

I'm Wearing the Hat – Where do I Start?

Fiona Bogaart



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Fiona Bogaart

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Fiona Bogaart has over 10 years' experience in the VET sector. From 2007-2012 Fiona was an RTO manager in Qld Schools and from 2011-2014 she was a member of the Senior Please Network as part of Sustainable Partnerships Australia, an organisation that provides Professional Development opportunities to VET teachers.

Since 2010, Fiona has been a Qld Schools consultant supporting schools through VET services including internal audits, reviews, quality products and professional development, and is also on retainer for many schools on the Sunshine Coast.

She is currently the Senior Consultant and Instructional Designer at VETNexus

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Effective Practice

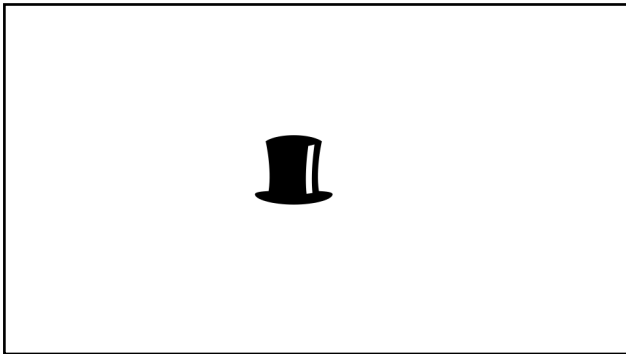


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1



Agenda

Which hat's do you wear?

Skills of an RTO Manager

Risk-based approach to management

Digital tools to help plan

Digital Tools used...







Join at slido.com
#5080442

Start presenting to display the joining instructions on this slide.





How long have you been an RTO Manager?

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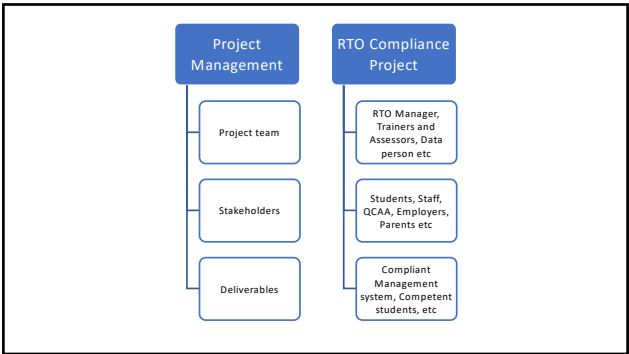


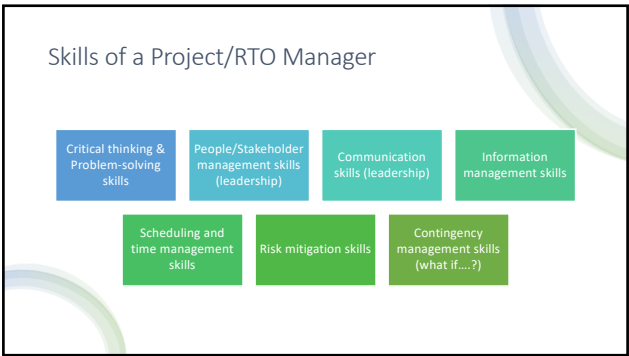
If you're like me, you wear many hats in your role















Project Manager/RTO Manager

- Some things you need to do yourself
- Some things you can delegate and MONITOR
- Some things you can hand-off



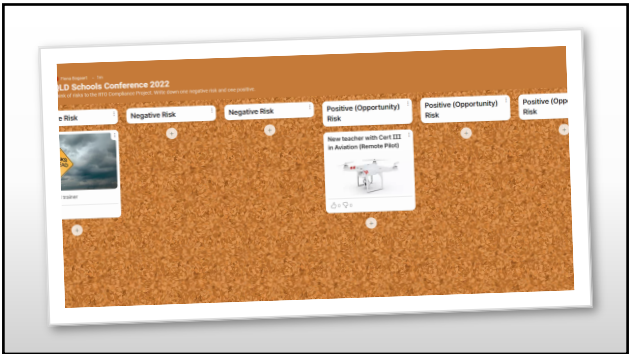
Risk-based approach



Padlet Activity

1. Scan the QR code to access Padlet
2. Post one risk for:
 - a) **negative** impact on the RTO Compliance Project AND a
 - b) **positive** impact (opportunity).

If you agree with other people's posts, you can upvote it .





Red Light – Immediate actions

Where do I start?

QCAA Calendar template OR RTO Checklist

Previous RTO Manager

Data person KNOWS ALL



Prioritise tasks

Task	Date Due	Responsible person/s	Priority
Talk to Deputy regarding timetabling and staffing	Week 0 Feb	RTO Manager	High
Verify Trainer qualifications, Trainer Profiles for NEW staff	Week 1 Feb	RTO Manager	High
Verify TAS documents have been updated according to TGA, Cohort, current Trainers	Week 2 Feb	HOD	Medium
Verify Trainer Profiles for EXISTING staff	Week 3 March	HOD	Medium

Orange Light – Scheduled actions



Creating the prioritized TO DO list

- 1 TAS documents**
 - Contact all HODs to get a copy of the current TAS documents
 - Send to Trainer for updating (if required)
 - Review TAS with HOD for currency and accuracy
- 2 Trainer Profiles**
 - Request any additional qualifications staff have completed
 - Review Trainer Profiles with HOD for currency and accuracy
 - Provide a list of actions to Trainer (if required)
- 3 Website**
 - Check accuracy of website information
 - Check all marketing for accuracy

Green Light – Low risk (Delayed actions)



How to manage the things that no one wants to do...

Tips!!

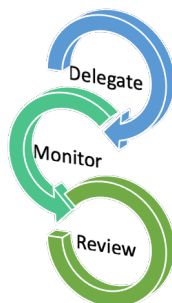
- Be Systematic!!!
- Schedule work to be done
 - Chunk it down into manageable bites
 - Don't just dump it on staff without notice
- Check in with staff to see how they are going or if they need help
- Prioritize important jobs, but also the menial tasks
- Provide incentives (if appropriate)





! DELEGATE !

Source: Shutterstock.com



The screenshot displays the Microsoft Project software interface. At the top, there are tabs for 'Workshops', 'List', 'Board', 'Gantt', and 'View', with 'Gantt' currently selected. Below the tabs is a search bar and a 'Today' button. The main area is divided into two panes. The left pane shows a list of tasks with their names, status indicators (colored squares), and assigned resources (circular icons). The right pane shows a Gantt chart with a timeline from 03 Jul to 31 Jul. Tasks are represented by horizontal bars of different colors (green, blue, yellow) and markers (circles) indicating dependencies and completion status.

NAME	Status	Assigned to
• Workshops		
• Contact Deputy regarding timetable...	BACLOG	
• Check T&E for all subject areas	TO DO	
• Check qualifications for all new staff	COMPLETE	
• Send ST assessment for verification...	DELEGATED	

The Gantt chart timeline shows the following tasks and their durations:

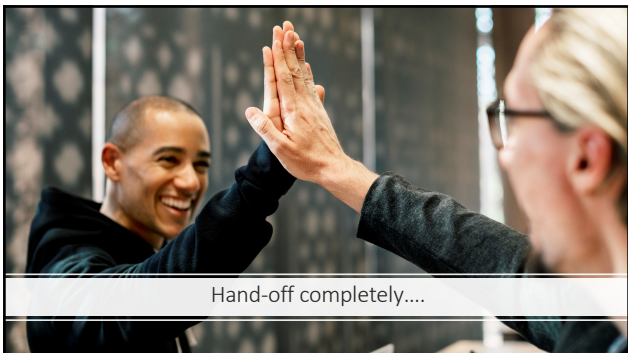
- Check T&E for all subject areas** (Blue bar): 03 Jul - 10 Jul
- Check qualifications for all new staff** (Green bar): 10 Jul - 17 Jul
- Send ST assessment for verification with MSE** (Yellow bar): 17 Jul - 24 Jul
- Contact Deputy regarding timetable of new** (Blue bar): 24 Jul - 31 Jul

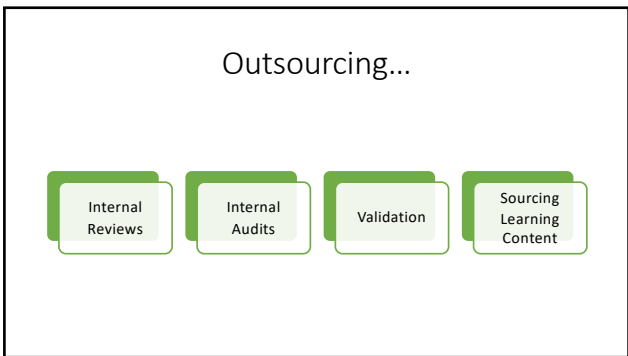
[illegible]The top section of the slide features two side-by-side photographs. The left photograph shows two women in a professional setting; one woman with dark curly hair and glasses is pointing at a document held by another woman with long dark hair. The right photograph is a close-up of hands typing on a laptop keyboard, with a mouse visible in the foreground. Below these images is a grey horizontal bar with a diagonal split, containing the word 'REVIEW' in white capital letters on the left side.[illegible]

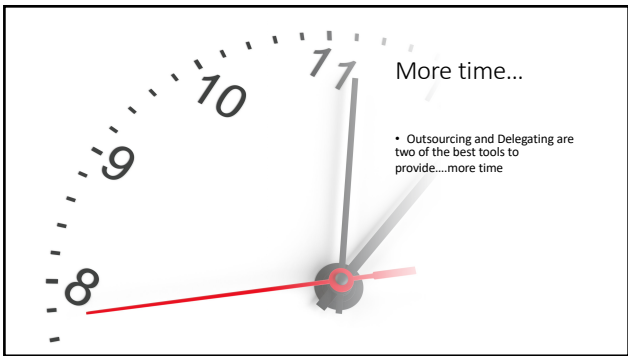


Project Manager/RTO Manager

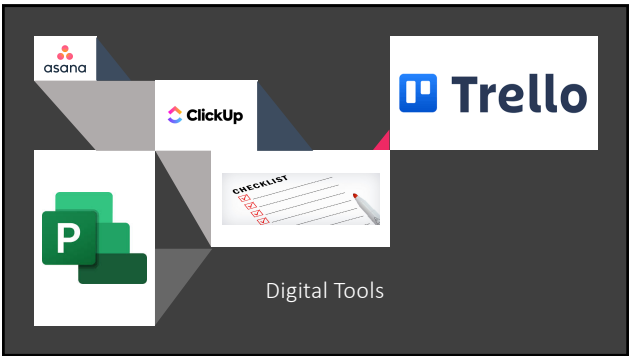
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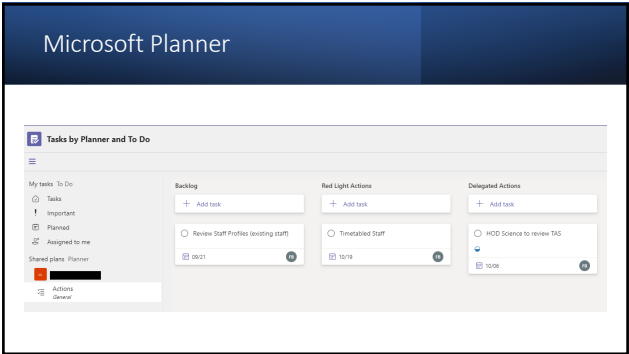










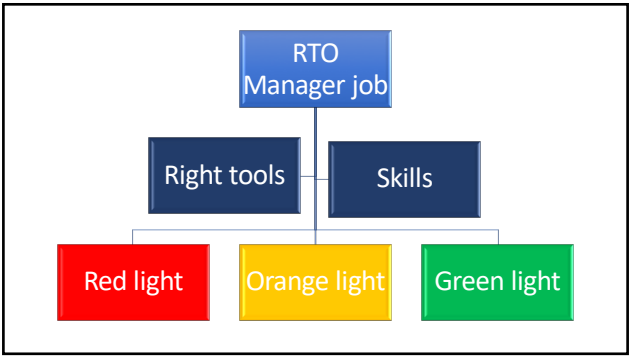




slido

Which of the following digital tools are you familiar with?

Start presenting to display the poll results on this slide.



Summary

