

1991

COMO RESOURCE CENTRE
DEPARTMENT OF CONSERVATION
& LAND MANAGEMENT
WESTERN AUSTRALIA



Training and Development Manual 1991

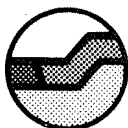
To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

Training and Development Manual 1991

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



Department of Conservation and Land Management

CONTENTS

	PAGE
PART 1 Introduction	1
<hr/>	
PART 2 Procedures	3-5
	Nomination Travel and Accommodation Costs Course Evaluation Form Nomination Form
<hr/>	
PART 3 Short Courses	7-18
	Technical Skills (Accredited & Non-accredited courses) Communication skills Management Skills Human Resources Management
<hr/>	
PART 4 Higher Level Academic Courses Other Courses	19-20
<hr/>	
Course Evaluation Form	23-27
<hr/>	

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 course, or clarification of the material in this manual, they should contact 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 requirement for completion of the certificate in National Park Management. These courses have been marked with an asterisk.

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).

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 budgetting 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 nomination 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 Resource 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.

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:** _____

PART 3

SHORT COURSES-1991

TECHNICAL SKILLS (Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
*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.	Dept. Alan Scott Como	Cadets Dwellingup Dwellingup	Jan 29-30 May 22-23 Oct 9-10
*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. B Class License essential pre-requisite.	Dept. Alan Scott Como	Harvey	June 4,5,6
*Law Enforcement: All CALM personnel are required to know the relevant parts of the CLM and Wildlife Conservation Acts and Reg, powers and limitations to powers, procedures of a law court, taking and presenting evidence, making a statement, role of Crown Law.	Dept. David Mell Kevin Morrison Como	Manjimup Dwellingup Metro	March 19-22 April 9-12 Oct 8-11
*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.	Dept. T Wood Como	As required	
*Search Techniques: The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property.	S.E.S T Brandis Harvey	Bunbury	June 29,30

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>*First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	Dept. A Pears Collie	As required	
<p>*Field Engineering: This three day course will provide officers with the knowledge and skills necessary for 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	Dwellingup Cadets	Sept 11-13 Nov TBA
<p>*Dieback Disease Management: Course content includes: Disease biology, symptoms spread, impact, hygiene measures, sampling, Dept. Policy, mapping, coastal infections, latest research, 7 way test, hazard.</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 little experience in the area of recreation.</p>	Dept. W Schmidt Murdoch House	Dwellingup	March 18-20
<p>Advanced Recreation Planning and Management: The course will cover a range of topics including planning concepts, facility placement and design, planning for disabled users, visitor information, maintenance programmes.</p>	Dept. W Schmidt Murdoch House	Point Walter	Aug 26-30
<p>Firearms 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	As required	

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>	Dept. T Brandis	Busselton	Feb 25- March 1
<p>Introductory Course on Volunteer Management: The course is aimed at providing volunteer coordinators and supervisors of volunteers with an introduction to volunteering, and to provide the fundamental skills and knowledge essential to the development and management of volunteer programs.</p>	Dept Colin Ingram	Como	May 7, 8
<p>Diver Rescue: This course is intended for CALM staff involved in underwater operations using compressed air, or those likely to be involved in diver rescue in coastal areas. Pre-requisites for this course are to have a current First Aid Certificate, listed on CALM Diver register, and have current medical clearance.</p>	G Pobar Marmion	Hillary's	March 5-8

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Occupational Health & Safety for Managers: This course aims to provide up to date information on health and safety programs for managers.</p>	T Wood Como	Busselton	May 20-22
<p>Occupational Health & Safety for Supervisors: These courses provide the necessary details which allow supervisors to establish an effective prevention program in their areas of responsibility.</p>	T Wood Como	Busselton	May 22-24 27-29 29-31
<p>Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects.</p>	T Wood Como	APB Trng Centre	Sept 16-20
<p>Wood Utilization: A 2 day course to instruct officers in wood properties and utilization, and how these are effected by silvicultural practices. Course content includes wood properties, silviculture, timber processing, degradation and preservation, reconstituted wood, poles, sleepers, manufacturing and residues.</p>	Dr G Siemon Como	Harvey WURC	TBA
<p>Interpretive Activites Training: The aim of this course is to provide CALM staff with the knowledge, skills and motivation to contribute to interpretation activities programs.</p>	Gil Field Murdoch	Stirling Ranges NP	October
<p>Effective Presentation Skills: For staff required to make presentations at training courses or for other purposes. A practical course focussing on the "how to" of presenting effectively. This is a 2 day course.</p>	A Brandis Harvey	Bunbury	March

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Coupe Demarcation: A two day course in classroom and field to provide nominated CALM and logging contractor personnel with the basic skills and knowledge required to complete all aspects of coupe demarcation including - coupe boundaries - sub coupe boundaries - non cutting areas - landing locations - in coupe roads and shunts.</p>	J Clarke	Dwellingup	June 20, 21
<p>Log Product Specifications: A one day course in the classroom and field to provide CALM and logging contractor personnel with the basic knowledge and skills required to identify and grade or segregate the various log products described in the Manual of Logging Specifications and Contracts to Supply.</p>	John Clarke Bunbury	Dwellingup	July 25
<p>Coupe Certification: A one day course in the classroom (with followup assessment in the field at later dates) to provide key CALM and logging contractor personnel with the required knowledge and skills to carry out the formal certification of completed sections of a logging coupe.</p>	J Clarke Bunbury	Dwellingup	August 23
<p>Hardwood Silviculture A one day course in the classroom and field to provide junior CALM staff with the required knowledge and skills to implement the Department's hardwood silvicultural specifications, particularly in jarrah forests.</p>	G Butcher Manjimup	Dwellingup	May

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Timber Production: A two day course in the classroom, with one field visit, to provide and reinforce knowledge and understanding of the Department's "Timber Strategy", and to provide the necessary knowledge and skills to manage log supply and log sale contracts in the field, to plan for logging operations in the field and to monitor environmental aspects of logging operations. The course is designed for CALM forest officers who aspire to a Forest Representative role.</p>	J Clarke Bunbury	Bunbury and/or Manjimup	Oct. 2, 3 Oct 9, 10 if necessary
<p>LOIS Training Course: One day classroom courses (including hands on practical sessions using L.O.I.S. programme) for CALM staff involved in timber production, to provide basic knowledge and skills required to - code and enter D/Notes - respond to various error messages - use and understand the enquiry menu and - use and understand written LOIS reports.</p>	A Mason Como	To be decided	Nov 13 Nov 20 Nov 27
<p>Softwood Treemarking for CALM Wages Employees: One day practical courses to provide CALM's AWU employees with the necessary knowledge and skills to effectively carry out pine treemarking.</p>	J Kaye Bunbury	Nannup Kirup Wanneroo	Feb Feb Feb
<p>Softwood Establishment for CALM Staff: Five day courses for CALM staff to provide the necessary knowledge and skills to supervise softwood establishment operations.</p>	R Fremlin Busselton	Nannup Manjimup	April 8-12 April 15-19
<p>Softwood Establishment for CALM Overseers: Two day courses for CALM's AWU supervisors (Overseers) to provide the necessary knowledge and skills to supervise softwood establishment operations.</p>	R Fremlin Busselton	Manjimup Nannup Kirup	April 22, 23 May 1, 2 May 7, 8

TECHNICAL SKILLS (Non Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Wildlife Officers Seminar: Intended for Wildlife Officers of the Department.</p>	Dave Mell Como	Perth	July 1-5
<p>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).</p>	Dept. Gil Field Murdoch House	TBA	March/April
<p>Planning Workshop: Intended for Planning Officers in the Department and for those involved in the planning process and other interested personnel.</p>	Dept. J Williamson	Kalgoorlie Perth	April October
<p>Field Ecology & Interpretation Techniques: A 3 day course to develop observation skills and increase knowledge and understanding of ecological processes.</p>	C Winfield Manjimup	Perup	TBA
<p>Sensitive Management Workshop: The workshop aims to give staff information on issues which are sensitive in their work.</p>	B Hagan Manjimup	Manjimup	TBA
<p>Fire Protection Training Courses: These training courses are currently under review. When this review has been completed the courses will be accredited and notification of the 1991 program will be made as early as possible.</p>			
<p>CALM Outback Safety & Bushcraft Course: The course provides visitors to CALM managed areas with the attitudes and skills to protect themselves from the harmful aspects of the environment and the environment from the harmful aspects of people. Cost is \$95 for CALM staff.</p>	W Schmidt	Como	Dates from W Schmidt

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>LOIS Training/Coaching: Ms Alison Mason has an ongoing role as "User Liaison Officer" for the Logging Operations Information System (LOIS). This role involves on the job training or coaching for LOIS users on a one to one basis, or for small groups.</p>	A Mason Como or J Clarke Bunbury	At districts	Continuous
<p>F.O.I.C.'S Seminar: A 2 day information and workshop session for FOIC's and other key CALM personnel involved in timber production. A major objective of the seminar is to review and update the Dept's "Code of Logging Practice" and "Manual of Logging Specifications".</p>	J Clarke Bunbury	Bunbury	Sept 11, 12
<p>Hardwood Silviculture: Gavin Butcher, the Department's Hardwood Silviculturalist, is available as required to conduct informal training/coaching sessions for any CALM staff or employees on a local basis.</p>	G Butcher Manjimup	At districts	Continuous
<p>Faller/Chainsaw Operator Training: The WA Forest Industries Training Council (WAFITC) conducts training and assessment throughout the year for all types of fallers and chainsaw operators.</p>	Fred Lindberg W.A.F.I.T.C. 7 Stirling St Bunbury. Phone (097) 216777	As required including on site	As required

COMMUNICATIONS SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<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 5-6 May 6-7 July 8-9 Sept 16-17 Nov 11-12	\$305
<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 19 March 11 May 30 July 12 Sept 10 Nov 18	\$165
<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 19-21 Nov 20-22	\$825
<p>Communications Planning Workshop: Identifying needs, setting objectives, deciding strategy, measuring results.</p>	Public Affairs	Como or branch/ regions	As required	

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Planning a Publication Workshop: Identifying readers, choosing what to include, deciding methods of presentation.	Public Affairs	Como or branch/ region	As required	
Media Relations Workshop: Introductory seminar on effective media relations, dealing with interviews, etc.	Public Affairs	Como or branch/ region	As required	

MANAGERIAL SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Introduction to management: To develop the skills and knowledge of those new to the management role.	AIM 104	Perth	Feb 11-15 April 8-12 May 27-31 July 1-5 Sept 2-6 Oct 7-11 Nov 11-15 Dec 16-20	\$850
Conflict Handling for Supervisors: Content includes conflict sources, assessing conflict handling style, using appropriate style, negotiations.	AIM 609	Perth	April 18-19 Nov 28-29	\$370
Leadership Skills: For those Managers, executives wishing to strengthen their influence & effectiveness.	AIM 120	Perth	April 18-19 July 11-12 Oct 14-15	\$350
Fundamentals of Supervision: This course addresses such issues as motivation communication, leadership instructing, planning.	AIM 601	Perth	Feb 4-8 Mar 11-15 April 8-12 Ap 29 May 31 May 13-19 June 10-14 June 24-28 July 8-12 Aug 12-16 Sept 9-13 Sept 23-27 Oct 14-20 Nov 4-8 Dec 2-6	\$805
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	April 24 Oct 1	\$170
Improved Handling of Grievance & Discipline Interviews: The course content includes active listening, interviews, maintaining composure, conducting discipline interviews.	AIM 137	Perth	June 4 Oct 2	\$185

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Stress Management: This course will help individuals to recognise stress symptoms and provide ways to overcome them.	AIM 159	Perth	March 15 June 14 Sept 18	\$190
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.	AIM 607	Perth	April 17-18 Sept 17-18	\$310
The Experienced Manager: This 6 day course is for middle managers and includes topics such as managing human behaviour, problem solving and decision making, setting objectives, managing for improved results, managing change and managing time, negotiating techniques, leadership and influencing skills, conflict resolution, teamwork.	AIM 115	Perth	April 15-17 and 22-24 Sept 9-11 and 16-18	\$870

HUMAN RESOURCE MANAGEMENT

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Selection Panel Training: Course includes selection and recruitment process, preparation of selection criteria, interviewing skills and the selection report.	Dept. E Scott Como	Perth	As required	
Performance Appraisal Information Sessions:	Dept. A. Brandis 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 22-23 Oct 3-4	\$300
Performance Management: This course provides information on the aims of performance, management, assessing and measuring performance, types of measuring systems, monitoring and controlling.	AIM 503	Perth	May 6-7 Sept 10-11	\$295

PART 4

HIGHER LEVEL ACADEMIC COURSES OTHER COURSES

HIGHER LEVEL ACADEMIC COURSES

Associate Diploma in Park Management - Charles 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
Charles Sturt University
P.O. Box 789,
ALBURY NSW 2640
(060) 221 5611

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) - Edith Cowan University - 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 as field staff including wildlife, park management, and forest operations.
- (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 of the equivalent part time or external studies.

Associate Diploma in Land Management - UNE - 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.

For further information contact:

Dennis Hodgkins

Course leader

UNE - Orange Agricultural College

P.O. Box 883

ORANGE NSW 2800

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

Coxswain's 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.

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

COURSE EVALUATION FORM

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 Principal Training and Development Officer
Mr A.Brandis
Department of CALM
Harvey 6220

Thank you for your co-operation.