

PEOPLE@TAFE

How to Build an Individual Delivery Profile (IDP)

FOR TEACHERS AND ASSESSORS ONLY

The Individual Delivery Profile (IDP) has been created to;

- make it easier for you to demonstrate how you meet the Standards for RTOs and
- draw attention to any gaps in vocational competency or currency that you might need to address

The IDP will help you create a summary of your vocational competency and currency evidence you've uploaded in your Keeping it Current (KIC) form to provide a rationale as to why you can teach and or assess each unit.

Once your IDP is finished, it completely replaces the Teacher Qualification Matrix in the Teaching and Assessment Strategy (TAS) with a simple hyperlink. You won't need to reflect this information anywhere else.

The IDP will allow Head Teachers to display who is teaching each course and unit and link it back to the IDP and the individual's Capability Development (CD) Record. This will be available via the **My Team → Individual Delivery Profile** menu option at the top of the home page of People@TAFE

How does the IDP work?

As a teacher and/or assessor, use the IDP to:

1. Select how you meet teacher and/or assessor competence and currency requirements
2. Select which courses and units you are **currently** teaching and/or assessing
3. Summarise your evidence for your competence and currency in these units

The form-flow for an IDP would be:

1. IDP created and submitted by you (the teacher and/or assessor)
2. IDP approved by your Primary Manager/Head Teacher or Line Manager

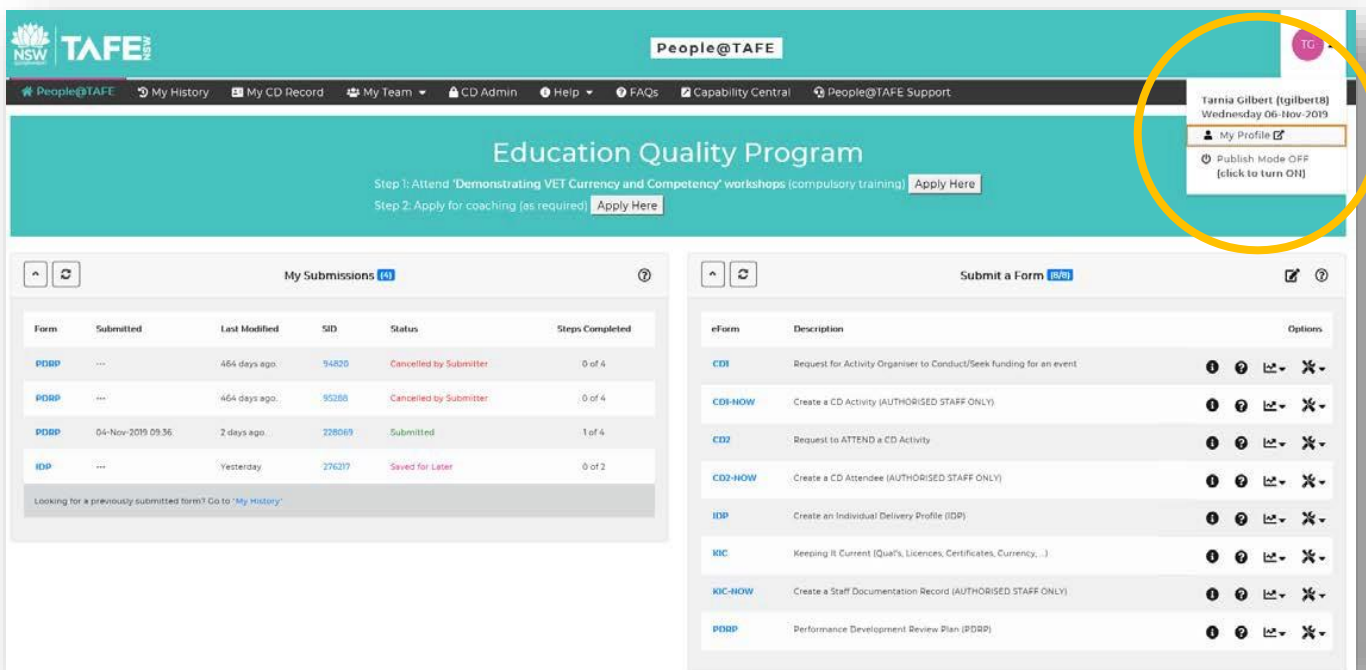
When do I need to update my IDP?

At least every six months, maintain your IDP by **adding new units for delivery, selecting new currency activities** to units that are already in your IDP and **unselecting currency activities** that were completed more than two years ago. The IDP will automatically load with previously approved data, saving you time.

How to submit an IDP?

Note - you can only select evidence from what is available on your CD Record, so let's address that first:

1. Log into People@TAFE-
https://bussys.tafensw.edu.au/people_at_tafe/default.aspx or via the **Staff Portal**
– Tools – People at TAFE
2. Ensure your details are accurate by clicking on the Initials icon at the top right-hand side and selecting **My Profile**. This is important because the information flows through to all forms you create.
3. Ensure you have uploaded all your qualifications and currency (including professional reflections and Vocational Competency Mapping tool documents) to People@TAFE via a **KIC** form. Once approved, they will be available to select as evidence in your IDP.

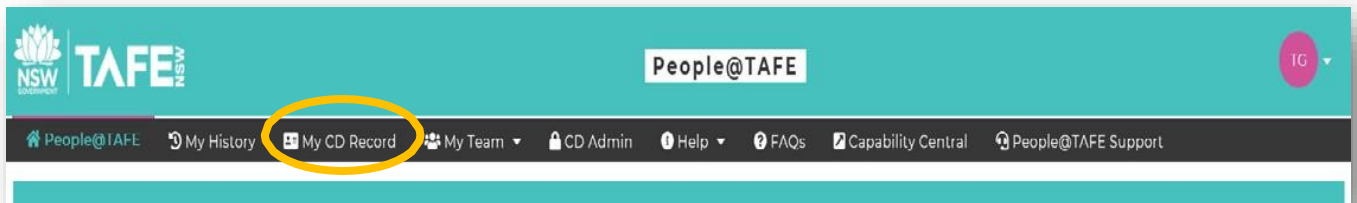


The screenshot shows the People@TAFE web portal. The top navigation bar includes links for People@TAFE, My History, My CD Record, My Team, CD Admin, Help, FAQs, Capability Central, and People@TAFE Support. The main header area displays the 'Education Quality Program' with two steps: Step 1: Attend 'Demonstrating VET Currency and Competency' workshops (compulsory training) and Step 2: Apply for coaching (as required). A user profile dropdown menu is visible in the top right corner, showing the user's name 'Tarnia Gilbert (tgilbert8)', the date 'Wednesday 06-Nov-2019', and options for 'My Profile', 'Publish Mode OFF', and 'click to turn ON'. The main content area is divided into two panels: 'My Submissions' and 'Submit a Form'. The 'My Submissions' panel shows a table of submitted forms with columns for Form, Submitted, Last Modified, SID, Status, and Steps Completed. The 'Submit a Form' panel shows a list of available forms with columns for eForm, Description, and Options.

Form	Submitted	Last Modified	SID	Status	Steps Completed
PDRP	---	464 days ago	94820	Cancelled by Submitter	0 of 4
PDRP	---	464 days ago	95288	Cancelled by Submitter	0 of 4
PDRP	04-Nov-2019 09:36	2 days ago	228049	Submitted	1 of 4
IDP	---	Yesterday	276297	Saved for Later	0 of 2

eForm	Description	Options
CDR	Request for Activity Organiser to Conduct/Seek funding for an event	1 2 F X
CDR-NOW	Create a CD Activity (AUTHORISED STAFF ONLY)	1 2 F X
CD2	Request to ATTEND a CD Activity	1 2 F X
CD2-NOW	Create a CD Attendee (AUTHORISED STAFF ONLY)	1 2 F X
IDP	Create an Individual Delivery Profile (IDP)	1 2 F X
KIC	Keeping It Current (Quals, Licences, Certificates, Currency, ...)	1 2 F X
KIC-NOW	Create a Staff Documentation Record (AUTHORISED STAFF ONLY)	1 2 F X
PDRP	Performance Development Review Plan (PDRP)	1 2 F X

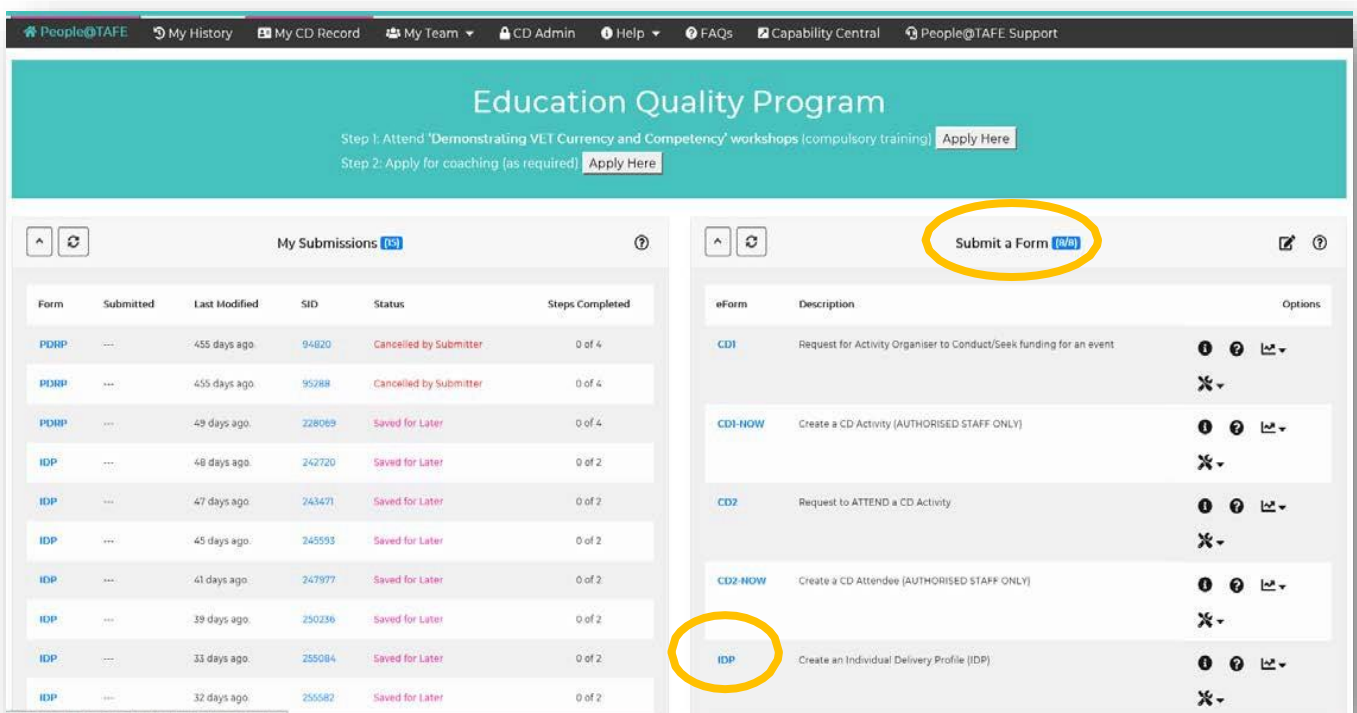
Without a Professional Reflection outlining how you plan to integrate new skills, knowledge and experience into your training and/or assessment you won't be able to use currency activities in your IDP. To add a Professional Reflection, go to your **My CD Record** and navigate to the **CD-Completed** and/or **Currency** tabs. Click on the pencil icon to add or edit a reflection.



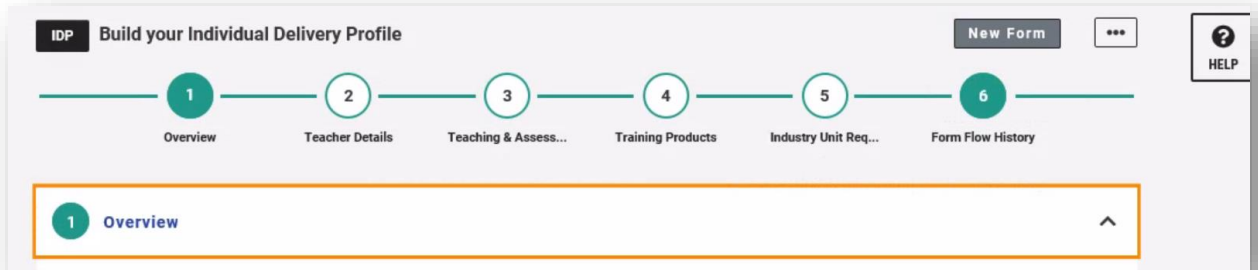
Now you are ready to create your IDP!

Creating an IDP

1. To create an IDP, navigate to the People@TAFE home page. Under the **Submit a Form** table, click on IDP which will open a new window.



- The IDP form will automatically open to the **OVERVIEW PAGE** where there are **six sections** to walk you through the form. You can easily navigate around the form by clicking the numbered circles from either the **top** or



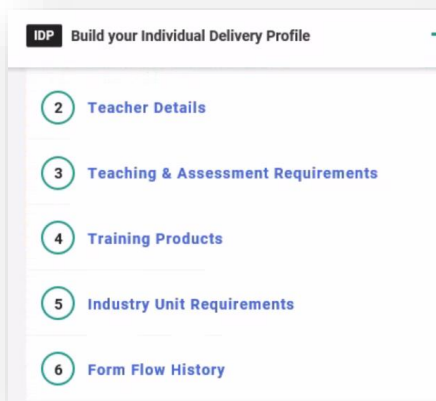
IDP Build your Individual Delivery Profile

New Form ... ? HELP

1 Overview 2 Teacher Details 3 Teaching & Assess... 4 Training Products 5 Industry Unit Req... 6 Form Flow History

1 Overview ^

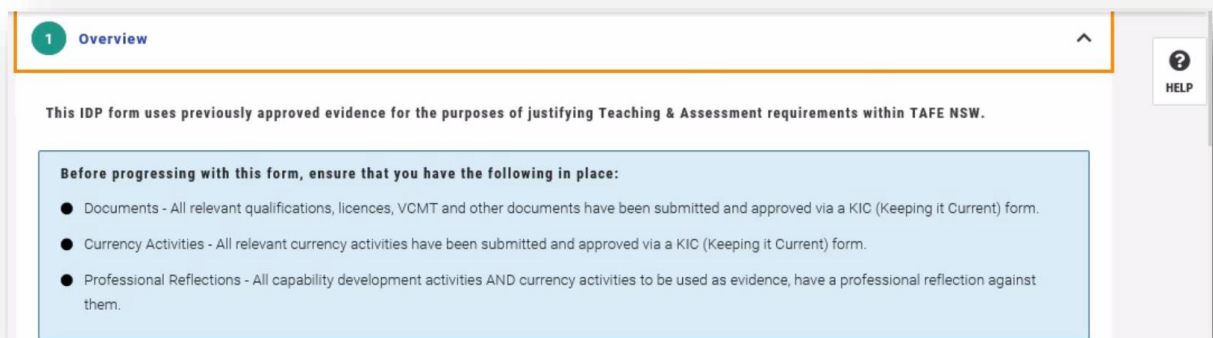
From the **side**



IDP Build your Individual Delivery Profile

2 Teacher Details 3 Teaching & Assessment Requirements 4 Training Products 5 Industry Unit Requirements 6 Form Flow History

- At the **Overview page**, there is nothing to do here except read through the information and click on the **Continue** button to move to the next section. This page is a prompter to the Submitter to remind them to update their qualifications and currency and to complete their Professional Reflections prior to creating or updating their IDP.



1 Overview ^ ? HELP

This IDP form uses previously approved evidence for the purposes of justifying Teaching & Assessment requirements within TAFE NSW.

Before progressing with this form, ensure that you have the following in place:

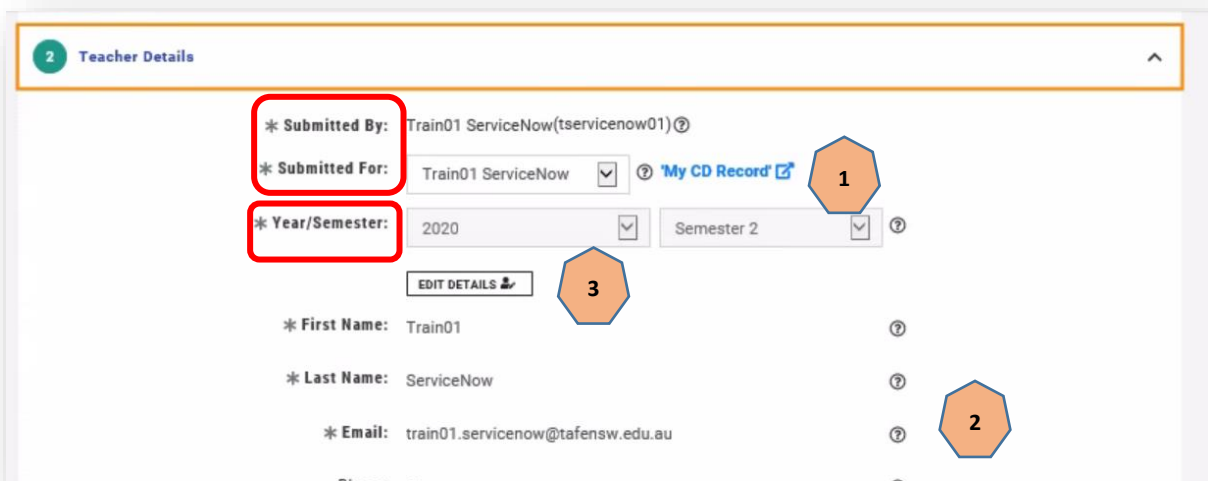
- Documents - All relevant qualifications, licences, VCMT and other documents have been submitted and approved via a KIC (Keeping it Current) form.
- Currency Activities - All relevant currency activities have been submitted and approved via a KIC (Keeping it Current) form.
- Professional Reflections - All capability development activities AND currency activities to be used as evidence, have a professional reflection against them.

4. The **TEACHER DETAILS** section displays information that comes directly from your **My Profile**.

On this page you will notice;

- The link to **My CD Record (1)** - you **can** view your Currency or Qualification details
- The **Help Icons, (2)** identified as question marks inside circles - you **can** see an explanation of what is required in that field
- Being able to **Edit Details (3)** which is your information stored within **My Profile** - by clicking on this button, the 11 fields below it become active and you are then able to edit those fields.
 - Please note though that if you enter information here into a field that is blank, the information you add will automatically update into your **My Profile**. However, if you change the existing information in a field, it will only update here on this section of the IDP. It will not override the current information sitting stored in your **My Profile**. This is because the information stored in your **My Profile** is accessed for all forms you create in the system and not just for this one.
 - If you want to change the information stored in **My Profile**, click on your circled initials in the top right-hand corner and make your change in there.

At the top of this page we have provided the **Submitted by and Submitted for** fields, for those that create IDP's on behalf of other teachers and we've also added the **Year/Semester** fields so that you can clearly identify which IDP to look at when you are searching within **My CD Record**.



The screenshot shows the 'Teacher Details' form. Annotations are as follows:

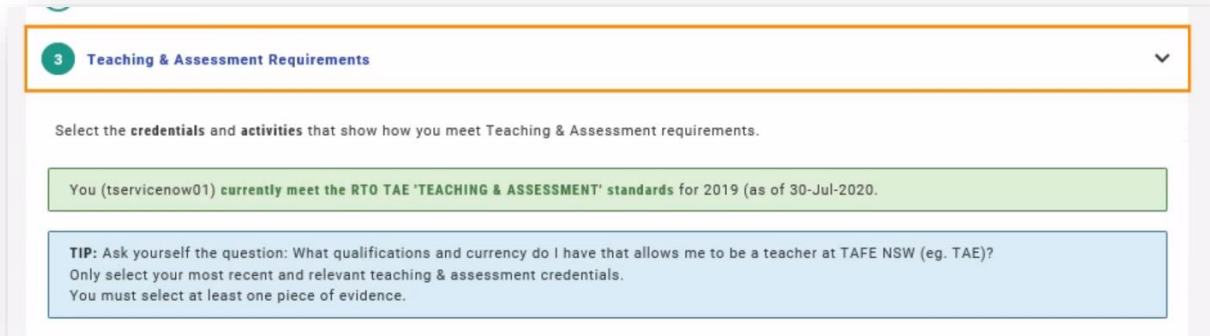
- 1**: Points to the 'My CD Record' link next to the 'Submitted For' dropdown.
- 2**: Points to a help icon (question mark in a circle) next to the 'Email' field.
- 3**: Points to the 'EDIT DETAILS' button.

Fields visible in the form include:

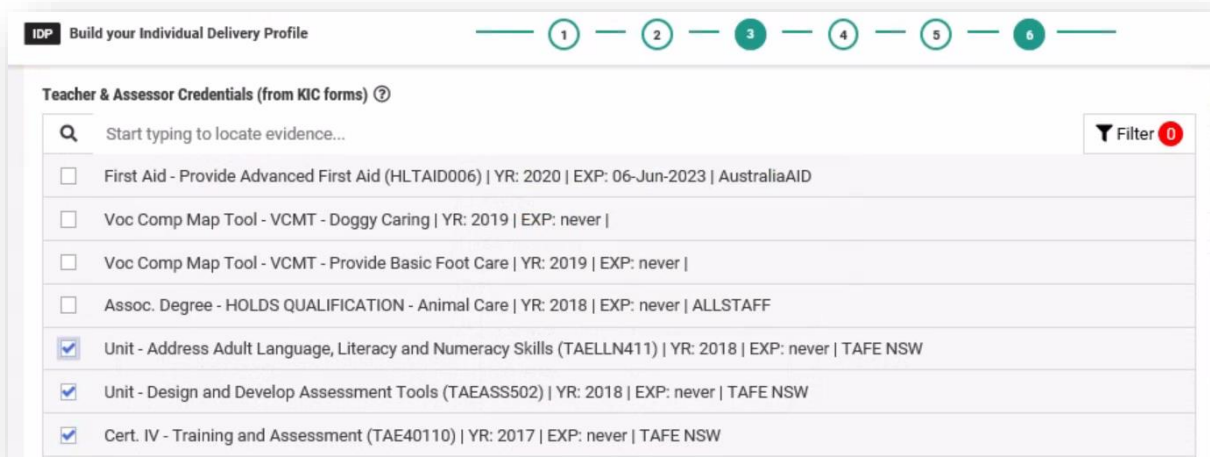
- * Submitted By: Train01 ServiceNow(tservicenow01) ?
- * Submitted For: Train01 ServiceNow [dropdown] ? 'My CD Record' [link]
- * Year/Semester: 2020 [dropdown] Semester 2 [dropdown] ?
- * First Name: Train01 ?
- * Last Name: ServiceNow ?
- * Email: train01.servicenow@tafensw.edu.au ?

- To close, click on the **Close Edit Details** button or click on the **Continue** button to move to the next section.

- The **TEACHING & ASSESSMENT** section brings together your teaching and assessment credentials and currency.



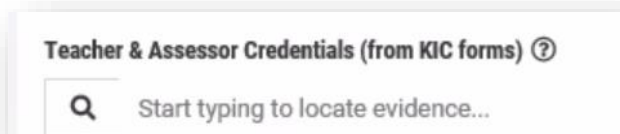
In this screen you need to tick the boxes for the qualifications that are relevant to your professional as a teacher such as your TAE



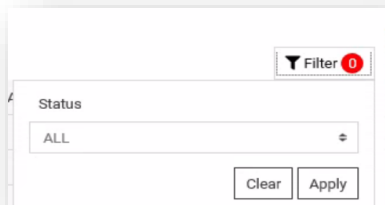
Search	First Aid - Provide Advanced First Aid (HLTAID006) YR: 2020 EXP: 06-Jun-2023 AustraliaAID
<input type="checkbox"/>	Voc Comp Map Tool - VCMT - Doggy Caring YR: 2019 EXP: never
<input type="checkbox"/>	Voc Comp Map Tool - VCMT - Provide Basic Foot Care YR: 2019 EXP: never
<input type="checkbox"/>	Assoc. Degree - HOLDS QUALIFICATION - Animal Care YR: 2018 EXP: never ALLSTAFF
<input checked="" type="checkbox"/>	Unit - Address Adult Language, Literacy and Numeracy Skills (TAELN411) YR: 2018 EXP: never TAFE NSW
<input checked="" type="checkbox"/>	Unit - Design and Develop Assessment Tools (TAEASS502) YR: 2018 EXP: never TAFE NSW
<input checked="" type="checkbox"/>	Cert. IV - Training and Assessment (TAE40110) YR: 2017 EXP: never TAFE NSW

You can choose to use any or all the following functions to simplify your how you evidence appears on the page.

- Searching for Evidence** - type part of the name of a qualification and then all those qualifications will appear for you to select from

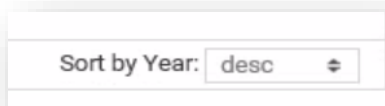


- **Filtering your Evidence** - by clicking on the **Filter** button and selecting the “selected” option and then “apply”, this will then list only the qualifications you had ticked to appear. The other qualifications will disappear from the page.



A screenshot of a 'Filter' dialog box. It has a title bar with a 'Filter' button and a red circle with '0'. Below the title bar is a 'Status' dropdown menu currently set to 'ALL'. At the bottom are 'Clear' and 'Apply' buttons.

- **Sorting your Evidence by year** – either list your qualifications in ascending or descending order.

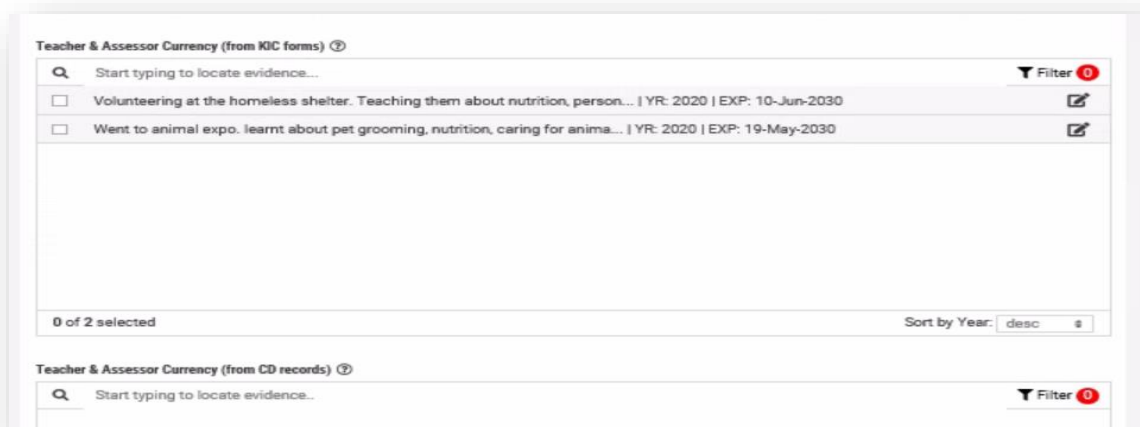


A screenshot of a 'Sort by Year' dropdown menu. The dropdown is open, showing 'desc' as the selected option.

Once you’ve selected your qualifications, you need to select your currency activities to support how you have maintained your skills and knowledge in teaching and assessment

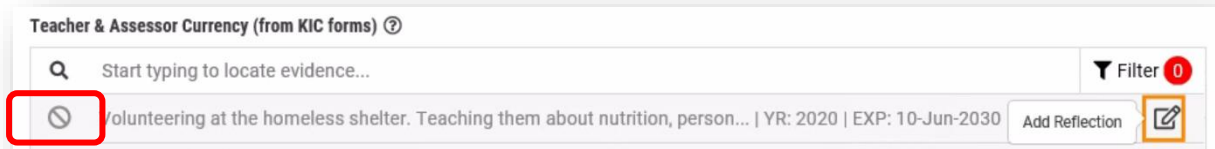
Note: The difference between Teacher & Assessor Currency from (KIC forms) and Teaching & Assessor Currency (from CD Records) is:

- (From KIC Forms) reflects what you’ve put into your Keeping it Current (or KIC) form.
- (From CD Records) lists activities that you have completed, via a registration process in People@TAFE for example the 5 hour *Demonstrating Vocational Currency & Competency* or where your capability record has been updated after completion of an activity through Staff Moodle for example Mandatory training.



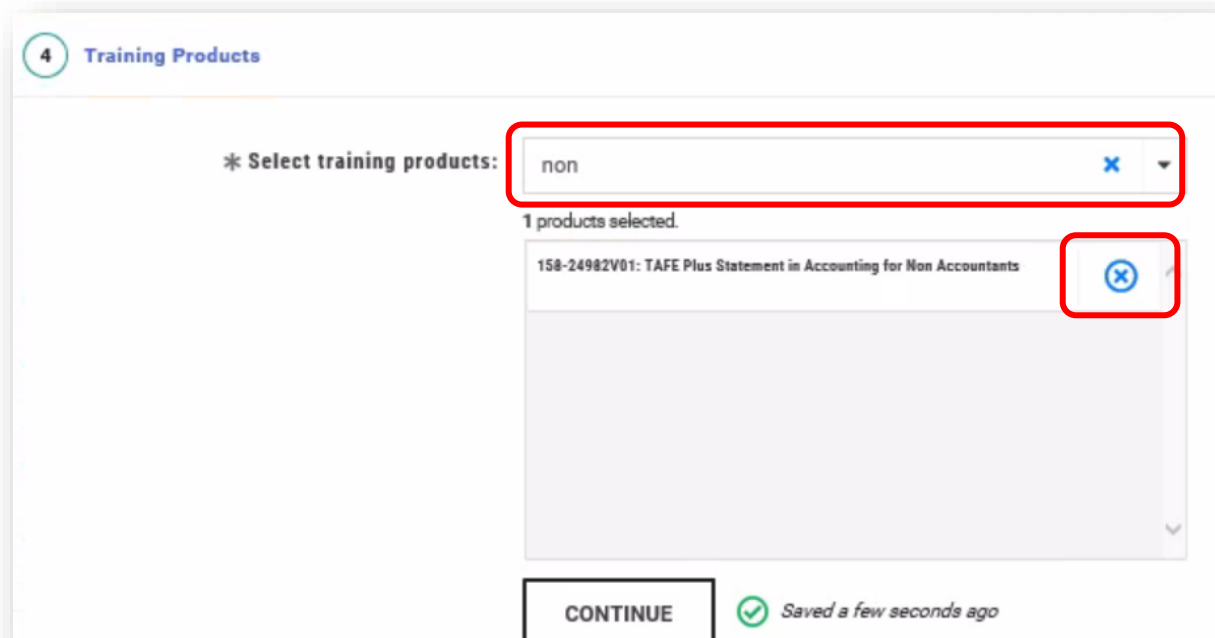
A screenshot of the 'Teacher & Assessor Currency' interface. It shows two sections: 'Teacher & Assessor Currency (from KIC forms)' and 'Teacher & Assessor Currency (from CD records)'. Each section has a search bar, a 'Filter' button, and a list of activities. The first section shows two activities: 'Volunteering at the homeless shelter. Teaching them about nutrition, person...' and 'Went to animal expo. learnt about pet grooming, nutrition, caring for anima...'. The second section is empty. At the bottom, there is a 'Sort by Year' dropdown set to 'desc' and a '0 of 2 selected' indicator.

In the screenshot below, the symbol on the left-hand side of a currency record indicates that you have not completed a **Professional Reflection**. Click on the pencil and pad to update your Professional Reflection and it will immediately become live within the IDP.

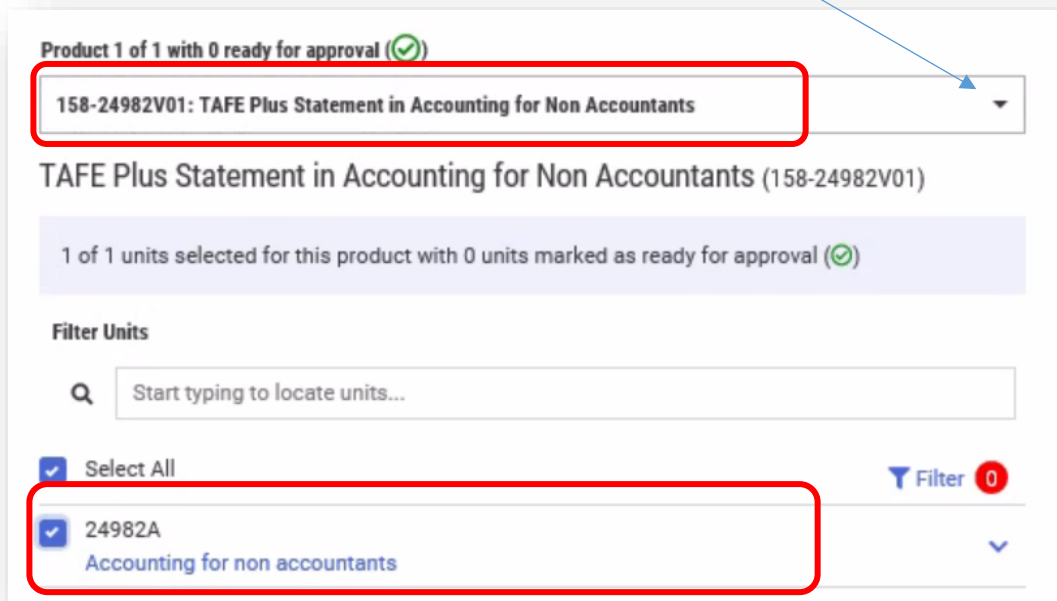


Once you've updated this page, click on the **Continue** button to move to the next section

6. The **TRAINING PRODUCTS** section allows you to add the training products that you'll be teaching and/or assessing.
 - In this box you can either **type the name of the training product or the product code number** and then select the appropriate one by clicking on the box. You can add multiple training products here too.
 - If you want to remove a training product, click on the circled x at the end of that row and it will disappear.
 - Once you've made your selection, click on the **Continue** button to move to the next section



7. The **INDUSTRY UNIT REQUIREMENTS** section allows you to create a summary of how you are vocationally competent and current to teach and/or assess each unit you've identified in here.
 - By clicking on the down arrow, you can select the Training Product you require and then select the units when they list immediately below



Product 1 of 1 with 0 ready for approval (✓)

158-24982V01: TAFE Plus Statement in Accounting for Non Accountants

TAFE Plus Statement in Accounting for Non Accountants (158-24982V01)

1 of 1 units selected for this product with 0 units marked as ready for approval (✓)

Filter Units

Start typing to locate units...

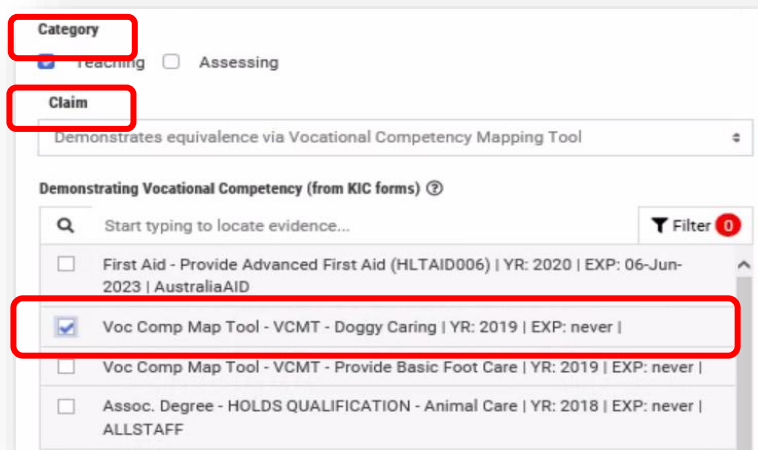
☒ Select All

☒ 24982A
Accounting for non accountants

Filter 0

Once you've selected your units, you'll notice a down arrow on the right-hand side. Click on that down arrow to open for you to now be able to select your:

- a) **Category** (that is whether you are teaching and/or assessing this unit)
- b) Your **Claim Type** (how you can demonstrate your vocational competence)
- c) Your **Evidence to support the Claim Type** you've just selected in the Claim Type field



Category

☒ Teaching ☐ Assessing

Claim

Demonstrates equivalence via Vocational Competency Mapping Tool

Demonstrating Vocational Competency (from KIC forms) ?

Start typing to locate evidence... Filter 0

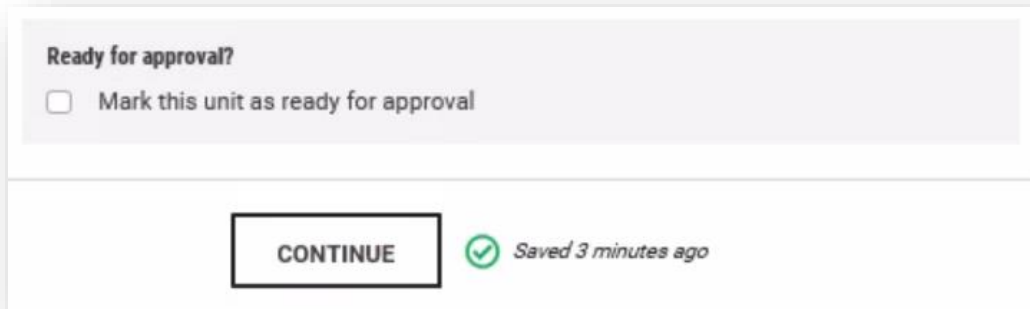
☐ First Aid - Provide Advanced First Aid (HLTAID006) | YR: 2020 | EXP: 06-Jun-2023 | AustraliaAID

☒ Voc Comp Map Tool - VCMT - Doggy Caring | YR: 2019 | EXP: never |

☐ Voc Comp Map Tool - VCMT - Provide Basic Foot Care | YR: 2019 | EXP: never |

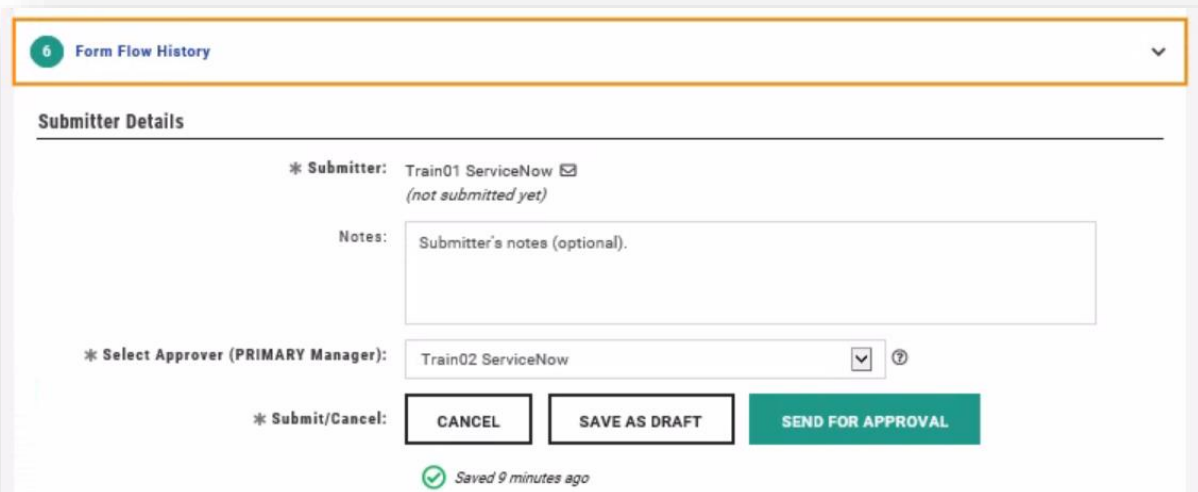
☐ Assoc. Degree - HOLDS QUALIFICATION - Animal Care | YR: 2018 | EXP: never | ALLSTAFF

- d) Then select your currency evidence (as we did in the **Teaching & Assessment** section)
- e) Once you are happy with your selections, tick the “**Mark this unit as ready for approval**”
- f) And click on the **Continue** button



- Repeat steps **a-f** for each unit you select for the Training Product.

8. **FORM FLOW HISTORY** – This section is where you submit your IDP for approval



- The **Submitter** field displays who is submitting the Form
- The **Notes** section where for example, you might like to add or include the names of other head teachers you have in the case your approving Primary Manager/Head Teacher needs to consult with them.
- In **Selecting Approver**, you should submit the IDP to your Primary Manager/Head teacher for approval.
- To **Cancel** the IDP - If you realise or decide not to submit this form, by clicking on the **cancel** button, you will be forced to make a comment in the **Notes** section to advise why you want to cancel this form. Once you've made your comment, click on the cancel button again. The system will provide a warning to ask whether you are sure that you want to cancel/abandon this form.

- You can also **Save as Draft** and the IDP form will save into your **My Submissions** on the front page of P@T.
- Click and **Send for approval** to forward your completed IDP to your nominated approver listed above.

