

Minutes of Meeting

To	ICC		
Meeting	ICC – Meeting 05/2011		
Date	Wednesday 10 August 2011		
Venue	SPW 139	Time	10:00 am
From	Max Crea		
Organisational Unit	Human Resources	Telephone	9214 8881
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1. Attendance

Australian Education Union (AEU):

Marylouise Chapman, Frank Lawlor and George Ulehla

Swinburne University of Technology (SUT):

Brad Hosking, Jenny McGrath, Max Creta and Richard Williams (part meeting)
Keri Bailey and Caroline Roach presented agenda item 5.5

Chair:

Max Creta

2. Apologies

3. Minutes from the previous meeting

Approved

4. Business arising from minutes of the previous meeting

4.1 Engineering Consolidation Project

AEU requested an update regarding the Engineering Consolidation Project. SUT will follow up on this request with the Executive Director of School of Engineering, Technology and Trades and advise the AEU accordingly.

4.2 Swinburne College Fixed Term to Ongoing Conversion

SUT provided an update on Swinburne College Conversion process and advised it had recently concluded. The relevant staff will be notified of the outcome of their application shortly. The process was seen as a positive one and SUT wishes to thank Frank Lawlor for his participation in the process.

5. General Business

5.1 TAFE General (HEW) Staff Standardisation Project

SUT provided an update on the project and advised that the focus is on HEW staff members across TAFE. The work on the Standardisation Project has identified inconsistencies among similar administration roles. The project will create parity amongst HEW staff across TAFE. The pilot will be rolled out at the Wantirna and Croydon campus with an anticipated date of 30 November 2011. The AEU raised concern that Teacher's workload may be impacted by this project.

5.2 Protocols for Accessing Workforce Data

SUT is open and transparent with regards to Workforce Data and is willing to provide the requested information while being mindful of employee's privacy. Additionally, SUT provided feedback on the form and is will willing to provide data on OH&S statistics which may also be useful to the AEU. Furthermore, SUT advised that it is about to commence a recruitment process to engage an OH&S Manager in TAFE.

5.3 Fixed Term to Ongoing Conversion

The AEU raised concern about the requirement for employees to have completed both a Certificate IV in Training and Assessment or equivalent and to have completed a Diploma of VET Practice or equivalent as an eligible criterion.

SUT supports the Conversion process and is satisfied to change the wording in the above mentioned criterion to read that a Diploma of VET Practice will be favourably considered. SUT will provide all Fixed Term to Ongoing Conversion documentation at the next ICC meeting for review. All agreed to rollout the Conversion process around November 2011.

5.4 Competency Nominal Hours Vs Delivery Hours

The AEU sought clarification about the discrepancy between nominal hours (as per a training package/purchasing guide) and the scheduled delivery hours. AEU wished to identify if SUT has any policies and/or procedures or business rules relating to defining delivery hours that may vary with published nominal hours.

SUT advised that it does not have such policy / procedures or business rules and that its focus was on the learning outcome for the student.

5.5 AQTF Competency Standards for Trainers and Assessors

SUT provided an update on the Swinburne process for Teachers to demonstrate equivalency to the Certificate IV TAA. The process is aimed at teachers who currently hold the BSZ or older teaching qualification to meet the requirement of the AQTF standard. The process is designed to be efficient and for the teacher to demonstrate equivalency. Under the SUT process teachers will not be issued with a qualification. This process has received endorsement from an external auditor engaged by TAFE which deemed the process to be compliant. All affected teachers must complete this process by 17 June 2012 or they will not be compliant with the AQTF standards. The AEU approved of the process in principle. SUT tabled relevant documentation and AEU will provide feedback. It is anticipated that the process will begin on 30 August 2011 and staff will be provided with relevant support and training. Caroline Roache will take carriage of implementing a process if a Teacher is unsuccessful through the Swinburne process and challenges the outcome.

6. Other Business

Max Creta is resigning from SUT and will no longer be part of the ICC. All members thanked him for his participation and wished him all the best for the future.

7. Next Meeting

Wednesday 21 September 2011 at 10:00 am in room SPW - 139

8. Previous Meeting minutes: <http://www.swinburne.edu.au/corporate/hr/salaries/icc-minutes/ICC%2004-11%20Minutes%2029%20June%202011%20FINAL.pdf>