

Delivering Research and Development Outcomes Through Training

FINAL REPORT

Ross Ord



SEAFOOD TRAINING AUSTRALIA



**F I S H E R I E S
R E S E A R C H &
D E V E L O P M E N T
C O R P O R A T I O N**

FRDC Project No. 96/343

NON TECHNICAL SUMMARY

**96/343 Delivering Research and Development Outcomes
 through Training**

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OBJECTIVES:

1. To extend R&D results to the Australian Seafood Industry through a structured national approach to curriculum development and training.
2. To develop and implement appropriate strategies to influence the directions and funding of Seafood industry training.
3. To establish funding mechanism for the on -going operation of Australian Seafood Industry Education Network (ASIEN).

NON TECHNICAL SUMMARY:

A significant factor determining the long term viability of the Australian seafood industry is the productivity of its workforce. The productivity of the men and women employed across the industry is directly correlated to the skills, knowledge and attitudes held by them and their consistent application at the workplace.

Training, whether structured or incidental, gained in an institutional setting or on-the-job has a pivotal role in providing employees with the skills they require at the workplace.

In the early to mid 1990's, there was recognition that a coordinated approach to the provision of training systems, structures and products in the Australian seafood industry was lacking. This was evident by:

- The absence of a nationally-recognised industry training body to coordinate training initiatives in the seafood industry
- Duplication of effort in and between states and territories, with industry and government resources being wasted on concurrent projects which often overlapped
- A lack of sharing of training resources
- An absence of databases on training providers, training programs and resource material available to support vocational training programs in the seafood industry.

Industry stakeholders including training providers determined that the first step in overcoming these deficiencies was to form a national industry training organisation with close links to the Australian Seafood Industry Council. Strong industry leadership was required and ASIC was best placed to provide this.

Investigations confirmed that a number of Australian R&D Corporations were actively engaged in promoting the establishment of a suitable training body, structure, services and products for the industry they represented.

ASIEN, with direct links to ASIC, submitted a project proposal to FRDC in 1995 to address the above issues. The project included the following milestones:

- Development of a strategic plan which identified industry training priorities
- An inventory of existing training providers and accredited courses and programs and processes developed for distributing copies of the information
- An examination of copyright issues related to distribution of curriculum and learning resources
- The establishment of a nationally recognised Industry Training Advisory Body for the Seafood Industry
- Development and endorsement of a Seafood Industry Training Package and (later) learning materials to support training programs based on the Training Package
- Procedures put in place for industry to assume full responsibility for ASIEN and its continued operation

All milestones have been achieved. Through this project, ASIC is now recognised by the Australian National Training Authority (ANTA) as the peak industry training advisory body (ITAB) for the Australian seafood industry. Due to its ITAB status, ASIEN (now called Seafood Training Australia) has been able to source annual funds from ANTA for its normal operational costs. As well, project funds agreed by ANTA have allowed the ASIEN project to develop the Training Package and progress the development of learning materials to support the implementation of the Training Package.

In summary, this FRDC project has been instrumental in enabling ASIEN to establish the foundations for increasing the skill base of employees in the various sectors of the seafood industry as well as those aspiring to join the industry. ASIEN (now Seafood Training Australia-STA) is recognised by peak industry bodies and government agencies such as DETYA and ANTA as ASIC's training and education arm.

STA has quickly gained a reputation of successfully progressing the nation's vocational training reform in all sectors of the seafood industry. This recognition has allowed STA to access on-going base funding and secure significant project funds to address issues identified in STA's strategic training plan.

1 BACKGROUND

1.1 Introduction

In February 1994 an agreement was reached between the FRDC and NSW Technical and Further Education (TAFE) Commission for funding a project titled “ Establishment of the National Fishing Industry Vocational Training Network and production of relevant curriculum”.

Objectives of the project were:

- Coordination of curriculum development for the fishing industry and avoidance of duplication of effort in curriculum development,
- Establishment of Specialist Centres that would facilitate the development and delivery of training to small numbers of participants in specialist fields,
- Implementation of a communications strategy for the network to enable all participants to have input into the network and utilise its products, and
- Effective use of a range of management strategies to achieve the outcomes of the network.

The Principle Investigator was to be from TAFE National Fishing Industry Education Network (TNFIEN).

The National Fishing Industry Training Council (NFITC) held reservations about some aspects of the project, expressing concern that the new body TNFIEN would assume some control over the national training agendas for the fishing industry. The NFITC lobbied to ensure additional ANTA funds were not made available to the project in addition to the FRDC funds.

The TNFIEN project achieved several outcomes including development of curriculum documents, learning materials, the establishment of specialist centres in aquaculture and seafood processing and the securing of additional funds for follow-on work.

Unfortunately the industry was unable to capitalise on the project outcomes due to the lack of involvement of key industry members and an absence of any formal means of accessing the information and materials developed. This meant the duplication of effort and resources across states continued.

The NFITC recognised that the original objectives of the TNFIEN project remained valid. To build on the project's outcomes, what was needed was strong direction and involvement of industry representatives. At this time (late 1995) the proposed amalgamation of NFITC with the Rural and Forestry National Training Councils to form the Primary Industry Training Council of Australia would mean a further or continuing dilution of direct involvement and ownership of fishing industry training initiatives by the fishing industry. As well the new tri-industry body would not have coverage for the post-harvest sector of the seafood industry. (The lack of emphasis for post harvest training by

NFITC had been one of the prompts for FRDC involvement with the NSW TAFE -driven TNFIEN project.)

The NFITC reference group agreed that ASIC was the appropriate body to provide industry leadership and overall management of a revamped- TNFIEN.

1.2 The Revised Proposal

A comprehensive review of the of the TNFIEN was undertaken by the Executive Officer of the South Australian Fishing Industry Training Council and to propose a way ahead for the establishment of a representative industry training body. This review was considered by the FRDC Board which agreed to:

- wind up the current TNFIEN project in March 1996, and
- request a revised proposal for consideration in March 1996.

Research conducted as part of the preparation of this revised proposal confirmed that a number of Australian R&D Corporations were actively engaged in promoting the establishment of a suitable training body, structure, services and products for the industry they represented. These corporations include the Dairy R&D Corporation, the Dried Fruits Research Council, Rural Industries R&D Corporation, Meat Research Corporation, and the Pig R&D Corporation.

The revised proposal was for the delivery of R&D outcomes through national co-ordination of curriculum development and training facilitated by the Australian Seafood Industry Education Network (ASIEN). The project was to build on the outcomes of the TNFIEN project and use the remaining project funds of \$260,000. The proposal was considered and approved by the FRDC Board in March 1996.

2 NEED

The revised proposal submitted to the FRDC Board in March 1996 included the following points under "Need".

In 1993/94 commercial, fishing (including aquaculture) was Australia's fifth most valuable rural industry with a gross value of \$1.6 billion and exports valued at \$1.3 billion.

The world- wide demand for seafood is increasing steadily and supply is decreasing. Most of Australia's fisheries are fully exploited and are under strict management regimes to ensure future sustainability. Increasing the size of catches to increase earnings is not an option, what is required is a smarter work force that can work more productively to add value to the catch. Increased aquaculture development and a focus on producing consistent high quality product is expected to improve economic returns but will require a more highly trained workforce with training that is nationally consistent and inclusive of the latest research and development findings.

Most people involved in the seafood industry agree that training for the future is critical for the long term economic viability of the industry and there is no national strategy for putting that training in place across the vertically integrated sectors of the industry.

A survey of highly competitive industries in Australia and overseas indicate that much of their success is based on effective strategies that encompass the whole production process. This would indicate the need for training strategies for the Australian seafood industry to include the suppliers of products used as inputs along the production chain as well as people involved in the production and distribution of seafood.

The Australian seafood industry has been characterised by a fiercely independent attitude. This pioneering attitude has been a strength that has enabled the industry to grow significantly in value over the past years. However, it has also been this attitude that has resulted in extremely poor information flows and resource sharing between and within those involved in the various sectors of the industry in each State and between industry and governments at State and Commonwealth levels.

It was anticipated that the original TNFIEN project funded by FRDC in meeting its objectives, would facilitate the development of a national training development and delivery strategy that was vertically integrated across all sectors of the industry.

The lack of vertical integration in existing training development strategies for the Australian seafood industry will be exacerbated by the Australian National Training Authority restructuring national Industry Training Advisory Boards (ITABs). As a result of this restructuring the NFITC has been amalgamated with the Rural and Forestry Industry Training Councils to form the Primary Industry Training Council of Australia (PITCA) with responsibility for the production areas of the seafood industry only. Two

other National ITAB's have responsibility for the processing and retail sectors of the seafood industry.

PITCA will provide a focus for approximately 50% of the concerns of the Australian seafood industry and as such will be a significant body with which this project will interact.

However, with the winding up of NFITC there was no single body responsible for planning and coordinating training development for the vertically integrated sectors that make up the Australian seafood industry.

There was therefore a clear need to establish an appropriate industry based mechanism to drive the development and delivery of training for all sectors of the Australian seafood industry that was based on a common understanding of what training was required and how it could be achieved. In addition, it was apparent that fewer funds would be available in the future for training and a mechanism that would maximise the use of the funds would be essential.

To address this need the Australian Seafood Industry Council has established the Australian Seafood Industry Education Network (ASIEN). This network has grown out of the original TNFIEN project and is based on strong industry ownership at a state and national level, but to date is unfunded.

The ASIC, through ASIEN, has provided a mechanism through which the findings of FRDC funded research as well as that of other research bodies, can be delivered to the industry through inclusion in nationally consistent curriculum and training programs.

Funding for this project would in fact be seed funding to enable ASIEN to address a wide range of training issues as well as ensuring the delivery of R&D extension outcomes.

The financial structure of this project is based on an approximate 80:20 split between FRDC and the industry over the life of the program. One of the outcomes of the project will be the development of a training and applied research culture within the industry that will lead to a sustained contribution of approximately \$70,000 per year. This will provide the basis on which it is anticipated an estimated \$100,000 per annum in additional funds will be sourced from Commonwealth Government agencies.

3 OBJECTIVES

Through its newly structured training and education committee ASIEN, the Australian Seafood Industry Council formulated the following project objectives as listed in the original application:

- To extend R&D results to the Australian Seafood Industry through a structured national approach to curriculum development and training.
- To develop and implement appropriate strategies to influence the directions and funding of Seafood industry training.
- To establish funding mechanism for the on -going operation of Australian Seafood Industry Education Network (ASIEN).

4 METHODS

The key method used to achieve the project objectives has been extensive consultation with industry stakeholders. Gaining the support of each stakeholder has been paramount to the success of the project; therefore the early and accurate identification of key industry players was essential.

To achieve several of the milestones including the establishment of a nationally recognised Industry Training Advisory Body for the Seafood Industry and the development and endorsement of a Seafood Industry Training Package, involvement and support of key representatives was critical. For example, state training authorities in each state and territory had to individually endorse the draft Seafood Industry Training Package.

States and territory training authorities usually took advice from their state industry training body on whether the Package met industry requirements. They also sought confirmation that industry and other bodies such as regulatory authorities had been sufficiently consulted during the drafting and validation stages of the Package's development.

The implication of this process was the need to:

- be fully aware of the endorsement or approval process;
- identify all stakeholders in each state and territory including regulatory bodies, government departments, training organisations, schools;
- ensure peak industry bodies and peak industry training bodies in each jurisdiction were consulted regularly during the projects;
- develop procedures and protocols for the communication and consultation process and mechanisms for taking action on issues etc that arose.

The active involvement and support of peak state and territory industry bodies as well as ASIC Directors is absolutely essential for a project of this type to be successful.

5 RESULTS, DISCUSSIONS

5.1 Development of Strategic Plan

A project milestone to be completed by September 1996 was to develop a project strategic plan. The plan, endorsed by the Project Management Committee and approved by the Chair of ASIC, described the necessary actions and target dates to be achieved by both project staff and Management Committee members in order to ensure that the project milestones were met.

The plan included a vision statement regarding the impact of the training sector on the industry by the year 2000.

Results:

The plan achieved its original purpose of setting down a blueprint for the project by clearly mapping out the project's:

- objectives,
- methodology,
- communications strategy,
- milestones, and
- action plan.

A copy of the strategic plan is included as Attachment 1.

5.2 Training Needs Analysis

The training priorities of all states and territories were analysed and those areas where at least four states/territories assigned a high priority were identified. These were as follows:

5.2.1 Post Harvest. Training in the post-harvest sector of the seafood industry was seen as a high priority in five states with the primary focus being seafood handling, processing, value adding and marketing (retail/wholesale).

5.2.2 Workplace Competency Standards. All states and territories placed a high priority on the need to have nationally agreed workplace competency standards for industry. As a result an urgent need had been expressed for development of post-harvest and aquaculture competency standards and revision of fishing vessel operations competency standards based on the USL Code.

5.2.3 On-job Training and Assessment. The process of implementing competency based training within the Australia seafood industry had highlighted the need to formalise the provision of on-job training to establish mechanisms to enable assessment of training on the job.

5.2.4 Entry Level Training. The majority of states recognised an urgent need for entry-level training for deckhands, seafood process workers and farm fish hands.

5.2.5 Certificates of Competency. All jurisdictions recognised the need for ongoing provision of training to assist industry members prepare for USL Code Certificate of Competency examinations. The need for nationally consistent programs was agreed as a high priority.

5.2.6 Business Management. The majority of states gave small business management programs specifically orientated toward the seafood industry.

5.2.7 Career Paths and Course Articulation. There was full support for the need to identify and promote career paths within the seafood industry. As well, priority tasks included the need to establish entry level training programs in schools and to ensure all courses delivered across the industry articulated to school, TAFE level and possibly tertiary level programs.

What has been Achieved- Status

Through the lifetime of this project, there have been significant achievements in addressing the training priorities identified in the above summary. The endorsement of the Seafood Industry Training Package in February 2000 has established the structure, procedures and mechanisms to enable industry members and training providers to achieve training priorities 5.2.2, 5.2.3 and 5.2.7 and to progress each of the training priorities in a nationally consistent manner.

5.3 Catalogue of Existing Curriculum and learning Resources

A project milestone was to identify and catalogue existing curriculum and learning resources relevant to the seafood industry.

A comprehensive search for curriculum and learning materials successfully identified all of the curriculum for accredited programs in all states and territories. Additionally, non-accredited programs were identified and details included in the project database.

A Curriculum and Learning Resources Catalogue was compiled and copies provided to all ASIEN members and training providers who assisted in the gathering of the data. The catalogue was made available to other providers at cost.

An electronic version of the catalogue was placed on the ASIEN branch of the ASIC website. This has enabled easy access to the information contained in the catalogue and wide disbursement of the curriculum and learning resources database. The website can be accessed at www.asic.org.au

Continued Relevance of the Catalogue.

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In 1998 and as part of the National Training Reform, the Australian National Training Authority had approved by the federal and each state/territory governments the Australian Recognition Framework (ARF). The ARF stipulates requirements for training programs and training providers to be accredited and therefore recognised in all states/territories.

Commencing 1998 and to be fully implemented over the following five years, the recognition of training programs is to be based on endorsed Industry Training Packages. The accreditation of curriculum will be replaced by the endorsement of Training Packages. The implication is that the ASIEN project Curriculum and Learning Resources Catalogue will be of limited use once all training programs in the Australian seafood industry switch over to the now-endorsed Seafood Industry Training Package (SITP). In the main, this process will be completed in states and territories three years after endorsement of the SITP; that is, by February 2003.

The Curriculum and Learning Resources Catalogue has been instrumental in identifying what training programs are being conducted in the seafood industry and helping to identify the boundaries and broad content of the SITP. It has well and truly served its purpose.

A project milestone was to include in the catalogue placed on the ASIEN website a Training Providers Register. With the advent of the ARF and nationally-agreed protocols for the Recognition of Training Organisations, the requirement for and benefits of the providers' register disappeared. The ARF includes a national database of Training packages, accredited curriculum and Registered Training Organisations. This database is called the National Training Information Service (NTIS) and is maintained by ANTA (www.anta.gov.au).

5.4 Copyright Issues

A project milestone was for a position paper on copyright and intellectual property. Comment was to include the impact of copyright and intellectual property on the development of the SITP and learning support materials. The report was completed in January 1998 and a copy of is enclosed at Attachment 2.

Comment:

The findings and recommendations included in the report will be of special significance once the project to develop learning materials to support the implementation of the SITP commences mid-2000. A component of the learning materials project is to identify and negotiate the use of existing learning materials that can be included in the overall bank of SITP learning support materials.

5.5 Establishment of a Nationally Recognised Seafood Industry Training Body

Two related project milestones were as follows:

- Acceptance of ASIEN as the Seafood Industry Training Advisory Body (SITAB) and
- Industry assuming full responsibility for the operation of ASIEN.

In July 1997, the Australian National Training Authority (ANTA) recognised ASIC as the Industry Training Advisory Body for the Australian seafood industry (SITAB). The day to day functioning of the SITAB was to be the responsibility of ASIEN under the direction of ASIC. The ASIC Board was also the board of the SITAB.

Implications of being an ITAB

The recognition of ASIC (ASIEN) as the SITAB was a critical outcome. ANTA provide significant base funding to national industry ITABs in return for the ITABs:

- providing advice on an industry's training priorities,
- developing and maintaining an industry strategic training plan,
- developing and maintaining a marketing plan, and
- developing, reviewing and implementing a Training Package for that industry.

As well, ITABs can access funds to undertake projects linked to their strategic training plan. These funds are only available to ITABs that have the demonstrated support of their industry on a national basis. The implication for the ASIEN project was that the work made possible through funds provided by FRDC through this project could be continued.

The provision by the FRDC of funds in support of this ASIEN project ceased in FY 1999/2000; however, the outcomes identified in the original project submission and built-on in the project strategic plan (refer to Section 5.1) are being addressed through funds obtained from industry and ANTA.

ASIEN becomes Seafood Training Australia

As a strategy to market the expanded role of ASIEN and to flag the body's wider charter and its role as the Seafood ITAB, the ASIEN management committee agreed to change the public name of the ASIEN and thus the SITAB to Seafood Training Australia (STA). ASIC agreed to the change in 1998.

STA is marketed as the business trading name of the Australian seafood industry training advisory body, the education and training committee of ASIC Inc.

5.6 Development of Competency-Based Curriculum and Learning Materials

A major project completed by ASIEN (STA) was the development and endorsement by ANTA of a Seafood Industry Training Package. The Training package project was

funded separately by ANTA but completed under the infrastructure established under the provisions of the ASIEN/STA project.

The Seafood Industry Training Package (SITP) was endorsed by ANTA in February 2000. The package includes three components:

- units of competency,
- the vocational qualifications they lead to, and
- assessment guidelines for training providers and assessors.

In all, the Training Package includes 21 qualifications ranging from Certificate I to Diploma level across five sectors. The Package has managed to cover such diverse products and operations as pearling, crocodiles, molluscs, crustaceans, seaweed, long lining, trawling, purse seine, diving, surveillance, HACCP, filleting and refrigeration, as well as the regulatory authorities' requirements for gaining licences to operate fishing vessels.

The SITP covers the fishing, fishing charter, aquaculture, post harvest and fisheries compliance sectors. As the SITP is bound in five folders each of substantial width, the SITP has not been included in this report. The SITP is available from Australian Training Products 03 9630 9836. The contents can be accessed on the STA website at www.asic.org.au

Comment:

The advent of Training Packages in 1997 replaced the need to accredit curriculum. An advantage of Training Packages is that there can only be one Training Package for any industry or industry sector. This contrasts with curriculum where there were (and still remain) many curricula covering the same, similar or perhaps very different learning outcomes. For this reason, the focus of the ASIEN project switched to developing a seafood industry Training Package rather than competency based curriculum.

As a Training Package *must* be competency based, the development of the SITP meant that the ASIEN/STA project had achieved the milestone of developing a competency-based training system (Training Package).

Learning Materials

ANTA fund ITABs to develop learning materials to support the implementation of Training Packages once an industry's Training Package has been endorsed. With the endorsement of the SITP in February 2000, STA is negotiating with ANTA on a contract to develop the SITP learning support materials. This project will be managed by STA, will use ANTA funds and be conducted from June 2000 to late 2001.

The outcomes of this follow-on project will be paper-based and electronic learning materials such as learning guides, assessment plans, model training programs, assessment log books and interactive CD-ROMs.

6 BENEFITS

The FRDC funded ASIEN/STA project will lead to significant benefits to a range of seafood industry stakeholders including enterprises, employers and employees, training providers, industry regulators and future employees (senior school students).

The immediate benefits include:

- an industry training body recognised by government and non-government agencies as representing all sectors of the seafood industry
- an established national ITAB that can work with the state/territory network of industry training advisory bodies to undertake agreed national projects
- a nationally recognised body for which other seafood industry agencies such as FRDC and AFMA can consult to gain consistent, informed advice on industry training matters
- a dedicated training arm for the ASIC
- the opportunity to access government funds for projects specifically designed to enhance the productivity and safety of the seafood industry and its employees
- the removal of the dependency on organisations such as the FRDC for seed funding to conduct urgent and other projects.

The establishment of the SITAB from the ASIEN project means that a process of strategic planning for training related activities can be instigated. The reality of a medium to long term planning horizon means that blockages to a highly responsive and efficient training system can be identified and well reasoned responses to their reduction or elimination pursued.

The longer term benefits include- with the recognition of ASIC as the seafood ITAB- support from ANTA to develop and maintain a Training package for the seafood industry. The SITP will result in a measurable increase in the productivity and safety awareness of employees across all sectors. This in turn will help the industry maintain its competitiveness in domestic and foreign markets.

Other benefits that will accrue once the SITP is implemented include:

- identification of career pathways for all industry workers
- very flexible vocational qualifications framework which allows participants to choose much of the composition of their qualification to ensure it relates directly to their current or future work requirements
- consistent training programs based on industry workplace requirements
- opportunity for workers to have their existing skills recognised
- school-based programs based on recognised industry workplace requirements
- access to formal training programs, often at the workplace for industry members with low levels of education
- articulation with the tertiary sector
- fisheries compliance workers viewed as part of the Seafood Industry rather than outside the industry

- development of skills and related knowledge in environmental awareness, food safety and quality and OH&S for all training participants
- opportunity to develop business related skills directly relevant to farm/fishing fleet/processing plant etc operations &management

In summary, all benefits identified in the original application have been or will be achieved. Due to industry assuming full responsibility for the operation of ASIEN/STA, the benefits will be on going. The recognition of ASIC as the ITAB for the seafood industry allows the work of the SITAB, including the implementation of the SITP to continue in a planned way.

Further details of the Seafood Industry Training Package can be obtained from Seafood Training Australia (02 6281 0383 or asic@asic.org.au).

7 FURTHER DEVELOPMENT

During the course of this project it has been encouraging to note that both industry and government sectors have increased their awareness of the role, responsibilities and outcomes of ASIEN/STA. A strong marketing and communications strategy has been employed to educate the industry and government/private agencies of STA's role etc. During this process the general community has been targeted as one of many stakeholders.

The STA marketing plan is reviewed and updated twice yearly. Continued implementation of the plan will help disseminate the results of the project.

There are opportunities to market the SITP overseas. Several regional countries including New Zealand, the Philippines, Thailand and New Guinea have showed considerable interest in the package and the related learning resources.

8 CONCLUSION

The objectives of the project were three-fold. Firstly, the extension of R&D results to the Australian seafood industry through a structured national approach to curriculum development was sought. With the development and endorsement of the Seafood Industry Training Package, this objective has been achieved.

To gain maximum benefit from the SITP, there is an urgent need to develop learning materials to support its implementation. The recognition of ASIC as the ITAB for the seafood industry will enable the development of these resources to occur over the period 2000-2002.

A second objective was to develop funding mechanisms for the on-going operation of ASIEN/STA. Again, with the recognition of ASIC as the Seafood ITAB a firm basis for funding STA and agreed projects has been established. Current indications are that the Australian National Training Authority will provide ASIC with base level funding to support the operation of STA for the next 2-4 years. Funding until mid 2002 is guaranteed. STA is being well supported by ANTA in submissions for funding for projects to address issues identified in STA's strategic training plan.

The third objective was to develop and implement strategies to influence the directions and funding of seafood industry training. The achievement of this objective is evident by:

- a 1999 ANTA review of STA which confirmed continued funding of the ITAB for a further two years (the maximum extension of recognition/funding provided by ANTA)
- the endorsement of the SITP and its launch by the Federal Minister for Agriculture, Forestry and Fisheries the Honorable Warren Truss MP. High level support for the SITP will help ensure future requests for funding to support STA initiatives will be seriously considered.
- on request from STA, a representative of the Department of Employment, Education and Youth Affairs (DETYA) gaining support from the Departmental Secretary to attend an overseas STA management committee meeting. Strong ties with DETYA is seen as important to STA achieving its objectives and gaining funding support from DETYA when appropriate.
- continued support from ANTA and DETYA to fund individual projects.

Each of the project's individual milestones has been either fully achieved or will be once the SITP has been fully implemented. Certainly, the milestone of developing a competency-based Training Package covering all industry sectors has been achieved. Prior to the development of the SITP, the database of curriculum and learning resources developed as one of the project's milestones materially assisted training providers to deliver more consistent and timely training.

The rate at which the SITP is being implemented will vary from state to state; however, early indications are that the project objectives targeting the elimination of duplication of effort, curriculum and learning resources are being met.

INTELLECTUAL PROPERTY

As the Commonwealth Government contributed funds through ANTA to the development of the Seafood Industry Training Package, the work is copyright to the Commonwealth Government. However, permission is given to trainers and teachers to make copies by photocopying or other duplicating processes for use within their own organisation or in a workplace where the training is being conducted.

STAFF

Mr Bob Miller was the Principle Investigator for the project from June 1996 until September 1997 at which time Mr Ross Ord was appointed by FRDC as the project's Principle Investigator.

In May 1998, Ms Jude Nettleingham was appointed as the project's Senior Research Officer.

The ASIEN management Committee during the project was as follows:

Mr Nigel Scullion	Chair, ASIC
Br Bruce Zippel	Australia Aquaculture Forum
Mr Murray West	Seafood Training Queensland
Mr Paul Polotnianka	Northern Territory Fishing Industry Training Council
Mr Rory Byrne	Seafood Training Tasmania
Mr Eric McCarthy	NSW Fishing Industry Training Council
Mr Roy Palmer	Fishy Business, SeaQual representative
Mr Mark Cody	South Australia Seafood & Fishing Industry Training Council
Mr Didge McDonald	NT Trades & Labour Council, Employee representative
Mr Jeff Watts	Australian Maritime College, Training Provider representative
Mr John Maddams	West Australia Fishing Industry Council
Mr John Sealey	Seafood Industry Victoria
Mr David Nelson	Victorian Primary Industries Training Board

FRDC Project 96/343

**Investigation into Copyright and
Intellectual Property Ownership of
Training Packages for the
Seafood Industry**

**Conducted for ASIEN by Eric McCarthy, Executive Officer
NSW Fishing Industry Training Council**

**COPYRIGHT AND INTELLECTUAL PROPERTY
OWNERSHIP OF TRAINING PACKAGES
FOR THE SEAFOOD INDUSTRY**

Section 1. Background to Project

1.1 An agreement was reached with FRDC for ASIEN to examine and resolve copyright and intellectual property ownership issues with regard to curriculum modules developed by Commonwealth, State and Territory government authorities. This was seen as a milestone to be achieved prior to the development of the Seafood industry Training Package.

1.2 The NSW FITC agreed to investigate and source opinion and fact to produce this position paper on the impact of copyright and intellectual property issues as they apply to the development of Training Packages for the Seafood industry on behalf of the Australian Seafood ITAB.

1.3 There are two reasons why there is some urgency in the need to clarify issues related to intellectual property and copyright. Firstly, the Seafood ITAB needs to be sure that training material included in the non-endorsed component of the Training Package do not contravene any copyright laws or provisions. Secondly, ANTA has indicated that ITABs should aim at becoming self-sufficient after the development of their Training Packages. The short to medium-term survival of the Australian Seafood ITAB may depend to a significant extent on revenue created from the marketing and distribution of Training Packages.

1.4 In addition to the Seafood industry Training Package currently under development, a considerable amount of curriculum and other learning strategies/training materials currently exist. With User Choice, Registered Training Organisations and other uses of Training Packages will need to have a clear understanding of copyright and intellectual property matters.

1.5 The NSW FITC has consulted widely in conducting the research for this position paper, and those individuals and organisations consulted are listed at Attachment A.

Section 2. Aim of Paper

2.1 The aim of this paper is to describe copyright and intellectual property ownership issues as they apply to Training Packages and their components and make recommendations on policies and procedures the Seafood ITAB needs to adopt in this area. As copyright law in Australia is contained in the Copyright Act (1968), all comments and recommendations are consistent with the requirements of that Act. Comment is included on:

- ANTA's policy on the issue of exclusive or non-exclusive agreements for the printing and/or distribution of Training Packages,
- Nationally accredited and other curriculum included within the learning strategies section of the non-endorsable components of the Training Packages,
- Endorsable and non-endorsable components of Training Packages, and
- Curriculum and other learning strategies material funded by training providers, industry bodies and commercial entities.

Section 3. Training Packages

Composition of Training Packages

3.1 Training Packages consist of endorsable and non-endorsable components.

3.2 The endorsable components -competency standards, assessment guidelines and qualifications- are generally defined as industry agreed and accepted minimum baseline standards for national recognition for formal certification of competencies achieved in nominated training packages. The three components are defined as follows (1):

- **Competency Standard:** Comprises the specification of knowledge and skill and its application to the standard of performance required in the workplace. Cover a range of functions which are meaningful in the workplace.
- **Assessment Guidelines:** Describes the industry's assessment system designed to ensure the validity, reliability, flexibility and fairness of assessments conducted in workplace and institutional contexts.
- **Qualification:** Defined in accordance with the Australian Qualifications Framework. In the Vocational Education and Training (VET) sector, provide for nationally recognised qualifications from Certificate I-IV to Diploma and Advanced Diploma.

3.3 The non-endorsable components are identified formal and informal material to support the delivery, measurement and certification of the Training Package by the use of print-based, audio or visual means that may not necessarily be formally accepted by all

sectors of the industry and may be developed and/or produced by any party. The components consist of learning strategies, assessment materials and professional development materials which are defined as follows:

- **Learning Strategies:** Provide information on how training programs may be organised in workplaces and training institutions. Usually incorporates learning pathways, model training programs and training materials.
- **Assessment Materials:** Are evidence gathering tools. Provide assessors with information for making judgements on whether competency has been attained.
- **Professional Development Materials:** Include information to trainers on Training Package components, professional development resource material and reference to other related PD materials.

Availability of Training Packages and Components

3.4 The endorsable and non-endorsable components of Training Packages are developed through a consultative process with the industry or industry sectors, coordinated by the peak industry representative body and the Government standards approving authority.

3.5 The recognised representative group for the Seafood industry is the Australian Seafood Industry Training Advisory Body (ITAB), an arm of the Australian Seafood Industry Council (ASIC) located in Canberra ACT. The Australian National Training Authority (ANTA) has the responsibility on behalf of all governments, employer and employee groups to develop policy for, fund and endorse development of Training Packages by recognised national ITABs.

3.6 Conditions apply to the availability of (components of) Training Packages and curriculum. (Although largely replaced by Training Packages, much national curriculum has been accredited by state and territory recognition authorities over recent years. There remains an avenue for Recognised Training Organisations and other bodies to apply for the accreditation of national curriculum, although the need for this process is now limited.)

These conditions are:

- All endorsed competency standards and curriculum that has involved Commonwealth funding are to be accessible by the public.
 - It has been recommended by ANTA's National Training Framework Committee (NTFC) and agreed by the ANTA Board that as a general practice full details of competency standards, and the endorsed components of Training Packages should be available on the National Training Information Service(NTIS) via the Internet.
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- Provision has been made for the developers of Standards and Training Packages to justify to the NFIC why details should be exempted from access via the Internet. Exemption criteria determined by the NTFC are:
 - * loss of international advantage; and
 - * public risk.

Bodies submitting standards or Training Packages for endorsement wanting some restriction placed on their availability need to make application in respect of each package submitted. All supporting evidence needs to be supplied at the time of the endorsement submission.

ANTA's Policy-Intellectual Property

3.7 ANTA's stated position regarding Intellectual Property ownership in relation to both the endorsable and non endorsable components of Training Packages is:

1. The title to and ownership of any Intellectual Property generated or created by the Grantee through application of the Grant including, without limitation, any Intellectual Property in the Contract Material shall, upon its creation, vest in ANTA.
2. The Grantee shall ensure that any Contract Material is used, copied, supplied or reproduced only for the purpose for which the Grant has been provided.
3. The Grantee may, with the prior written consent of ANTA, and strictly in accordance with the terms of any licence granted by ANTA, use, reproduce, adapt, publish or exploit part or all of such Intellectual Property.
4. The Grantee shall not engage any person who is paid any amount out of the Grant to generate or create any Intellectual Property on behalf of the Grantee unless the Grantee has first required that person to enter into an agreement vesting ownership of any Intellectual Property generated or created by that person in ANTA in accordance with this clause.

Publication and Distribution of Training Packages

3.8 ANTA will conclude a non -exclusive agreement with any ITAB wishing to carry out any of the following roles:

- print and distribute a Training Package; or
- distribute a Training Package.

ANTA is not prepared to enter into an exclusive Agreement for these purposes with a body to either print and distribute or distribute a Training Package.

3.9 Consistent with the role established for it by Ministers, Australian Training Products (ATP) will print and distribute ALL Training Packages.

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- 3.10 Non-exclusive agreement conditions for both the ATP and ITABs will include:
- demonstrating that agreement conditions are being maintained; and
 - providing ANTA with quarterly reports on sales, including an analysis of clients
- Special conditions may be negotiated on a case by case basis.*

3.11 ATP will meet the same agreement conditions and client service conditions as ITAB's including the provision of sales advice.

3.12 With respect to pricing, ANTA's position with the interests of all concerned is to ensure that a pricing structure is instituted that allows Training Packages to be marketed at the lowest possible price. ITABs and other bodies will be able to negotiate a wholesale price directly with ATP and, in general, co-operative arrangements between ATP and ITABs will be encouraged. A recommended retail price for Training Package products will be developed by ATP using its established pricing policy.

3.13 While it is not envisaged that Training Packages will be a major source of revenue raising for Australian Training Products (ATP) or other bodies with non-exclusive distribution agreements, it is recognised that costs must cover overheads. Any surplus funds generated from the sale of Training Package products by an ITAB or other body will remain with the organisation that is signatory to the agreement for use within its industry.

3.14 To facilitate Training Packages being widely accepted and available, the following copyright statement from ANTA will be used on Training Package products:

“This work has been produced initially with the assistance of funding provided by the Commonwealth Government through ANTA. This work is copyright, but permission is given to trainers and teachers to make copies by photocopying or other duplicating processes for use within their own training organisation or in a workplace where the training is being conducted. This permission does not extend to the making of copies for use outside the immediate training environment for which they are made, nor the making of copies for hire or resale to third parties.”

Section 4. Products not funded by ANTA

4.1 Other than ANTA, there are three main sources for the funding of the development and delivery of training packages:

- (a) commercial entities,
 - (b) industry sourced funds from levies, grants and gifts; and
 - (c) private providers.
-

4.2 It is commonly accepted that the funding source has the right of ownership, copyright and intellectual property ownership including the use of goods and services developed or produced. The source may determine the terms and conditions for the use of anything produced or developed by those funds. As well,

- Commercial entities may choose to determine certain conditions of usage of materials with funding provided by them. ie. acknowledgment of the funding source.
- Industry sourced funds are acknowledged as being industry owned, the use of those funds for the development of materials may attract some compensation to the funding source.
- Private provider sourced funds are acknowledged to be owned by the provider, who is entitled to seek reward/compensation and or acknowledged for the use of those funds.

4.3 Copyright and intellectual property ownership of training packages for the Seafood industry is therefore vested with the funding source body. Access and use of any goods, services or materials, and the terms and conditions will be by negotiation with the funding body or nominated authority/group holding copyright and intellectual property rights of those materials accessed for inclusion.

Section 5. Curriculum included in the Learning Strategies Component.

5.1 For curriculum or any other training materials included in the non-endorsable component in a Training Package, copyright and intellectual property ownership remains with the originator, owner, nominee or funding source, whichever is applicable.

5.2 The terms and conditions for access and use will be by private treaty with the copyright holder.

5.3 As the Seafood industry peak representative body, the Seafood ITAB will be required to negotiate and seek copyright and intellectual property usage from the owners of those training materials (including curriculum) which are to be included in the non-endorsable component of industry training packages.

5.4 Applicable costs and charges may be passed on to the training package material user for reimbursement to the copyright holder. The Seafood ITAB may choose to act as the negotiating party and/or agent and as such would be entitled to a negotiated commission.

Section 6. Recommendations

After extensive consultation with groups of common interest concerning copyright issues, in particular the Australian Copyright Council, the following is recommended:

-
- As ANTA's position on Copyright and Intellectual property ownership is non negotiable (as defined within paragraph 3.7 of this document), the Australian Seafood ITAB must by contractual agreement, also adopt the identical policy to ANTA for Training Packages funded by that body.
 - The use of Training Package components and other materials developed by training providers, industry bodies and commercial entities must be by individual negotiation with the copyright owners.
 - Where doubt exists as to the authenticity and ownership of copyright materials selected for inclusion within Training Packages, legal advice should be obtained from a Copyright Council lawyer.
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Individuals and Organisations Consulted

Australian National Training Authority (ANTA)
Australian Training Products (ATP)
Australian Copyright Council (ACC)
National Utilities and Electrical Technology ITAB
Automotive Training Australia
NSW Primary Industry ITAB
Tas FITB
Qld FITC
NSW TAFE Transport Division
Ruello and Assoc.
W.M.Morison
Management Committee, Seafood ITAB

Information Sheets available from Australian Copyright Council:

Information sheet # 13	WRITERS AND COPYRIGHT
Information sheet # 15	LEGAL PROTECTION FOR IDEAS
Information sheet # 23	DURATION OF COPYRIGHT PROTECTION
Information sheet # 24	LICENSING AND ASSIGNING RIGHTS
Information sheet # 34	USING QUOTES AND EXTRACTS
Information sheet # 37	COPYRIGHT AND TRAINING MANUALS
Information sheet # 40	NOTICES ABOUT COPYRIGHT OBLIGATIONS

Note: Copies of the listed Information Sheets are available from:

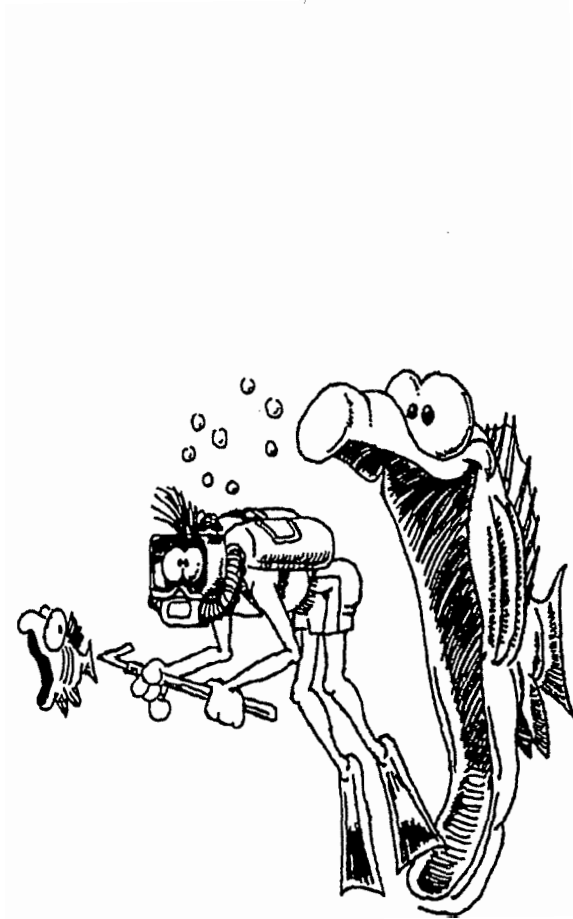
- NSWFITC 02 9692 0635
 - Seafood ITAB 02 6281 0383
 - Australian Copyright Council 02 9318 1788
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VISION STATEMENT

3



STATEMENT OF VISION

A VISION FOR THE SEAFOOD INDUSTRY'S TRAINING SECTOR AND ITS IMPACT ON THE INDUSTRY AND THE WIDER COMMUNITY IN 2000.

Fisher folk will be viewed by the wider community as the custodians of the Oceans and its resources, the Seafood Industry will be aware of the importance of developing sustainable fisheries and using world best fishing and seafood production practices.

Clear career paths in the Seafood Industry will be available from secondary school level. Every graduate of high school intending a fishing industry career will have a certificate in "Elements of shipboard safety".

The Seafood Industry will have accepted the need for, and will have adopted a minimum, mandatory safety standard for the crew on all fishing vessels; Entry level safety training, in all sectors of the fishing industry, will be available through the processes of "Accredited Competency Based Training" and "Recognition of Prior Learning". By the year 2000, the Seafood Industry will no longer have the worst work health safety record, of any industry in Australia.

Traineeships will be available to all Sectors of the Seafood Industry; with the option to nominate the Industrial Employees Ombudsman as the employee's representative in overseeing the traineeship. This will be reflected in each state and territory's legislation.

All industry sectors will adopt a certification process that will recognise the participants competencies'. These competencies will be transferable and recognised by other sectors and industries throughout Australia.

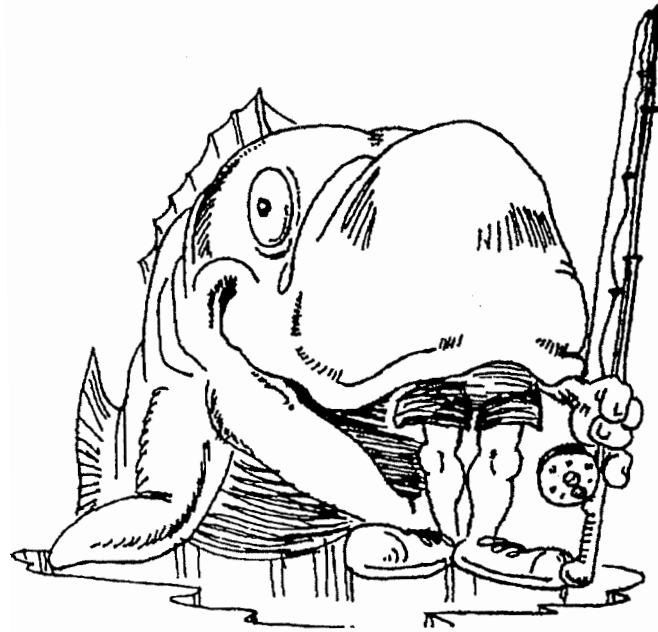
All training in the fishing industry will be competency based. This training will be delivered both on the job and in the class room. The training providers will be registered and be capable of delivering, flexible, remote and culturally appropriate training.

The Australian Seafood Industry Council will have identified, through the mechanisms of "Seaqual", and "AUSEAS", the appropriate levels of upskilling needed to adopt innovations in the work place; These changes will be delivered to industry through training and will have been facilitated by the Australian Seafood Industry Education Network (ASIEN). ASIEN will also have delivered research outcomes to industry through training.

Business management and leadership training will be widely accepted as a necessary skills in all sectors of the Seafood Industry; This training will include elements of conflict resolution and people management skills.

Indigenous communities will have access to culturally appropriate curriculum and training which will be delivered in and around their communities.

PROJECT OUTLINE



ASIEN - Delivering R&D Outcomes Through Training

OBJECTIVES

- To extend R&D results to the Australian Seafood Industry through a structured national approach to curriculum development and training.
- To develop and implement appropriate strategies to influence the directions and funding of Australian seafood industry training.
- To establish funding mechanism for the on going operation of ASIEN.

METHODOLOGY

The methodology to be incorporated within this project will be based on the following:

A single Project Management Committee will be established by ASIC and be constituted as follows.

- ◊ Chairperson - nominated by ASIC
- ◊ Australian Maritime College representative
- ◊ Nominee from each State Fishing or Primary Industry ITAB, (Industry rep nominated by ASIC for states where no relevant ITAB exists or wishes to take part).
- ◊ DEETYA representative

This committee may at first glance appear to be larger than necessary but inclusion of State ITAB's will be crucial if the extension of research findings is to successfully penetrate State training programs and national training consistency is to be achieved.

Terms of reference for the Project Management Committee will be as follows:

- ◊ Provide strategic directions and guidance to all aspects of the project
- ◊ Approve budget plans
- ◊ Approve Curriculum and learning materials development plans
- ◊ Ensure project is managed in line with relevant Government policies and strategies
- ◊ Ensure project milestones are achieved in the time line allocated

The outcomes of this project will be achieved through:

- Undertaking a training needs analysis and determine industry priorities through collating outcomes through State/Territory consultations to be undertaken by ITAB's.
- Research and evaluating existing curriculum and learning materials.
- Developing a training development strategic plan which will identify agreed goals and strategies in relation to training that will position the industry to be competitive in the world market.

ASIEN - Delivering R&D Outcomes Through Training Cont/...

- Collecting and disseminating information regarding training by:
 - ◊ Identify case studies which illustrate Australian best practice in training delivery
 - ◊ Development and dissemination of publications and information leaflets
 - ◊ preparation of guidelines for and establishment of a ratings database of all training providers delivering training programs to the seafood industry
 - ◊ Development and dissemination of a catalogue of existing learning materials for use in the delivery of seafood industry training programs
- Establishment of a database of existing curriculum modules and learning materials as well as resolving copyright issues to ensure their accessibility.
- Development and adoption of an agreed format for all curriculum developed by ASIEN members in future.
- Conducting learning delivery trials aimed at developing models for the future in the cost efficient provision of training to comparatively small groups of geographically isolated people engaged within the Australian seafood industry.
- Establishing a relationship with the national Standards and Curriculum Committee as a reference group for all submissions for funding of curriculum development projects related to the Australian seafood industry.
- Sourcing funds for and undertaking the strategic development of curriculum and learning materials in accordance with industry priorities and make these available at cost to all network participants.

Formal links with AUSEAS will be established through a number of mechanisms.

- ◊ Nomination by AUSEAS of a liaison officer for this project
- ◊ Establishment of an electronic mail connection between the Project Managers Office and AUSEAS to facilitate the sharing of information
- ◊ Inclusion of AUSEAS in any activities undertaken during the project that relates to the identification of relevant research outcomes and their inclusion in training programs

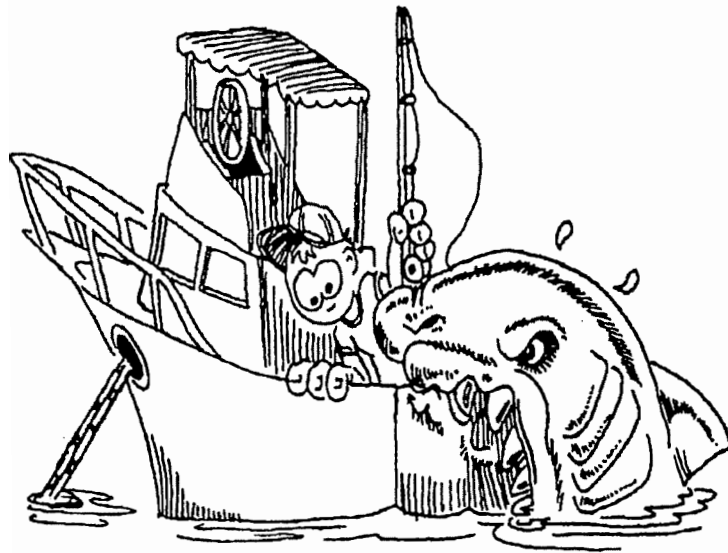
In addition to the formal link with AUSEAS similar relationships will be established with State and National level R&D organisations through maintaining a network of liaison officers who will receive regular news letters and periodic requests for information and advice regarding research outcomes that should be incorporated in training programs.

ASIEN - Delivering R&D Outcomes Through Training Cont/...

MILESTONES

- | | |
|----------|---|
| 15/10/96 | Strategic Project Plan developed and approved by ASIC |
| 15/10/96 | Training needs analysis completed and industry priorities established on a national, state and territory basis |
| | Catalogue of existing relevant curriculum and learning materials published and disseminated. |
| 14/3/97 | Provide written report on achievements of the project to date and future directions in the light of any changes in the context of the project. |
| 16/4/97 | Australian Seafood Industry Training Development Strategic Plan published and distributed. |
| | Guidelines for gaining entry into Seafood Industry Training Providers Rating Register promulgated. |
| 20/9/97 | Copyright issues in regard to curriculum modules developed by Commonwealth, State and Territory Government authorities resolved. |
| 20/11/97 | Database of all industry related curriculum modules established and system in place for provision of hard copy on demand. |
| 5/12/97 | ASIEN accepted by the national Standards and Curriculum Committee as a peak industry reference group. |
| 1/3/99 | Competency based curriculum and learning materials development that address all of the high and mid level priorities established by the industry. |
| 1/3/99 | Industry assumes full responsibility for the operation of ASIEN |

STRATEGIES AND ACTION PLAN



STRATEGIES AND ACTION PLAN

MILESTONE: TRAINING NEEDS ANALYSIS AND PRIORITIES

ACTION	BY WHOM	DATE REQUIRED
All ASIEN State/Territory ITAB reps to summarise current State/Territory training plan to identify training needs, prioritise as high/mid/low and forward to Bob Miller	ASIEN State/Territory ITAB reps	16 th Aug, 1996
State/Territory training needs and priorities to be summarised and consolidated in to a draft national training needs analysis to be circulated to all ASIEN members.	Bob Miller	6 th Sept, 1996
<p>ASIEN members to consider draft national training needs document and-</p> <ul style="list-style-type: none"> • note additional needs to reflect recent changes in industry • prioritise needs as high, medium or low <p>Comments to be returned to Bob Miller.</p>	All ASIEN Management Committee Members	20 th Sept, 1996
Final draft of national training needs analysis and priorities to be distributed to all members for consideration at the next management committee meeting.	Bob Miller	27 th Sept, 1996
National training needs analysis and priorities to be endorsed by all members of ASIEN.	All ASIEN Management Committee	8 th Oct, 1996
Training needs analysis and priorities provided to FRDC together with milestone report.	Bob Miller / Nigel Scullion	15 th Oct, 1996

STRATEGIES AND ACTION PLAN

MILESTONE: CATALOGUE OF EXISTING ACCREDITED CURRICULUM AND LEARNING MATERIALS

ACTION	BY WHOM	DATE REQUIRED
List of public and private providers and any other relevant organisations concerned with curriculum and learning materials to be provided to Bob Miller.	All ASIEN Committee Members	26 th July, 1996
Letter to all providers, curriculum and learning material developers indicating what ASIEN is about and indicating request for information, together with outline of what will be done with information.	Bob Miller / Nigel Scullion	9 th Aug, 1996
Outline of catalogue including structure and sample entries to be developed and distributed to ASIEN members for comment.	Project Officer	2 nd Aug, 1996
Comments regarding catalogue outline to be returned to Project Officer	All ASIEN Committee Members	16 th Aug, 1996
Consult with State/Territory ITAB providers and other organisations as identified to determine available curriculum and learning resources and prepare draft catalogue for consideration at ASIEN Management Committee Meeting.	Project Officer	27 th Sept, 1996
ASIEN Curriculum and learning resources catalogue approved by meeting of ASIEN Management Committee.	Bob Miller	8 th Oct, 1996
Copies of curriculum and learning resources catalogue distributed to all ASIEN members and to FRDC with milestone report.	Project Officer / Bob Miller	15 th Oct, 1996

STRATEGIES AND ACTION PLAN

MILESTONE: AUSTRALIAN SEAFOOD INDUSTRY TRAINING PLAN PUBLISHED AND DISTRIBUTED

<i>ACTION</i>	<i>BY WHOM</i>	<i>DATE REQUIRED</i>
Draft training plan model to be developed and circulated to ASIEN members for comment at next management committee meeting.	Bob Miller	27 th Sept, 1996
ASIEN Management Committee to approve training plan model to be used to select a sub-committee to prepare a draft Australian Seafood Industry Training plan.	All ASIEN Management Committee Members	8 th Oct, 1996
State/Territory ITAB reps on ASIEN Management Committee to prepare State/Territory training plan as required and to provide Bob Miller with a summary highlighting those elements to be included in a national plan.	ASIEN State/Territory ITAB reps	26 th Jan, 1997
ASIEN sub-committee to consider input from all States and Territories and prepare draft training plan to be circulated to all States and Territories for consideration and comment.	ASIEN Sub-Committee	28 th Feb, 1997
State/Territory feedback on draft training plan to be considered and incorporated into final/draft of the plan for distribution to all ASIEN Management Committee Members.	Bob Miller	21 st Mar, 1997
ASIEN Management Committee to endorse Australian Seafood Industry Training Plan to be forwarded to ASIC for approval.	All ASIEN Management Committee Members	4 th April, 1997
ASIC to approve Australian Seafood Industry Training Plan.	Nigel Scullion	11 th April, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: *AUSTRALIAN SEAFOOD INDUSTRY
TRAINING PLAN PUBLISHED AND
DISTRIBUTED Cont/...*

<i>ACTION</i>	<i>BY WHOM</i>	<i>DATE REQUIRED</i>
Copy of approved Training Plan to be distributed to all ASIEN members and to FRDC together with a milestone report.	Bob Miller	16 th April, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: GUIDELINES FOR BEST PRACTICE BENCHMARKING FOR TRAINING PROVIDERS

ACTION	BY WHOM	DATE REQUIRED
Discussion paper to be prepared regarding best practice and use of bench marks to enable training providers to assess the acceptability of their current practices.	Consultant	27 th Sept, 1996
Consideration of above discussion paper and agreement on principles to be adopted in developing best practice guidelines.	All ASIEN Management Committee members	8 th Oct, 1996
Best practice indicators to be identified at a State/Territory level and forwarded to Bob Miller together with examples of specific instances where providers have demonstrated best practice.	All ASIEN Management Committee reps from State/Territory ITABs	5 th Nov, 1996
Best practice indicators and examples from States/Territories to be consolidated into a single draft guidelines document to be circulated to all ASIEN members.	Consultant	26 th Nov, 1996
Comments on draft guidelines document to be provided to Bob Miller.	All ASIEN Management Committee Members	17 th Dec, 1996
Summit meeting with representatives of all major providers of training for the seafood industry to discuss best practice bench marks and guidelines document.	Bob Miller / Nigel Scullion	28 th Feb, 1996
Final draft of best practice benchmarking guidelines to be prepared and distributed to ASIEN members	Consultant	21 st Mar, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: GUIDELINES FOR BEST PRACTICE BENCH MARKING FOR TRAINING PROVIDERS
Cont/....

<i>ACTION</i>	<i>BY WHOM</i>	<i>DATE REQUIRED</i>
ASIEN Management Committee meeting to approve best practice bench marking guidelines for distribution.	Bob Miller	4 th April, 1997
Guidelines for best practice bench marking for training providers distribution to all providers distributed to all providers ASIEN members and FRDC together with a milestones report.	Bob Miller	16 th April, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: COPYRIGHT ISSUES RELATED TO CURRICULUM DOCUMENTATION RESOLVED

ACTION	BY WHOM	DATE REQUIRED
Copyright issues associated with curriculum and learning materials in ASIEN catalogue categorised, documented and distributed to ASIEN management committee members.	Project Officer / Bob Miller	18 th Nov, 1996
Curriculum and copyright issues document to be considered and those specific issues/curriculum to be pursued and identified at a State/Territory level and information returned to Project Officer.	All ASIEN State/Territory ITAB reps	17 th Dec, 1996
Process for resolving copyright issues in each category documented and distributed to ASIEN management committee members.	Bob Miller	21 st Mar, 1997
ASIEN Management Committee to endorse list of copyright issues and process for resolving these issues.	All ASIEN Management Committee Members	4 th April, 1997
Each copyright issue is to be addressed using approved process and resolution documented.	Project Officer	27 th May, 1997
Case study document of issues and resolutions to be developed and circulated to all ASIEN members for consideration.	Project Officer	10 th June, 1997
ASIEN management committee to endorse curriculum copyright and resolution case study document.	Bob Miller	1 st July, 1997
Curriculum copyright and resolution case studies document provided to all ASIEN members and FRDC together with milestone report.	Bob Miller	19 th Sept, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: DATA BASE OF NATIONAL CURRICULUM MODULES RELATED TO THE SEAFOOD INDUSTRY

<i>ACTION</i>	<i>BY WHOM</i>	<i>DATE REQUIRED</i>
Determine data base software to be used and prepare a concept outline for curriculum module data base to be distributed to ASIEN management committee members.	Project Officer	27 th Sept, 1996
Prepare draft selection criteria for modules to be included in national data base and distribute to ASIEN management committee members.	Bob Miller	27 th Sept, 1996
ASIEN management committee members to endorse data base software selection, concept outline, and selection criteria for modules to be included.	Bob Miller	8 th Oct, 1996
Data base to be established using endorsed concept outline and module selection criteria.	Project Officer	25 th Oct, 1997
Final data base of current curriculum modules and system for supply of hard copy to be approved by ASIEN management committee and copy on disc to be supplied to FRDC with milestone report	Bob Miller	18 th Nov, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: **COMPETENCY BASED CURRICULUM AND LEARNING MATERIALS DEVELOPED FOR ALL HIGH AND MID LEVEL PRIORITIES**

ACTION	BY WHOM	DATE REQUIRED
<p>Training needs analysis and curriculum/learning materials catalogue to be referenced to identify:</p> <ul style="list-style-type: none"> Curriculum and learning materials that address high and mid level training priorities. Curriculum that meets approved template and which requires conversion to CBT. Extent to which above curriculum and learning materials meets training priorities at a modular level. 	Project Officer	18 th Nov, 1996
<p>Analysis of existing curriculum and learning materials to be documented with recommendations regarding:</p> <ul style="list-style-type: none"> Existing curriculum (modules) to be supported as national curriculum in their current form. Existing curriculum (modules) to be supported for conversion to CBT format as national modules. Existing learning materials to be endorsed as national materials. Curriculum (modules) to be developed to meet high and mid level training priorities. Learning materials to be developed to accompany existing or new curriculum. <p>Analysis and recommendation to be distributed to ASIEN State/Territory reps for discussion and consultation within each State/Territory and final endorsement at ASIEN Management Committee meeting.</p>	Project Officer	4 th April, 1997

STRATEGIES AND ACTION PLAN

MILESTONE: COMPETENCY BASED CURRICULUM AND LEARNING MATERIALS DEVELOPED FOR ALL HIGH AND MID LEVEL PRIORITIES
Cont/...

<i>ACTION</i>	<i>BY WHOM</i>	<i>DATE REQUIRED</i>
Potential funding sources for curriculum and learning material development to be identified and funding criteria documented for distribution to all ASIEN members.	Consultant	21 st Mar, 1997
ASIEN Project proposal and management guidelines developed in draft form and distributed to all ASIEN members for comment	Consultant	21 st Mar, 1997
The task of developing project proposals for specific curriculum development/conversion or learning materials development projects allocated to appropriate members of ASIEN.	ASIEN Management Committee Members	4 th April, 1997
Curriculum development/conversion or learning materials development projects proposals prepared according to approved guidelines and lodged with the appropriate funding body.	ASIEN Management Committee Members	On-going
ASIEN curriculum and learning materials projects conducted in accordance with ASIEN project management guidelines with a copy of final product distributed to all ASIEN members.	ASIEN Management Committee Members	On-going
All new curriculum and learning materials placed in national catalogue and updates provided to all ASIEN members.	Project Officer	24 th Feb, 1999
Copy of revised national catalogue and milestone report provided to FRDC.	Bob Miller	1 st March, 1999

STRATEGIES AND ACTION PLAN

MILESTONE: ASIEN RECOGNISED AS PEAK INDUSTRY TRAINING ADVISORY GROUP

ACTION	BY WHOM	DATE REQUIRED
Letter to be written to ANTA indicating ASIC's desire to be recognised as the national Industry Training Advisory Body and indicating the extent to which ASIC through the Australian Seafood Industry Education Network would meet the criteria approved by the Ministerial Council.	Nigel Scullion	9 th Aug, 1996
Letters of support for ASIC (through ASIEN) to undertake the role of national ITAB to be sent to ANTA by all State/Territory ITAB's.	ASIEN State/Territory ITAB reps	16 th Aug, 1996
Comprehensive proposal to be developed concerning ASIC's (ASIEN) role as an ITAB, membership, budget requirements, coverage and documented support from employers and industry associations.	Consultant	27 th Sept, 1996
Copy of ANTA approval for ASIC to form the seafood industry to be provided to FRDC with milestone report.	Bob Miller	15 th Jan, 1997