

TAEPPDD501

Maintain and enhance professional practice

TAE50116 Diploma of Vocational Education and Training

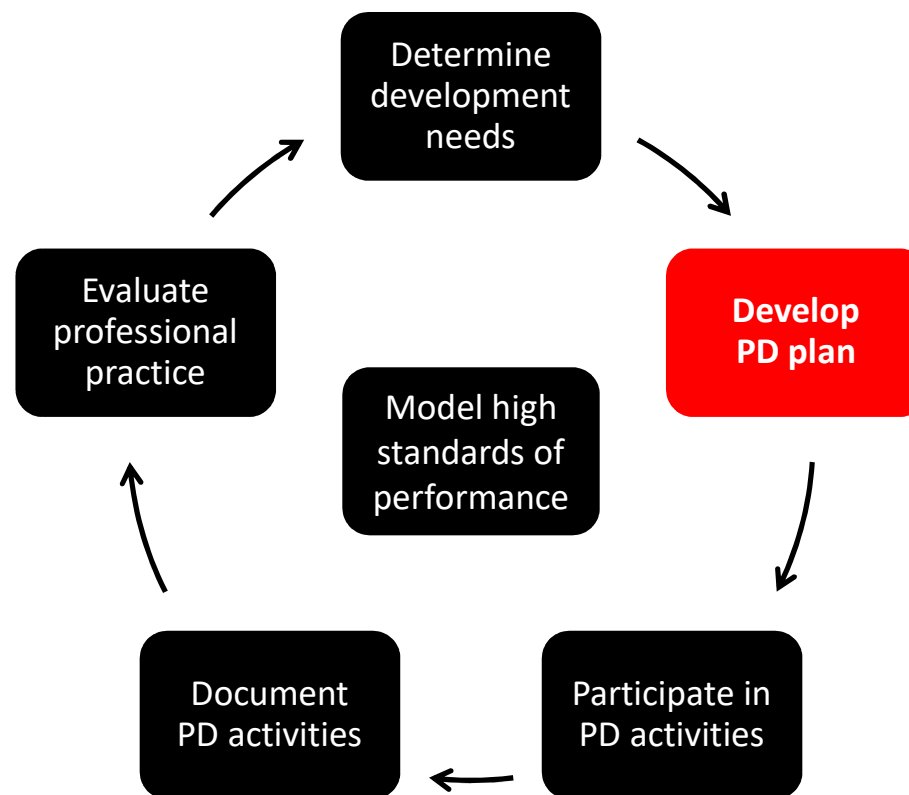
Week 2, 2019

Today's agenda



- Revision
- Topics
 - Developing a PD plan
 - Implementing the action plan
 - Monitoring progress
 - Keeping a record of your PD activities
 - Evaluating your professional practice
- Clarify next week's training session

Professional development cycle



Developing the PD plan



- What is the difference between goals, strategies and activities?
- What are SMART goals?
- What are some different types of PD activities?
- What must PD plans cover?

What are SMART goals?



S M A R T



Convert your goals and strategies into action



The PD plan must cover three areas of professional development



In summary



- Difference between goals, strategies and activities
 - SMART goals
 - Range of PD activities
 - Converting your goals and strategies into action
- Standards for RTOs require PD plans
 - Vocational competency
 - Trainer and assessor competency
 - Changes to the Australian VET system

How to develop an actionable PD plan



SMART
goals

Action
planning

Implement
action plan




Action planning



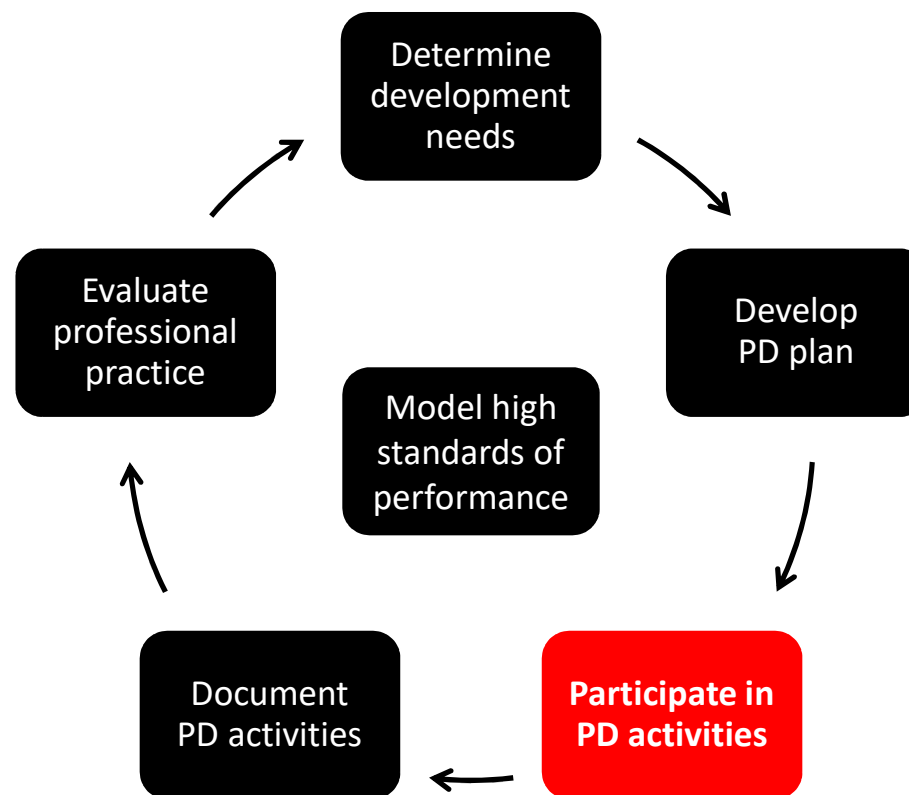
What		Who			When			
		Name	Name	Name	Week 1	Week 2	Week 3	Week 4
1	First task	●			■			
2	Second task	●	●		■			
3	Third task	●			■			
4	Fourth task	●		●			■	
5	Fifth task	●	●					■
6								
7								

Implement action plan



-  Authority from RTO manager
-  Allocation of budget
-  Allocation of time
-  Motivation and perseverance
-  Agreement from others

Professional development cycle



Monitor progress



What		Who			When			
		Name	Name	Name	Week 1	Week 2	Week 3	Week 4
1	First task	●			■			
2	Second task	●	●		■			
3	Third task	●			■		■	
4	Fourth task	●		●			■	
5	Fifth task	●	●					■
6								
7								

Make adjustments



What		Who			When			
		Name	Name	Name	Week 1	Week 2	Week 3	Week 4
1	First task	●			■			
2	Second task	●	●		■			
3	Third task	●			■			
4	Fourth task	●		●			■	
5	Fifth task	●	●					■
6								
7								

Situation 1

What		Who			When			
		Name	Name	Name	Week 1	Week 2	Week 3	Week 4
1	First task	●			■			
2	Second task	●	●		■			
3	Third task	●			■	■	■	
4	Fourth task	●		●			■	
5	Fifth task	●	●					■
6								
7								

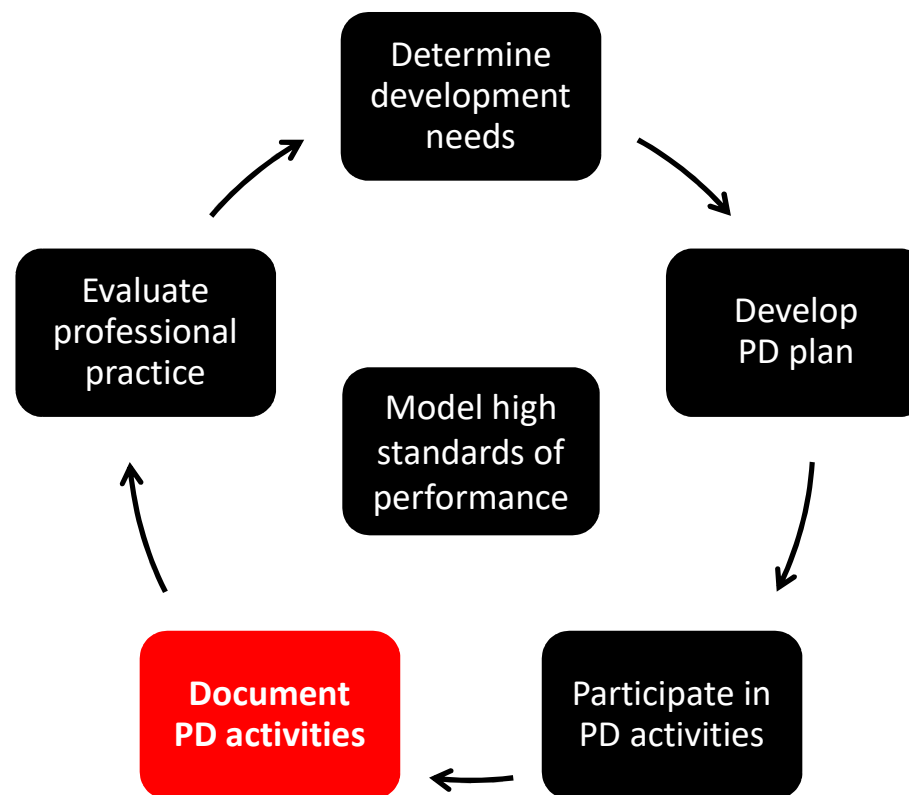
Situation 2

In summary



- Professional development cycle
- Develop a PD plan
 - Different types of PD activities
 - SMART goals
 - Action planning
 - Implement action plan
 - Monitor progress and overcome barriers

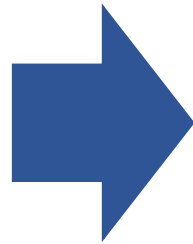
Professional development cycle



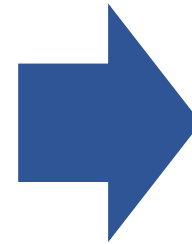
Evidence of participation



PD plan

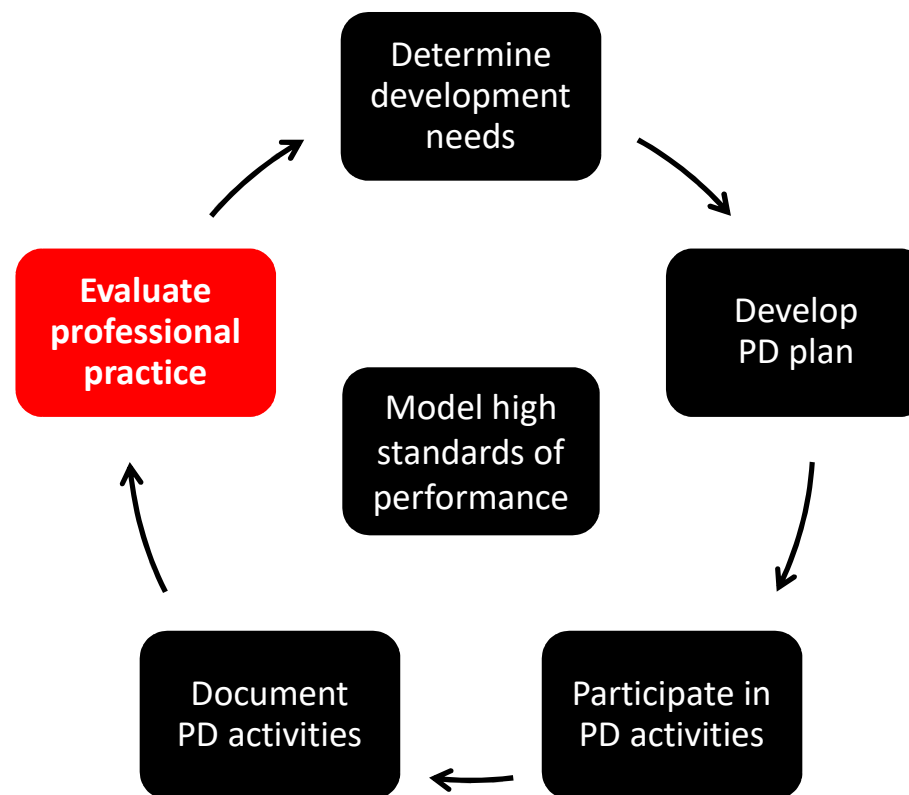


Evidence of participation



PD activity report

Professional development cycle



Evaluation of professional practice



- Self-assessment
- Experience and self-reflection
- Performance data
 - Feedback (comments)
 - Training evaluation data
 - Assessment validation data
 - Complaints

TAEPDD501 Planned agenda



Time	Week 1	Week 2	Week 3
5:30	Introduction to TAE50116 Program	Professional development cycle <ul style="list-style-type: none"> • Determine development needs • Develop PD plan 	Assessment Task 1, Part C (small group presentations)
6:30	Break	Break	Break
6:45	Introduction to TAEPDD501 Unit <ul style="list-style-type: none"> • Professional development cycle • Model high standards of performance • Determine development needs 	Professional development cycle <ul style="list-style-type: none"> • Participate in PD activities • Document PD activities • Evaluate professional practice 	Assessment Task 2, Part B (small group presentations)
7:45	Break	Break	Break
8:00	Clarify TAE50116 Assessment tasks	TAEPDD501 Foundation skills	Clarify TAE50116 Assessment tasks
8:30	Week 1 conclusion	Week 2 conclusion	Week 3 conclusion

Before next week



- Prepare to deliver two 20-minute presentations
 - Assessment Task 1, Part C
 - Assessment Task 2, Part B
- Bring your PowerPoint slides
- Continue to complete assessment tasks

Final question

What has been the one most important thing you have learnt from today's training session?



Alan Maguire