



## What's new?

### People Services' regional training

Members of the Organisational Learning and Development (OLD) team have recently completed all but one of the Regional Services' training sessions on:

- accountable and ethical decision-making in the public sector
- employee performance development program (EPDP)
- managing performance issues.

In 2010 the roll-out has seen OLD visit over 20 regional offices (plus some metropolitan offices) and present the training to more than 800 staff.

We are currently developing online learning and participant booklets that can be provided to staff who missed the sessions and for new staff.

The training will be continued to be rolled out to metropolitan staff later this year.

If you would like more information please about the training, please contact [Anita McCracken](#), A/Project Officer, Organisational Learning and Development.

### Keeping track with VETtrak!

Organisational Learning and Development (OLD) have recently implemented a departmental training management database that will allow all training and development data to sit on one centralised data system. VETtrak will allow:

- the ability to plan and prompt refresher training for certificates such as first aid, firearms licenses and environmental/conservation authorisations
- timely and efficient reporting on training trends and mapping future training needs
- training scheduling and recording for all accredited training
- staff to access their qualifications and training history through employee kiosk which will allow them to actively map out their professional development and career aspirations.

OLD have been busy entering all existing departmental data into VETtrak. This is an enormous job, therefore all data is currently been entered using a 'staged' approach – starting with all accredited training.

September will see OLD investigate online enrolment forms (DEC90s). Online enrolment forms will allow staff to enroll into a nominated course at the click of a button, making the process far more efficient.

Stay tuned to People Services News for future updates!



## What's new?

### Workplace trainer and assessor – Broome

People Services are pleased to announce that Pat Foley will be joining the Organisational Learning and Development team as the Workplace Trainer and Assessor in Broome for six months as of 4 October 2010. Pat comes to us from Regional Services, and with a wealth of operational and training experience, he will be an asset to the team.

Pat – we welcome you to the team and look forward to working with you over the coming months.

Enquiries to Pat: [Patrick.Foley@dec.wa.gov.au](mailto:Patrick.Foley@dec.wa.gov.au)

## Reminders....

### Applications close 13 September for the 2011 scholarship program

Thinking about returning to study?

DEC's scholarship program offers staff the opportunity to further develop their careers within the department by providing financial assistance to those wanting to undertake professional development opportunities and/or further studies.

A number of scholarship categories are available for staff to gain qualifications and further development:

- Director General's Career Development and Study Scholarship
- Leadership Scholarship
- Sciences Scholarship
- Women's Scholarship

To be eligible, applicants must have been a permanent DEC employee for at least one year, or have been employed for more than two consecutive years on continuous fixed term contracts from 1 January in the year following advertisement of the program. This includes part-time employees.

All applications must be received prior to commencement of the semester of study or prior to the professional activity being undertaken

For further information and application forms, please refer to the scholarship program documents available on the [People Services intranet site](#).

Applications must be posted to:

The Scholarship Coordinator, Organisational Learning and Development  
Dept Environment and Conservation  
Locked Bag 104  
Bentley Delivery Centre 6983

Or delivered in person to:

The Scholarship Coordinator, Organisational Learning and Development  
Dept Environment and Conservation  
17 Dick Perry Ave, Kensington

Applications **close 4.30pm on Monday 13 September 2010** – late applications will not be accepted.

For Scholarship enquiries, please contact [Anita McCracken](#) on 9219 9761.