hagston, Manager, Workplace Skills Access, Swinburne TAFE
- ✧ Margaret Regan, Teacher, Workplace Skills Access, Swinburne TAFE
- ✧ Madeline Scully, Manager, Participatory Initiatives, OTTE
- ✧ Dave Tout, Manager, CAE Press, Melbourne
- ✧ Peg Wymond, Teacher, Workplace Skills Access, Swinburne TAFE
- ✧ Linda Wyse Director, Linda Wyse and Associates

South Australia

- ✧ Grant Carnie, Chief Executive Officer, Australian Fisheries Academy, Port Adelaide
- ✧ Craig Harrison, ADTAC Council Member, General Manager, Employment and Training Services, Barkuma Inc. SA

Industry Skills Councils

- ✧ John Braddy, Chief Executive Officer, Automotive Training Australia
- ✧ Susan Briggs, Industry Specialist – Tourism, Services Industry Skills Council, Sydney
- ✧ Rory Byrne, Executive Officer, Fishing Industry Training Council, Hobart,
- ✧ Des Caulfield and Dorothy Rao, Resources and Infrastructure Industry Skills Council, Sydney
- ✧ Cherry Cole, General Manager, and Anita Roberts, Innovation & Business Skills Australia, Melbourne

- ✧ Cinthia Del Grosso, Transport Distribution Training Australia, National Project Manager, Strategic Plans and Business Planning, Transport and Logistics Industry Skills Council, Melbourne
- ✧ Adrian Denyer, Executive Officer, NSW Transport and Distribution ITAB
- ✧ Margaret Lansbury and Anita Roberts, Innovation Business Skills Australia Ltd, Melbourne
- ✧ Diane Lawson, Chief Executive Officer, Community Services and Health Industry Skills Council, Sydney
- ✧ Prue Masden Executive Officer, National Correctional Services Advisory Committee, Adelaide
- ✧ Tony Palladino, Chief Executive Officer, ElectroCommunications and Energy/Utilities Industry Skills Council, Sydney
- ✧ Bob Paton, Chief Executive Officer, Manufacturing Skills Australia, Sydney
- ✧ Alan Ross, Chief Executive Officer, Construction and Property Services Industry Skills Council, Melbourne
- ✧ Carl Tinsley, NSW Mining ITAB

Focus groups:

- ✧ Construction Strategic Product Implementation Group, TAFE Queensland, 17.5.05
- ✧ Business Services Strategic Product Implementation Group, TAFE Queensland, 2.6.05
- ✧ Automotive Strategic Product Implementation Group, Queensland, TAFE Queensland, 16.5.05
- ✧ Tourism and Hospitality Strategic Product Implementation Group, TAFE Queensland, 8.6.05
- ✧ Metropolitan Literacy Coordinators, Adult and Community Education, NSW Department of Education and Training, 24.5.05
- ✧ Certificate in General Education for Adults (CGEA) Teachers focus group, TAFE Western Australia, 9.8.05
- ✧ Australian Quality Training Framework (AQTF) and Diversity Workshops (2), Perth, Western Australia, 22.9.05
- ✧ Certificate in General Education for Adults (CGEA) Teachers focus group, Perth, Western Australia, 21.9.05
- ✧ VET providers, Department of Education and Training, Perth, Western Australia, 23.9.05

Questionnaires

NCVER Project – VET equity resource development: key enablers and barriers

Focus questions for managers of equity/resource development programs

Name: _____ Phone: _____

Organisation: _____

Position/role: _____

1. What experience/involvement have you had with equity resources in the last 7 years? Please tick appropriate boxes

Funding

Commissioning

Managing

Developing

Using

Promoting

Distributing

Evaluating

2. What type of equity resources have you been responsible for? (e.g. specific equity groups, language and literacy, guidance on compliance with AQTF or AQF requirements)

3. What is the impetus for the development or use of such resources in your organisation?

4. How do you evaluate the effectiveness or impact of these equity resources?

5. As part of the project, we will be selecting a number of resources for more detailed analysis. Could you list 5 examples, if possible, of VET resources which in your view have been very effective in achieving more equitable or inclusive outcomes in the last 7 years?

The resources could have been designed for a specific equity target group (e.g. people with disabilities), language and literacy or general VET resources. They may have been developed at an institutional, industry, community, state or national level.

Please use the table on the next page to rate their effectiveness, using the criteria provided.

Criteria of Effectiveness Rating Scale: 1. Not very effective 2. Reasonably effective 3. Highly effective N/A. not applicable ? Don't know

Name/ Date/Author of Resource	Criteria of effectiveness							
	Sales/use/ awareness in field	Quality/ user friendliness	Approach/ methodology	Alignment with Training Packages/ VET priorities	Feedback from client group	Impact on VET or industry	Impact on VET outcomes	Other e.g. timing, needs analysis, review, professional development, support
1.)								
2)								
3)								
4)								
5)								

6. For each of the resources identified, please indicate if you were involved in any of the aspects of their development or use, and for which one:

	Resource Number (from table above)						Resource Number (from table above)				
Funding	1	2	3	4	5	Management/quality assurance	1	2	3	4	5
Design/Development	1	2	3	4	5	Consultation/trialling	1	2	3	4	5
Distribution/promotion	1	2	3	4	5	Implementation/use	1	2	3	4	5
Evaluation/Review	1	2	3	4	5	Other:.....	1	2	3	4	5

7. Can you identify some equity resources that have not been so effective? In your view, what factors account for this lack of effectiveness or success?

8. How do you let your clients/stakeholders know out about existing and new equity resources?

9. What databases, access points or dissemination strategies do you find the most useful for finding out about equity resources? Why?

10. Based on your experience, prioritise the strategic areas in which improvements are needed to avoid duplication of effort and maximise the use and impact of equity resources. Please rate the following from 1 to 8, with 1 being the highest priority.

- funding models, policies and guidelines
- resource development methodologies
- tangible performance measures
- project management and coordination
- dissemination and marketing
- professional development
- organisational implementation and support
- evaluation, review and updating

11. Any comments on the areas identified in Q10, or any other improvements needed?

12. What are the key challenges or obstacles to achieving these improvements?

13. As part of the project, we will be analysing a number of resources in more detail. Would you be willing to discuss any of these resources or your involvement in them further? We anticipate this would take less than one hour of your time.

Yes No

14. Can you suggest any people or networks we should contact in relation to this project?

Many thanks for your assistance

NCVER Project – VET equity resource development: key enablers and barriers

Focus questions for VET practitioners

Name: _____ **Phone:** _____

Organisation: _____

Position/role: _____

1. What experience/involvement have you had with VET equity resources in the last 7 years? Please tick appropriate boxes.

Developing <input type="checkbox"/>	Using <input type="checkbox"/>
Promoting <input type="checkbox"/>	Evaluating <input type="checkbox"/>

2. What role do such resources play in enabling you to carry out your role more effectively?

3. How do you/your stakeholders find out about existing and new equity resources?

4. In your experience, what are the most useful ways for finding out about equity resources? Please fill in the following table and indicate the reason for your choice.

Dissemination strategy	Specific Example	Why do you find it useful?
Database/access point		
Website		
Other		

5. As part of the project, we will be selecting a number of resources for more detailed analysis. Could you list 5 examples, if possible, of VET resources which in your view have been very effective in achieving more equitable or inclusive outcomes in the last 7 years?

The resources could have been designed for a specific equity target group (e.g. people with disabilities), language and literacy or general VET resources. They may have been developed at an institutional, industry, community, state or national level.

Please use the table on the next page to rate their effectiveness, using the criteria provided.

Criteria of Effectiveness Rating Scale: 1. Not very effective

2. Reasonably effective 3. Highly effective

N/A not applicable

? Don't know

Name/ Date/Author of Resource	Sales/use/ awareness in field	Quality/ user friendliness	Approach/ methodology	Alignment with Training Packages/ VET priorities	Feedback from client group	Impact on VET or industry	Impact on VET outcomes	Other e.g. timing, needs analysis, review, professional development, support
1.)								
2.)								
3.)								
4.)								
5.)								

6. For each of the resources identified, please indicate if you were involved in any of the aspects of their development or use, and for which one:

	Resource Number (from table above)						Resource Number (from table above)				
Design/Development	1	2	3	4	5	Consultation/trialling	1	2	3	4	5
Distribution/promotion	1	2	3	4	5	Implementation/Use	1	2	3	4	5
Evaluation/Review	1	2	3	4	5	Other:.....	1	2	3	4	5

7. Can you identify some equity resources that have not been so effective? In your view, what factors account for this lack of effectiveness or success?

8. Based on your experience, prioritise the strategic areas in which improvements are needed to avoid duplication of effort and maximise the use and impact of equity resources. Please rate the following from 1 to 8, with 1 being the highest priority.

- funding models, policies and guidelines
- resource development methodologies
- tangible performance measures
- project management and coordination
- dissemination and marketing
- professional development
- organisational implementation and support
- evaluation, review and updating

9. Any comments on the areas identified in Q8, or any other improvements needed?

10. What are the key challenges or obstacles to achieving these improvements?

11. As part of the project, we will be analysing a number of resources in more detail. Would you be willing to discuss any of these resources or your involvement in them further? We anticipate this would take less than one hour of your time.

Yes No

Many thanks for your assistance