

Context and Purpose

Strategic Directions – Changing Your World, the University’s strategic directions framework for the next triennium sets out the University’s goals, which include the following goals with explicit reference to educational activity:

- *To build a reputation based on excellence in capacity building, by providing stimulating and relevant education for all our students and enthusing them with a love of learning*
- *To be recognised as the people’s university in the Northern Territory – as a cultural and intellectual asset, a unified institution delivering quality Vocational and Technical Education (VTE) and higher education (HED) programs,*
- *To provide the Northern Territory with skilled graduates from VTE and HED able to translate their learning into practice in cross cultural environments*

To facilitate the attainment of the University goals, *Strategic Directions* identifies the following **primary objective** for the core business area of Teaching and Learning:

To expand student numbers in a managed way, ensuring that Charles Darwin University is the institution of choice for regional students by providing an appropriate breadth and depth of high quality vocational [VTE] and higher education [HED] programs in an efficient and effective way

Sub-objectives identified for teaching and learning are:

- *To have an increased commitment to learner-centred approaches to education;*
- *To increase the use of more resource-based approaches to teaching and learning including, where appropriate, technology mediated approaches;*
- *To develop a range of practical pathways between VTE and HED offerings and programs, and so maximising articulation between these offerings and programs;*
- *To have University research activities inform and support University teaching and learning activities, particularly in relation to postgraduate coursework offerings;*
- *To strengthen the commitment to trans-disciplinary approaches to education;*
- *To induct and up-skill staff in teaching and learning arenas, including curriculum design, delivery and assessment methodologies;*
- *To develop and implement a comprehensive evaluative framework for the teaching and learning enterprise; and*
- *To increase engagement with the local professional community in the development/delivery of programs.*

The Academic Quality, Planning & VTE Operational Strategies Plan identifies Strategies and associated actions that will be pursued to facilitate the achievement of the University’s objectives in teaching and learning. The Plan has also been developed with knowledge of the University’s Organisational Level Business Risk Assessment and ongoing Risk Management exercise taking account of risk factors in areas including customer service, financial viability, staffing, brand, stakeholder expectations, courses and students.

The key objectives are:

- To support VCMG and academic and administrative managers by providing advice and conducting activities on quality and planning matters.
- To improve Higher Education and Vocational and Technical Education knowledge and processes across the University.
- To provide VTE leadership within CDU and with external stakeholders
- To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.

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Custodian: Director VTE		
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Implementation and Monitoring

Responsibility for the implementation of identified actions will be with the officers identified in the plan. The Academic Quality, Planning & VTE Team will review progress against actions and monitor Performance Measure measures identified in the Plan on a 6 monthly basis.

Review

A review of the Plan will be completed and a draft updated version produced by December 2006.

Acronyms

AQTF	Australian Quality Training Framework
AQPVTE	Academic Quality, Planning and VTE
ATC	Australian Technical College.
AUQA	Australian Universities Quality Agency
AVTEMISS	Australian Vocational and Technical Education Management Information Statistical Standards
CEQ	Course Evaluation Questionnaire
HE	Higher Education
HOS	Head of School
IE	Invalid Enrolment
MOA	Memorandum of Agreement
SENA	Student Enrolment No Participation
SELTS	Student Experience of Learning and Teaching Survey
VCMG	Vice Chancellor's Management Group
VTE	Vocational and Technical Education

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	Actions	Objectives	Strategy	Timeframe	Performance Measure
Director VTE	<ol style="list-style-type: none"> 1. Provide Input into the T&L Operational Plan 2. Undertake a business planning process for VTE provision within Schools (Director VTE and all staff) 3. Position CDU to be given a stamp of quality under the Institute of Trade Skills Excellence. 4. Develop a strategy to raise the profile of VTE within CDU. 5. 2007 Ongoing Building leadership of VTE leaders 6. 2007 Ongoing Engage VCMG on a PD for VTE leaders 7. 2007 Ongoing Review space allocation for all staff 8. 2007 Ongoing Review and update the website, with the intention of more interactive website tools eg podcasting (Admin Assist and Director) 9. 2007 Ongoing Publicise the website to the CDU community (AQPVTE Staff) <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Develop a media strategy for VTE 10. Monitor Budget on a monthly basis (Admin Assist and Director) 	<p>1 - 2. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>3 - 6. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>7 - 10. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<ol style="list-style-type: none"> 1. To improve the quality of VTE offerings 2. To contribute to the continuous improvement of teaching and learning through quality frameworks. 3 – 4. To improve the profile of VTE both internally and externally. 5 – 6. To improve staff knowledge and skills 7. To provide staff with an appropriate work environment. 8 - 9. To provide a quality communication strategy. 10. To manage resources and services within budget limitations. 	1. Feb 2006	1. N/A

	Actions	Objectives	Strategy	Timeframe	Performance Measure
Senior VET Advisor	<ol style="list-style-type: none"> 1. Conduct and Implement the 2007 VTE review 2. Undertake a review of the VETiS profile. 3. Develop a Communication Strategy on AQTF marketing requirements 4. Establish a return to Industry program 5. Undertake a business planning process for VTE provision within Schools.(Director VTE and all staff) 6. Support TLDG in the development of Teaching and Learning strategies for schools 7. Client Feedback 2007 Ongoing Investigate HE/VTE Attrition Rates 8. Review the current VETiS profile and in particular the amount of training being delivered from 11J 9. Liaise with VTE & HE Statistician to ensure reports are appropriate and visually useful for internal clients 2007 Ongoing 10. Work with Corporate Communications to develop a media strategy to increase the profile of VTE at CDU with industry, government and the community. 11. Improve University wide knowledge of both VTE and HE Accreditation and Scope of Registration Processes (VTE Accreditation Officers & Senior VTE Advisor) 12. Work with Workforce NT and DEET training to gain a greater understanding of the NT employment and industry profile and training needs in IT and business Workshop 12. Undertake to lead 2 VTE staff development days 13. Develop and implement communities of 	<p>1-9. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>10-18. Higher Education and Vocational & Technical Education 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p>	<p>1 – 2. To improve the quality of VTE offerings.</p> <p>3 – 6. To contribute to the continuous improvement of teaching and learning through quality frameworks.</p> <p>7. To contribute to University wide professionalism initiative on improving customer satisfaction</p> <p>8. To manage the planning and reporting for the teaching and learning profile.</p> <p>9. To provide data that will contribute to improving the teaching and learning effort.</p> <p>10. To improve the profile of VTE both internally and externally.</p> <p>11. To improve staff knowledge and skills.</p> <p>12 - 15. To contribute to the professional development of staff</p>	1. All 2007	<ol style="list-style-type: none"> 1. Final Report and Implementation Plan. 2. Report developed and change process facilitated.

Actions	Objectives	Strategy	Timeframe	Performance Measure
<p>practice in Moderation and Assessment at CDU</p> <p>14. Continue to provide VTE Induction Seminars</p> <p>15. Liase with TLDG re PD opportunities and requirements</p> <p><u>2007 Ongoing</u></p> <p>16. Review processes for assessment of Prior Learning</p> <p>17. RPL project implementation</p> <p>18. Implement effectively the Conoco Phillips contract</p> <p>19. Publicise the website to the CDU community (AQPVTE Staff)</p> <p>20. Develop and implement a high level advisory & stakeholder advisory process.</p> <p>21. Establish & manage partnership arrangements with government & industry to position CDU to take up opportunities and initiatives.</p> <p style="padding-left: 20px;">1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance</p> <p style="padding-left: 20px;">2. Develop a media strategy for VTE</p>	<p>18 - 19. Governance and People</p> <p>To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<p>16 - 17. To contribute to VTE process development.</p> <p>18. To provide a professional service to internal & external customers.</p> <p>19. To provide a quality communication strategy.</p>		

	Actions	Objectives	Strategy	Timeframe	Performance Measure
VTE Project Officer	<p>1. Undertake continued development and implementation of the Content Management System.</p> <p>2. Conduct an audit of the Staff Qualifications database</p> <p>3. Review process for Standard 7 – Lecturer Matrix LQEMP</p> <p>4. Undertaken and internal review of compliance with AQTF Standard 10</p> <p>5. Undertake a business planning process for VTE provision within Schools (Director VTE and all staff)</p> <p>6. Internal Self Assessment against AQTF 2007</p> <p>7. Client Feedback - 2007 Ongoing Develop a mid year CEQ and a NCVER student satisfaction survey, including ability to manipulate data for use by academic managers and VCMG.</p> <p>2007 Ongoing</p> <p>8. Manage further development and implementation of Electronic Roll Books</p> <p>9. Manage Version Control project using HIVE (Content Management System)</p> <p>10. Publicise the website to the CDU community (AQPVTE Staff)</p> <p style="padding-left: 20px;">1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance</p> <p style="padding-left: 20px;">2. Develop a media strategy for VTE</p>	<p>1- 7. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>8 – 9. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>10. Governance and People To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<p>1. To improve the quality of VET offerings.</p> <p>2 - 6. To contribute to the continuous improvement of teaching and learning through quality frameworks.</p> <p>7. To contribute to University wide professionalism initiative on improving customer satisfaction.</p> <p>8-10. To contribute to VTE process development.</p>	1. All 2007	<p>1. Implementation</p> <p>7. CEQ data made available</p>

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Project Officer Accreditation	<ol style="list-style-type: none"> 1. Support Schools in the development of Skills Sets/ VTP's 2. Develop and implement processes required under the AQTF2007 and monitor implementation. 3. Manage non compliance and support schools in achieving compliance. 4. Undertake business planning process for VTE provision within schools. 5. Support TLDG in the development of Teaching and Learning strategies 6. Accreditation & Scope of Registration Provide DEET with a quality plan for CDU that encourages greater self assessment opportunities for CDU. 7. Provide advice and support to Schools during Scope and Accreditation process. <p>2007 Ongoing</p> <ol style="list-style-type: none"> 8. Improve University wide knowledge of both VTE and HE Accreditation and Scope of Registration Processes (VTE Accreditation Officers & Senior VTE Advisor) 9. VTE cope & Accreditation - review Course & Unit Offering& Apprenticeship Database. 10. Implement evacuation procedure (Floor Fire Warden – Jo'Anne Kinter) 11. Publicise the website to the CDU community (AQPVTE Staff) <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Develop a media strategy for VTE 	<p>1 – 7. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>8 - 9. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>10 - 11. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<ol style="list-style-type: none"> 1. To improve the quality of VTE offerings 2 – 5. To contribute to the continuous improvement of teaching and learning through quality frameworks 6 - 7. To improve the quality of accreditation process. 8. To improve staff knowledge and skills. 9. To contribute to VTE process development 10. To provide staff with an appropriate work environment. 11. To provide a quality communication strategy. 	1. All 2007	<ol style="list-style-type: none"> 1. Monthly reports 6. Report to T&L Panel

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
SELTS Project Officer	<ol style="list-style-type: none"> 1. Industry Satisfaction Survey x 2 Users & Non-Users 2. Undertake a business planning for VTE provision within Schools. 3. Client Feedback 2007 Ongoing Review SELTS, to improve its HE take up, and appropriateness for VTE 4. Undertake SELTS process 5. Provide SELTS evaluation and other indicators to Heads of School, Deans and VCMG 6. 2007 Ongoing Educate Staff about SELTS and the processes (HE Advisor & SELTS Project Officer) 7. Undertake an internal survey of satisfaction with AQP/VTE 8. 2007 Ongoing Publicise the website to the CDU community (AQP/VTE Staff) <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Develop a media strategy for VTE 	<p>1 – 4. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>6. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>7 - 8. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<ol style="list-style-type: none"> 1 - 2. To contribute to the continuous improvement of teaching and learning through quality frameworks. 3. To contribute to University wide professionalism initiative on improving customer satisfaction. 4 – 5. To provide data that will contribute to improving the teaching and learning effort. 6. To improve staff knowledge and skills. 7. To provide a professional service to internal & external customers. 8. To provide a quality communication strategy. 		3. Improved processes

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Senior HE Advisor	<ol style="list-style-type: none"> 1. Undertake an Audit of International Delivery in VTE and HRE Courses being undertaken by CDU. 2. Ensure evidence collection for AUQA audit 3. Undertake a business planning process for VTE provision within schools (Director VTE and all staff) 4. Undertake appropriate reporting to Regulators (Senior HE advisor with statistician) 5. Provide advice and support to Schools during Scope and Accreditations process (Senior HE advisor and Manager Academic Quality Improvement) 6. 2007 Ongoing Educate Staff about SELTS and the processes (HE advisor and SELTS Project Officer) <u>Elizabeth to develop for 2007</u> 7. Develop a series of HE Information Flyers (similar to VTE) 8. Develop and deliver a series of HE seminars 9. Develop a HE Staff Guide (similar to VTE Staff Guide) 10. Offshore HE Accreditation. Processes <u>2007 Ongoing</u> 11. Review processes for: 1. recognition of Assessment of Prior Learning. 12. Publicise the website to the CDU community (AQPVTE Staff) <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Develop a media strategy for VTE 	<p>1 - 5. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>6 - 11. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>12. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<ol style="list-style-type: none"> 1 - 3. To contribute to the continuous improvement of teaching and learning through quality frameworks. 4. To manage the planning and reporting for the teaching and learning profile. 5. To improve the quality of accreditation process. 6. To improve staff knowledge and skills 7 – 10. To contribute to the professional development of staff 11. To contribute to HE process development. 12. To provide a quality communication strategy. 		

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Manager Academic Process Improvement	<p>1. Client Feedback2007 Ongoing Initiate a AQP/VTE process for managing Student/Industry Complaints and ensure their satisfactory reconciliation.</p> <p>2. Client Feedback2007 Ongoing Support the School of Trades in administration and training delivery</p> <p>3. Enrolment help, FAQ for students, HESA help</p> <p>4. Review of QP Units: HE & VTE Cleanup</p> <p>5. Create Faculty and School examination review panel report.</p> <p>6. Identify failure to withhold rates including final assessment</p> <p>7. Monitoring inconsistency in VTE grading across CDU</p> <p>8. Workshop Continue to offer the TAATAS401A unit for current and new staff</p> <p>9. Continue to refine and develop the VTE Staff Guide & HE Staff Guide</p> <p>10. Reviewing resulting and enrolment processes to improve IE outcomes.</p> <p>11. 2007 Ongoing Publicise the website to the CDU community (AQP/VTE Staff)</p> <p style="padding-left: 20px;">1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance</p> <p style="padding-left: 20px;">2. Develop a media strategy for VTE</p>	<p>1 - 7. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>8 - 10. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>11. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<p>1 – 2. To contribute to University wide professionalism initiative on improving customer satisfaction.</p> <p>3 - 7. To provide data that will contribute to improving the teaching and learning effort.</p> <p>8 - 9. To contribute to the professional development of staff</p> <p>10. To contribute to VTE process development.</p> <p>11. To provide a quality communication strategy.</p>		

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Project Officer Quality & Planning	<ol style="list-style-type: none"> 1. Develop and Monitor Key Indicators in VTE 2. Undertake a business planning process for VTE provision within Schools. 3. Produce a response to AQUA audit findings 4. Review & develop ad hoc reports for Academic Management & VCMG 5. Develop a reporting process that provides Schools and VCMG with regular reports on Key indicators <p>2007 Ongoing Publicise the website to the CDU community (AQPVTE Staff)</p> <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Support Schools in the development and maintenance IEG, RAG, CAG 3. Continue to implement outcomes from Internal Audit & Self Assessment & Risk Assessment & Improvement Plan 	<p>1 – 3. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>4. Higher Education and Vocational & Technical Education Objectives: 1. To improve Higher Education and Vocational and Technical Education knowledge and processes across the University. 2. To provide VTE leadership within CDU and with external stakeholders</p> <p>5. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<p>1 - 2. To contribute to the continuous improvement of teaching and learning through quality frameworks.</p> <p>3. To improve the quality of accreditation process.</p> <p>4. To improve the profile of VTE both internally and externally.</p> <p>5. To manage the planning and reporting for the teaching and learning profile.</p> <p>6. To provide a quality communication strategy.</p> <p>7. To provide data that will contribute to improving the teaching and learning effort.</p>	1. All 2007	<ol style="list-style-type: none"> 1. Indicators established 2. Client satisfaction

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Administration Officer	<ol style="list-style-type: none"> 1. Undertake a business planning process for VTE provision within Schools (Director VTE and all staff) 2. Review Website, process and documents. 3. 2007 Ongoing OH&S procedures and update staff 4. 2007 Ongoing Review and update the website, with the intention of more interactive website tools eg podcasting (Administration Officer And Director) 5. 2007 Ongoing Publicise the website to the CDU community (AQPVTE Staff) <ol style="list-style-type: none"> 1. Develop breakfast sessions with TAC's and key industry associations on CDU's performance 2. Develop a media strategy for VTE 6. Monitor Budget on a monthly basis (Administration Officer & Director) 	<p>1 - 2. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.</p> <p>3 – 6. Governance and People Objective: To provide a high level quality and planning service to the CDU academic community through competent staff, appropriate physical resources and communication channels.</p>	<ol style="list-style-type: none"> 1. To contribute to the continuous improvement of teaching and learning through quality frameworks. 2. To improve the quality of accreditation process. 3. To provide staff with an appropriate work environment. 4 - 5. To provide a quality communication strategy. 6. To manage resource and services within budget limitations. 		

Position	Actions	Objectives	Strategy	Timeframe	Performance Measure
Deputy Vice Chancellor T&L	1. Manage effectively Profile for VTE & HE in CDU	1. Quality and Planning To support VCMG and academic and administrative managers by providing information and advice and conducting a wide range of quality and planning activities.	1. To manage the planning and reporting for the teaching and learning profile.		