

To	ICC		
Meeting	ICC – Meeting 03/2011		
Date	Wednesday 25 May 2011		
Venue	SPW 237	Time	10:00 am
From	Max Creta		
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1. Attendance

Australian Education Union (AEU):

Marylouise Chapman, Frank Lawlor and George Ulehla

Swinburne University of Technology (SUT):

Kristen McKenzie-Chan, Erin Freeman and Max Creta
Patricia Chapallaz and Christine Baker (part meeting)

Chair:

Kristen McKenzie-Chan

2. Apologies

Brad Hosking

3. Minutes from the previous meeting

Approved

4. Business arising from minutes of the previous meeting

5. General Business

5.1 Quality Assessment Framework for Nursing Staff in Lilydale

The AEU had previously raised concerns with regards to workload for teachers in the Department of Health Services in the School of Health and Community who deliver lecture style classes and how this may affect their work plan.

Ms Patricia Chapallaz (Director Learning – School of Health and Community) and Ms Christine Baker (Senior Educator – Health Services Department from the School of Health and Community) provided the following information to the ICC.

The Department has experienced significant growth in their nursing program since late last year to

now. To deliver to the increased numbers efficiently, the Department has introduced lecture style classroom. The Department has also sought to recruit additional staff to meet the increase demand. A number of sessional have also been engaged to assist with the current workload.

The Department is currently reviewing delivery and assessment methodology for the program to look at streamlining the process and reducing workloads.

SUT is committed in ensuring that teacher work loads are in line with the MBA.

Action: The AEU has requested copies of work plans for Health Services teachers. SUT to obtain authorisation from the relevant staff for this request.

Outcome: The relevant staff have declined the request to submit their work plans to the AEU.

5.2 Fixed Term to Ongoing Process (Swinburne College)

SUT provided an update on the fixed term to ongoing conversion process currently underway at Swinburne College. The process mirrors the TAFE Conversion process used earlier in 2011 and the applications will be accepted for a period of four weeks. In the event that more applications are received than the available ongoing opportunities, a merit selection process will be conducted to select the incumbent.

The AEU raised concerns on the length of time it has taken for a Conversion process to be implemented at Swinburne College.

SUT will provide the AEU with the number of available ongoing positions able to be supported through the conversion process.

5.3 PC Access – Department of Horticulture and Environment

The AEU raised concerns that in the event of lack of PC access in the Department of Horticulture and Environment, staff have been instructed to use laptops instead. SUT has followed this up with the Director Learning – School of Creative and Service Industries and the Manager – Horticulture and Environment. Both have confirmed that no such directive came from them. SUT is committed to providing its staff with appropriate PC access for staff in line with relevant policies and legislations.

5.4 Semester Plans - Diploma in Sustainable Urban Design

The AEU raised concerns regarding the work plan for staff delivering the Diploma in Sustainable Urban Design due to the discrepancy between the allocated hours and the contractual hours of a staff member. SUT will follow this up offline and advise ICC accordingly.

5.5 Teacher Checklist

The AEU wished to follow up on the Teacher Checklist form. Due to the lack of available documentation, all agreed to circulate it prior to the next ICC meeting and table it at the next ICC for further discussion.

5.6 Proposed Process for Swinburne to Enable Teaching Staff to “Demonstrate Equivalency” to Cert IV TAA.

SUT provided an update on the proposed process that may be implemented in Swinburne for staff to demonstrate equivalency to Certificate IV TAA. The AQTF Essential Conditions and Standards for Continuing Registration specify the requirements to be met for registration as an RTO and the National Quality Council (NQC) is responsible for determining the training and assessment competencies to be held by trainers and assessors.

The devised tool for this process is currently in a draft form and is awaiting approval from the Executive Group. SUT will table the final document to the ICC as part of the consultation process.

The document will aim to make the process as simple as possible and how staff can use their PDR funding towards demonstrating their equivalency. SUT wishes to be pro-active, to allow all effected staff member adequate time to undertake the process. SUT will communicate the implications for not upgrading to the Certificate IV TAA and this will be minuted in the ICC minutes.

5.7 Change Management – Workload Implications

AEU raised concerns on the number of current change management processes currently underway and the implication it has on teacher’s work load.

6. Next Meeting

Wednesday 29 June 2011 at 10:00 am in room SPW - 139

7. Previous Meeting minutes: <http://www.swinburne.edu.au/corporate/hr/salaries/icc-minutes/ICC%2002-11%20Minutes%206%20April%202011.pdf>