



Training and Development Manual 1990

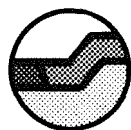
To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

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Department of Conservation and Land Management

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PART 1

INTRODUCTION

The Training and Development Manual is intended to serve as a reference to assist all personnel seeking to improve their performance and develop their careers. The courses outlined in this manual should not be considered as exhaustive; there are many additional courses available to personnel wanting training and development. On the job training, job rotation, transfers, acting positions, are all additional ways of achieving training and development. The need to successfully train and develop personnel is recognised within the Department and is aimed at achieving the most efficient use of people while maximising the economic and administrative efficiency of the Department.

All personnel should consult regularly with their supervisors in establishing a development plan and seek out training courses which allow development to occur. The performance appraisal system forms an important, integral part of the process of establishing a developmental plan and should be used to ensure training needs are met.

Should any member of this Department require further assistance with establishing a development plan, attending training courses, or clarification of the material in this manual, they should contact any member of the Training and Development Committee or Mr A. Brandis at the Harvey Office of CALM.

It will be necessary to update information about courses throughout the year; as this becomes available information sheets will be provided for attachment to the manual.

National Park Rangers should note that a number of courses are included in this manual that form part of the requirements for completion of the certificate in National Park Management. These courses have been marked with an asterisk. Further information about courses relevant to the Certificate are provided on page 20.

To ensure training course standards are established and maintained at a high level, a system of accreditation has been introduced for Technical Skills training. This system will ensure that adequate planning and preparation, a high level of presentation, suitable assessment, formal evaluation and registration of participants names on the P.I.M.S. register occurs. Not all courses are currently accredited as meeting the required standards. Those courses which are accredited are listed in the text under Technical Skills (Accredited).

PART 2

PROCEDURES

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the performance appraisal with their supervisor. When agreement has been reached as to a proposed training programme for the year, the following procedures should be followed.

- 1** Training budgets are to be prepared in accordance with budget preparation guidelines and the concept of training for performance gap and training for development.

- 1.1** It will be the responsibility of District, Branch and Section managers to prepare and monitor their own training budgets with respect to:

fees and travelling and accommodation expenses associated with 'performance gap' training.

travelling and accommodation expenses associated with 'development' training.

- 1.2** The Human Resources Branch has responsibility for budgeting for the payment of:

fees associated with 'development' training

accommodation expenses for block courses associated with 'development' training.

- 2** Nomination to attend a training course should only be made after careful consideration of the training need and the development plan.

- 2.1** There must be a clearly identified need for training.
- 2.2** The purpose of the training must be clearly identified, i.e. to solve a performance gap or for development as this impacts on the budget allocation.
- 2.3** As some training courses are offered more than once during the year, the specific dates for attendance must be included.
- 2.4** Supervisors must ensure that leave programmes, the number of training courses attended by the nominee, the work priorities and programme, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.

- 2.5 All nominations should be forwarded to the Principal Training and Development Officer, Mr A. Brandis through the Regional Manager who will review the nominations relative to Regional priorities.
 - 2.6 When a number of nominations are made for the same course, they should be given a priority by the Regional/Branch Manager before forwarding to the Principal Training and Development Officer.
 - 2.7 Nominations must reach the Principal Training and Development Officer 6 weeks prior to the commencement of the course.
- 3 The Principal Training and Development Officer will then forward nomination details to the relevant training course co-ordinating officer, or the external agency involved.
 - 4 Following approval to attend a course, the supervisor responsible, and the person attending will be notified of the success of the application along with any further information about attendance.
 - 5 It is the responsibility of the supervisor to authorize and arrange travel. Accommodation arrangements will usually be made by the officer conducting a course and participants notified accordingly. Costs incurred in travel and accommodation will be paid from District, Section, Branch budgets as appropriate, except on those occasions when accommodation expenses for block courses may be paid by Human Resources Branch.
 - 6 There will be requirement for all course participants to complete the course evaluation form - included in this manual, at the completion of the course.
The aims of this process are as follows:-
 - (a) to ensure satisfactory course standards are maintained.
 - (b) to ensure course material is relevant.
 - (c) to monitor attendance at courses.
 - (d) to provide the necessary information for keeping central records of attendance and successful completion of courses.

It is the **responsibility of all course participants** to complete and forward this information to the Principal Training and Development Officer.

It will often be possible for the **Conducting** officer to ensure that the course evaluation forms are completed in the final segment of a course. This will ensure all evaluation forms are completed.

Officers conducting courses will have access to this information for their own evaluation of course effectiveness and modification as necessary.

PART 3
SHORT COURSES-1990

CLM 90

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANTS NAME: _____
Surname Christian Names

POSITION: _____

LOCATION: _____

NAME OF COURSE: _____

COURSE CONDUCTED BY: _____

DATE: _____ VENUE: _____ FEE: _____

REASON FOR ATTENDANCE: _____

PERFORMANCE GAP: _____

DEVELOPMENT: _____

OTHER: _____

SIGNATURE _____ DATE _____
Applicant

ENDORSED: DIST/SECT. MGR _____ DATE _____

REG/BRANCH MGR _____ DATE _____

COURSE FEES A/C NO. _____

ACCOMMODATION A/C NO. _____

TRAVELLING A/C NO. _____

Forward to Assistant Manager, Training and Development, Mr A Brandis, Harvey.

Application Approved

Not Approved

Signature Personnel Branch. HEAD: _____ DATE: _____

SHORT COURSES-1990

TECHNICAL SKILLS (Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>*Basic chainsaw maintenance and handling: To teach the correct use of chainsaws (up to 60cc capacity) for trimming, docking, dressing and squaring timber with emphasis on safety and maintenance.</p>	Dept. Alan Scott Como	Cadets Dwellingup Dwellingup	Jan 30-31 May 22-23 Oct 9-10
<p>*Driver Training: All personnel must demonstrate good knowledge of the traffic act, high level of skill in cab drill steering, acceleration sense, skid control, driving light 4 x 4 vehicles, driving heavy duty fire trucks.</p>	Dept. Alan Scott Como	Albany Harvey	May 29-31 Oct 16-18
<p>*Law Enforcement: All CALM personnel are required to know the relevant parts of the CLM and Wildlife Conservation Acts and Regs, powers and limitations to powers, procedures of a law court, taking and presenting evidence, making a statement, role of Crown law.</p>	Dept. David Mell Kevin Morrison Como	Albany Cadets Busselton	Feb 20-23 April 9-12 Sept 4-7
<p>*Work Safe: The aims of the course are to provide knowledge and understanding of Departmental Safety Policy and to develop a high degree of safety awareness. The course includes accident investigation, use of Chemical Users Manual, Hazchem system, lifting and carrying, hearing protection, workers compensation. Minimum number of 8.</p>	Dept. T Wood Como	As required	
<p>*Search Techniques: The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property.</p>	S.E.S. T Brandis Harvey	Bunbury Karratha	May 19-20 Sept 8-9
<p>*First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	Dept. A Pears Collie	As required	

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>*Field Engineering: This three day course will provide officers with the knowledge and skills necessary of them to design, select and maintain roads. Topics include authority, procedure, map reading, area calculation, visual impact, environmental impact and road selection and design.</p>	Alan Scott Como	Albany Dwellingup Dwellingup Cadets	May 8-11 June 6-8 Sept 12-14 Nov TBA
<p>*Dieback Disease Management: Course content includes: 7-way test, Disease biology, symptoms spread, impact, hygiene measures, sampling, Dept. Policy, mapping, coastal infections, latest research.</p>	Dept. A Byrne A Moylett	Dwellingup	March 7-8
<p>*Introductory course in Recreation Planning and Management This course is intended for junior staff with some responsibility but limited experience in the area of recreation.</p>	Dept. W Schmidt Murdoch House	Albany	March 19-23
<p>Advanced Recreation Planning and Management: The course will cover a range of topics including planning concepts, facility placement and design, planing for disabled users, visitor information, maintenance programmes.</p>	Dept. W Schmidt Murdoch House	Point Walter	Aug TBA
<p>*Level 1 Fire Management Course: This course is intended for staff with limited experience and covers fire behaviour, fire behaviour tables, fire suppression and knowledge and understanding of the Bush Fires Act.</p>	Dept. Trevor Carboon Como	Busselton	Apr 30- May 4
<p>Fire Arms Safety: The aim of this course is to enable personnel to use firearms safely and effectively and to be able to make any firearm safe. Training is given on a variety of weapons including pistols, low powered and high powered rifles.</p>	Dept. T Brandis Harvey	Manjimup Pemberton and as required	Jan 10 Jan 11

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Principles and Procedures of Training: A 4 day course designed to train trainers to an advanced level in all aspects of planning and conducting training. The course covers Departmental training policy, training needs analysis, curriculum planning and the inter-related nature of teaching, learning and evaluation. Workshops will be conducted in syllabus preparation, planning of training programmes, preparation of lesson plans, presentation skills and the construction of tests that measure specific performance in relation to the objectives.</p>	<p>Dept. T Brandis Harvey</p>	<p>Busselton</p>	<p>Feb 19-23</p>

TECHNICAL SKILLS (Non Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>FOIC's Seminar: A 2 day seminar/workshop to ensure all Forest Officers in Charge (FOIC) of logging contracts are fully up-to-date regarding latest developments in the Timber Strategy and timber production in general. Existing Forest Representatives as well as FOIC's may nominate for this seminar.</p>	Dept. J Clarke Bunbury	Admiral Motor Inn Bunbury	July 10-11
<p>Forest Representatives Course: A 3 day training course for Forest Officers, with some experience in timber production, who are required to assume the role of Forest Representative. The course concentrates on the field management of logging contracts, silviculture, log product specifications, log segregation and L.O.I.S. This course must be passed at the required level before a Forest Officer will be recognised as a Forest Representative.</p>	Dept. J Clarke Bunbury	Collie Manjimup	Aug 14-16 Sept 11-13
<p>Workshop on Soil Conservation Guidelines for Plantation Tree Farming</p>	Dept. T Maher Albany Agric. Dept. J Duff South Perth	Albany	Feb week com 12th
<p>Wood Utilization: A 2 day course to instruct officers in wood properties and utilization, and how these factors are affected by silvicultural practices. Course content includes wood properties, silviculture, timber processing, degradation and preservation, reconstituted wood, poles, sleepers, manufacturing and residues.</p>	Dept. Dr G Siemon Como	Harvey	August
<p>Crux 2000 Course: Course necessary for certification of staff required in rescue ops.</p>	Rescue Training Aust K Cunningham	Hamersley	April 2-6
<p>Cliff and Cave Safety and Rescue Techniques: Course aims to teach participants basic skills of safety and rescue using ropes, ladders, stretchers.</p>	Dept. R Klok B Cockman	Margaret River	Sept 4-5

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
South Coast Regional Seminar: Course aimed at personnel working within the South Coast Region.	Dept. P Fishwick	Albany	Sept 10-14
Wildlife Officers Seminar: Intended for Wildlife officers of the Dept.	Dave Mell Como	Perth	July 2-6
Chemical Users Course: A 4 day course for supervisors. The course covers pesticides and how they work, pest biology, personal safety, hazards and toxicity, equipment maintenance and calibration and legislation.	Dept. T Wood Como	A.P.B. Forrestfield	July 9-13
Safety Course: The course covers the following: Occ. safety and health legislation, Dept. safety organisation, accident investigation and reporting, hazard analysis, safe behaviour. Minimum number of 8.	Dept. T Wood	Busselton	May 14-16 May 16-18 May 21-23 May 23-25 May 28-30
Interpretative Activities Training Workshop: Course designed for staff involved in co-ordinating school tours, holiday programmes, childrens activities, bird watching, nature walks.	Dept Gil Field Murdoch House Regional Information Officers	TBA	TBA
Earth Education Course: Essential for staff with an interest in environmental education who want to experience the most innovative and complete learning programmes for children (mostly 10-12 at this stage).	Dept. Gil Field Murdoch House	TBA	Sept/Oct
Level 3 Fire Management Course: A 4 day course covering advanced management, policy and plans, legal aspects, LFO roles, fire behavior, fire suppression. The course is designed for officers who have clearly demonstrated the potential to assume the responsibilities of LFO controllers/fire bosses and burn controllers. The course will provide knowledge and understanding of management and responsibilities required in fire control.	Dept. Trevor Carboon Como	Busselton	Oct 15-19

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Level 2 Fire Management Course: This course is designed for officers who have fire experience and who demonstrate sufficient potential to assume the roles of supply, despatch, sector boss, at LFO's and who have had limited experience in preparation of burn prescriptions and prescribed burning.</p>	<p>Dept. Trevor Carboon Como</p>	<p>Busselton</p>	<p>Aug 20-24</p>
<p>Hardwood Silviculture: This course is aimed at staff managing Hardwood Forests for Timber Production. It outlines the principles and broad objectives of Forest Silviculture and details implementation in the field for the various forest types and structures. The course will be geared to the level of participants (Wages, Junior or Experienced Field staff).</p>	<p>Dept. G Butcher Manjimup</p>	<p>Districts</p>	<p>As required</p>

COMMUNICATIONS SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
<p>Improved Report Writing: Participants will develop the ability to write clear and pertinent reports. The teaching method requires that participants bring along examples of reports they have written and covers</p> <ul style="list-style-type: none"> - Fundamentals of written communication - How to use clear and concise phraseology - Common problems - Selecting the most appropriate format 	AIM 151	Perth	Mar 8-9 May 7-8 July 9-10 Sept 6-7 Nov 8-9
<p>Receptionists & Telephonists: This course is <u>not</u> intended to instruct in the operation of a switchboard. The objective is to convey to Receptionists & Telephonists the critical importance of their position at the interface of company/customer relationships and includes</p> <ul style="list-style-type: none"> - personality development - meeting clients - deportment and grooming - filing, mail procedure and efficient note taking - effective speaking. 	AIM 410	Perth	Feb 16 March 7 May 9 July 12 Sept 5 Nov 8
<p>*Developing Effective Negotiating Skills: A course for executives and professionals seeking to update negotiation skills and includes</p> <ul style="list-style-type: none"> - negotiation - definition and applications - motivation and negotiation - negotiation philosophy and styles - preparation - the key steps - phases of the negotiation process - communication in negotiation 	AIM 122	Perth	June 20-22 Nov 19-21
<p>Effective Speaking Workshop: An introduction to successful methods of improving your communications' skills. Course includes</p> <ul style="list-style-type: none"> - nerves, the speaker and the audience - audience psychology - components of a speech - presentation, handling questions - control of meetings, audio-visual aids. 	AIM 126	Perth	June 25-27

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
<p>Effective Presentations: This practical course addresses such aspects as: preparation, nervous tension, handling audience questions, presenting for maximum impact. Course concentrates on the 'how to' of preparing for a presentation. How to make and use visual aids.</p>	AIM 125	Perth	April 23-24 Aug 1-2 Nov 19-20

MANAGERIAL SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
Introduction to Management: To develop the skills and knowledge of those new to the management role.	AIM 104	Perth	Feb 12-16 April 2-6 June 18-22 Aug 13-17 Oct 15-19 Nov 5-9 Nov 26-30 Dec 10-14
Conflict Handling for Supervisors: Content includes conflict sources, assessing conflict handling style, using appropriate style, negotiations.	AIM 609	Perth	April 19-20 Nov 5-6
Leadership Skills: For those Managers, executives wishing to strengthen their influence & effectiveness.	AIM 120	Perth	April 26-27 Oct 25-26
Fundamentals of Supervision: This course addresses such issues as motivation communication, leadership instructing, planning.	AIM 601	Perth	Feb 5-9 March 12-16 March 26-30 Apr 30- May 4 June 11-15 July 9-13 Aug 6-10 Sept 10-14 Oct 8-12 Oct 29- Nov 2 Nov 19-23 Dec 3-7
Making Meetings Work: To provide participants with the skills and processes to facilitate and participate in more effective and efficient meetings. The course content includes: agendas, role of chairperson, taking minutes, use of time.	AIM 148	Perth	March 29 Sept 4
Improved Handling of Grievance & Discipline Interviews: The course content includes active listening, interviews, maintaining composure, conducting discipline interviews.	AIM 137	Perth	June 15 Oct 19

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
<p>Problem Solving and Decision Making for Supervisors: A 2 day course designed to stop participants jumping to conclusions and become more objective in their actions. The course covers problem solving and decision making framework, processes and exercises. Own work problems are addressed as well as group problem solving techniques.</p>	AIM 607	Perth	April 17-18 Sept 17-18

HUMAN RESOURCE MANAGEMENT

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
Train the Trainer: How to make effective training presentations, prepare objectives, use AV aids, evaluate training programmes.	AIM 506	Perth	Feb 19-23 April 2-6 June 11-15 Aug 13-17 Oct 22-26 Nov 12-16
Selection Panel Training: Course includes selection and recruitment process, preparation of selection criteria, interviewing skills and the selection report.	Dept. Erica Scott Como	Perth	April 18-19 Additional courses as required
Performance Appraisal Information Sessions	Dept. A Scott Como		As required
From "Cop to Coach": A 2 day course to help managers learn the skills of support and delegation to improve on the job performance. Course covers management styles, coaching styles, development needs, learning styles, the ingredients of coaching, listening skills, giving positive and negative feedback and the benefits of delegation.	AIM 508	Perth	April 26-27 Oct 4-5

COMPUTING

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATE
Computer Usage:	Info Centre Officer (Training) 367 0340	Perth	As required

Computer training in the Department is provided for in the following ways:

- a) Training in systems running on the network and in particular the Department's Concurrent Computer.

Eg. Hardwood, FMIS, Pine Budgets, General Ledger, Seeds, telephone Kangaroo Management, NEM etc.

On all such "systems", training is conducted within the Department. There are people in the Department responsible for looking after each "system" eg., Timber Production section is responsible for the Hardwood and Pine systems, and the accounts section is responsible for the Budgets, General Ledger and other financial systems.

Contact the relevant section and upon request assistance or training will be provided.

Computer Services is usually notified of courses conducted by external agencies on packages which run on the network. Eg. SPSS, SAS, etc. If such a course is run, Computer Services will try to notify those people who might be interested in attending.

It should also be noted that most systems and packages have in built help facility available on the screen.

- b) Training on packages running on micro-computers Eg. MS Word, Multimate, DBase III, Lotus 1-2-3.

Most packages have tutorials associated with them. It is suggested that these tutorials be worked through.

Computer Services has some tutorial cassettes and accompanying manuals for DBase III, MS Word, Multimate, and Lotus 1-2-3. These are available for loan from the section.

There are some very experienced users of packages within the Department, only too willing to assist novices.

Each package has help facilities with it. These can usually be obtained by pressing a Function Key Eg., F1 or Shift F1.

It is recommended that all new users of a micro-computer package should attend a course. These courses are run externally by a number of companies, and cost between \$100 and \$400 dollars. Course schedules are usually forwarded to Computer Services for the coming 2 or 3 months.

Such courses include:

- . Introduction to Multimate.
- . Intermediate Multimate.
- . Lotus beginners/advanced.
- . Introduction to MS Word
- . Intermediate MS Word
- . Introduction MS Dos
- . Intermediate MS Dos
- . Micro Computer Awareness

It may be possible to conduct courses in:

- . Advanced MS Word
- . Advanced MS Dos
- . Advanced Multimate

c) Training in computer related fields.

Eg., Forms design, Project Leadership, Data Analysis, Program Testing, Networking, Data Communications.

All such courses are run by external agencies. Computer Services usually notified of such courses being run 1 or 2 months beforehand.

Any queries regarding training on computers can be directed to Info Centre Officer (Training) of the computer Services Branch.

CERTIFICATE IN NATIONAL PARK MANAGEMENT

The following courses listed in the manual will satisfy the requirements for exemption or part exemption from the TAFE subjects:- field safety, field projects, applied field management, search techniques and law enforcement.

1.	Basic chainsaw maintenance and handling.	p7
2.	Driver training.	p7
3.	Law enforcement.	p7
4.	Work safe.	p7
5.	Search techniques	p7
6.	First aid training.	p7
7.	Introductory course in Recreation Planning & Management	p8
8.	Field Engineering.	p8
9.	Dieback Disease Management.	p8
10.	Level 1 Fire Management Course.	p8

The advanced recreation planning and management courses are suitable for Grade 2 Rangers and above, while the introductory course, listed on page 8, is suitable for Grade 1 Rangers. The Level 1 Fire Management Course is intended for Grade 1 Rangers; the Level 2 Fire Management Course for Level 2 Rangers; and the Level 3 Fire Management Course for Senior Park Rangers.

The safety course described on page 11 is aimed at middle level and senior Rangers and should not be attended by Grade 1 Rangers. The work safe course listed on page 7 is intended for Grade 1 Rangers.

Where Grade 2 Rangers and Senior Park Rangers have not completed the basic courses for Grade 1 Rangers, they should endeavour to do so as soon as possible.

While the work safe course is required for exemption from the TAFE Certificate course, all Rangers are encouraged to attend both the work safe and the safety course detailed on pages 7 and 11.

PART 4
HIGHER LEVEL ACADEMIC COURSES
OTHER COURSES

HIGHER LEVEL ACADEMIC COURSES

Associate Diploma in Park Management - Sturt University

The aims of the course are to provide vocational oriented management studies suitable for those working or intending to work in national Parks. The course offers streams in National Parks and Wildlife management, outdoor recreation management, and cultural resource management.

The course is based on 4 years (8 semesters) of part time external study. It is a nationally accredited award.

Some of the units require attendance at 2 day residential schools (at Riverina).

Further Information:
The course co-ordinator
Assoc. Dip. in Park Management
Sturt University
P.O. Box 789,
ALBURY N.S.W. 2640
(060) 215611

Bachelor of Applied Science - Computing Major - Curtin University - Biology Major

The purpose of this (multi-disciplinary science) course is to provide students with opportunities to combine a 3 year study program with support studies of their choice.

The course is a 3 year full time with a part time equivalent.

Bachelor of Business - Curtin University.

The course offers streams in public administration, personnel and industrial relations.

The course is intended to prepare students for work in clearly identified professional occupations in industry and commerce or in government administration.

Associate Diploma in Applied Science (Environmental Management) - WACAE - Joondalup Campus.

The two year Associate Diploma of Applied Science award is designed to be relevant to a wide range of occupations. Studies are either generally vocational or of direct relevance to a particular type of employment.

The Associate Diploma of Applied Science (Environmental Management) is designed to:

(i)

Prepare individuals for occupations within the broad field of environmental management, including wildlife and park management.

(ii)

Provide a suitable basic award for people seeking employment in environmental management.

(iii)

Cater for individuals currently employed in environmental management who wish to enhance their understanding and practical skills in this area and upgrade their qualifications.

Bachelor of Science, Bachelor of Environmental Science - Murdoch University.

Students involved in these programmes are trained in the scientific approach to environmental assessment and management. They also are expected to acquire the wide perspective to appreciate the human factors involved in the administration and implementation of environmental policy.

The course is a 3 or 4 year full time course or the equivalent part time or external studies.

Associate Diploma in Land Management - CAE - Orange, NSW.

A course which provides practical training in the management of the environment with special emphasis upon the management of land for conservation and sustainable use.

2 years full time - available in external study mode.

Associate Diploma in Wildlife and Park Management. - SACAE - Salisbury Campus.

Students learn to apply knowledge and skills to the management of parks, wildlife and people in outdoor leisure settings.

2 years full time - available in external study mode.

OTHER COURSES

Coxswains Certificate - Marine and Harbours Dept.

This certificate is the basic requirement for any employee of this Department who is required to use a boat in the course of his/her duties.

Further information about the course can be gained from the Marine and harbours Department.

Scuba Divers Certificate.

Several courses, run by professional divers are offered through various sports shops.

Certificate Course in Timber Technology - TAFE Thornlie

The course aims to provide education basis for careers in the timber processing industry. The course comprises 14 units - timber industry wood properties, harvesting, seasoning, preservation, standards, adhesives, conversion, pulp and paper, engineered products etc.

PART 5
COURSE EVALUATION FORM

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

Name of Attendee _____

Course Title _____

Course Conducted By _____

Date Attended _____

TRAINING COURSE EVALUATION

Your frank, responsible comments on the conduction and effectiveness of this course are sought. Please complete the answers to all the questions by circling the answer you consider to be the most appropriate. Any additional comments about the course will be welcomed; you may wish to add further notes in a sepatate letter to the Principal Training and Development Officer - Mr A Brandis, Harvey.

1. AIMS AND OBJECTIVES

These will be clearly stated at the beginning of the course by the person conducting the course. You should ensure that you understand these aims and objectives, and either note them down or get a photocopy of them.

(i) Were the aims clearly understood by you?

Yes					No
1	2	3	4	5	

(ii) Did these aims and objectives appear to be relevant to you?

Yes					No
1	2	3	4	5	

(iii) Were these aims and objectives successfully achieved?

Yes					No
1	2	3	4	5	

COMMENTS _____

2. CONTENT

(i) Was the content of the course relevant to the job you are expected to do?

Yes				No
1	2	3	4	5

(ii) Was there too much information for you to assimilate?

(iii) Were the tests you were given relevant to the course material?

Yes				No
1	2	3	4	5

(iv) Was the course conducted at level which you consider appropriate to you?

Yes				No
1	2	3	4	5

COMMENTS

3. COURSE ORGANISATION

(i) How well was the course conducted?

Excellent				Poor
1	2	3	4	5

(ii) How well was the course planned?

Excellent				Poor
1	2	3	4	5

(iii) Did the segments of the course appear to progress in a logical way?

Yes				No
1	2	3	4	5

COMMENTS _____

4. PROGRAM STRUCTURE

(i) Were there too many segments?

Yes				No
1	2	3	4	5

(ii) Were the sessions too long?

Yes				No
1	2	3	4	5

(iii) Was there too much group work?

Yes				No
1	2	3	4	5

COMMENTS _____

5. PROGRAM/SESSION LEADERSHIP

(i) Effectiveness of the course leader?

Yes				No
1	2	3	4	5

(ii) How effective were session leaders?

Excellent			Poor	
1	2	3	4	5

COMMENTS _____

6. USE OF AUDIO VISUAL AND OTHER TEACHING AIDS

(i) Did session leaders make good use of the overhead projector, slide projector, black board?

Yes			No	
1	2	3	4	5

(ii) Was too much use made of these facilities?

Yes			No	
1	2	3	4	5

(iii) Could more use be made of these facilities?

Yes			No	
1	2	3	4	5

COMMENTS _____

7. Would you like to see changes made to the course program/organisation?

8. Would you recommend this course to other members of the organisation?

Please forward your comments to the Manager, Human Resources Branch, Como.
Thank you for your co-operation.