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

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✦ 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
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✦ Ursula Burgoyne, Former Program Manager, Language and Literacy Services, Access and General Education Curriculum Centre, TAFE NSW
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✦ Greg Christian, Aboriginal Coordinator, Illawarra Institute, TAFE NSW
✦ Jackie Cipollone, Program Manager, English Language, Access and General Education Curriculum Centre, TAFE NSW
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✦ Cheryl Edwards, Director of Nursing, Anita Villa, Katoomba, NSW
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- Chris Naylor, Teacher, Automotive, TAFE Queensland
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- Denise Reghenzani, Senior Policy Officer, Strategic Directions and Policy, Department of Employment and Training
- Becky Walsh, Principal Planning Officer, Department of Employment and Training

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- 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
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- Craig Harrison, ADTAC Council Member, General Manager, Employment and Training Services, Barkuma Inc. SA

Industry Skills Councils

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- 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
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

<table>
<thead>
<tr>
<th>Funding</th>
<th>Commissioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing</td>
<td>Developing</td>
</tr>
<tr>
<td>Using</td>
<td>Promoting</td>
</tr>
<tr>
<td>Distributing</td>
<td>Evaluating</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name/ Date/Author of Resource</th>
<th>Criteria of effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales/use/ awareness in field</td>
<td></td>
</tr>
<tr>
<td>Quality/ user friendliness</td>
<td></td>
</tr>
<tr>
<td>Approach/ methodology</td>
<td></td>
</tr>
<tr>
<td>Alignment with Training Packages/ VET priorities</td>
<td></td>
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<tr>
<td>Feedback from client group</td>
<td></td>
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<tr>
<td>Impact on VET or industry</td>
<td></td>
</tr>
<tr>
<td>Impact on VET outcomes</td>
<td></td>
</tr>
<tr>
<td>Other e.g. timing, needs analysis, review, professional development, support</td>
<td></td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Resource Number (from table above)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>Management/quality assurance</td>
</tr>
<tr>
<td>Design/Development</td>
<td>Consultation/trialling</td>
</tr>
<tr>
<td>Distribution/promotion</td>
<td>Implementation/use</td>
</tr>
<tr>
<td>Evaluation/Review</td>
<td>Other:..........................</td>
</tr>
</tbody>
</table>
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 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  ☐  Using  ☐
   - Promoting  ☐  Evaluating  ☐

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.

<table>
<thead>
<tr>
<th>Dissemination strategy</th>
<th>Specific Example</th>
<th>Why do you find it useful?</th>
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</thead>
<tbody>
<tr>
<td>Database/access point</td>
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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