

## Minutes of Meeting

To	Marylouise Chapman, Frank Lawlor, George Uleha, Bradley Hosking, Richard Williams, Jenny McGrath		
Meeting	ICC Meeting 06		
Date	2 November 2011	Time	10am
Venue	SPS 242, Hawthorn Campus		
From	Ina Odak	Telephone	+61 3 9214 8931
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### Attendees

Marylouise Chapman, Frank Lawlor, George Uleha, Bradley Hosking, Richard Williams, Jenny McGrath, Ina Odak

In these minutes "SUT" refers to the Swinburne University of Technology and "AEU" refers to the Australian Education Union.

## 1 Business arising from previous minutes

### 1.1 Protocols for accessing Workforce Data

Carried over from previous agenda.

**Action:** Swinburne agree in principal to provide all data requested by AEU to the best of our ability, and will undertake to do so within one week of this meeting.

### 1.2 Conversion Process

SUT asked the AEU to consider an alternative process for conversion this year. SUT and AEU were in agreement that an alternative process is appropriate and that a bulk approach to conversion requests would not be undertaken this year. There was also agreement that it was reasonable that applications for conversion are considered on a case-by-case basis.

**Action:** HR to consult with DVC as to the most appropriate manner in which to communicate the alternative process to affected Staff.

**Action:** There were 21 applications for conversion tabled in June 2011 that have not been responded to by HR. HR to respond to these applications within one week.

### 1.3AQTF Competency Standards for Trainers and Assessors

NSSC have determined that it will be an RPL process. Currently Swinburne is not capturing the appropriate data to be able to report on this and will need to work out a process to manage it.



#### Building a sustainable future

Our staff and students will be:

- Entrepreneurial in their endeavours
- International in their outlook
- Intersectoral in their approach

to deliver a Swinburne that is:

- Flexible in learning and teaching
- Focused in research
- Engaged with industry and community

#### **1.4 Competency Nominal Hours Vs Delivery Hours**

Everyone has access to their TAS documentation. The AEU has been made aware that a number of TAFE Teachers (across 3 Schools) appear to have been instructed to reduce their delivery hours by 20% as a “business rule” at team meetings. SUT confirmed that delivery hours relate to the pedagogical learning outcomes for students and there certainly is not, nor would there be, an instruction or business rule to reduce delivery hours.

It was agreed that if queries come to AEU in the future around how to deal with this, they should advise the Teacher to request the instructions in writing.

## **2 Business arising from previous minutes**

### **2.1 Funding Cuts**

Should there be a need to reduce numbers of ongoing staff SUT will consult with AEU as per our Multi-Business Agreement. The DVC will make a formal communication on the changes to funding and the impact of the broader external environment by the end of November 2011. Going forward, SUT will contact AEU regarding any pending organisational changes so this can be effectively managed.

### **2.2 PD Support for staff with students with mental health issues**

Staff had a training session from student Equity on mental health issues, however require more training around strategies and support available to deal with mental health issues.

*Action: HR to review slides already presented to Teachers.*

*Action: HR to consider a broader approach to assist with training for dealing with mental health issues for both Staff and Students.*

### **2.3 Online Training requirements for TAFE Staff**

This is a compliance requirement therefore all Staff are required to complete the online training. Given the extent of legislative areas which SUT is required to inform staff about, the training has been specifically spread out over a number of months to make the training requirement less burdensome.

### **2.4 Sessional Staff access to PD**

Swinburne clarified that Sessional Staff did not have an entitlement to PD. However, PD could be considered on a case by case basis where appropriate.

**Next Meeting: Wednesday 14 December at 10:00am, SPW 139**