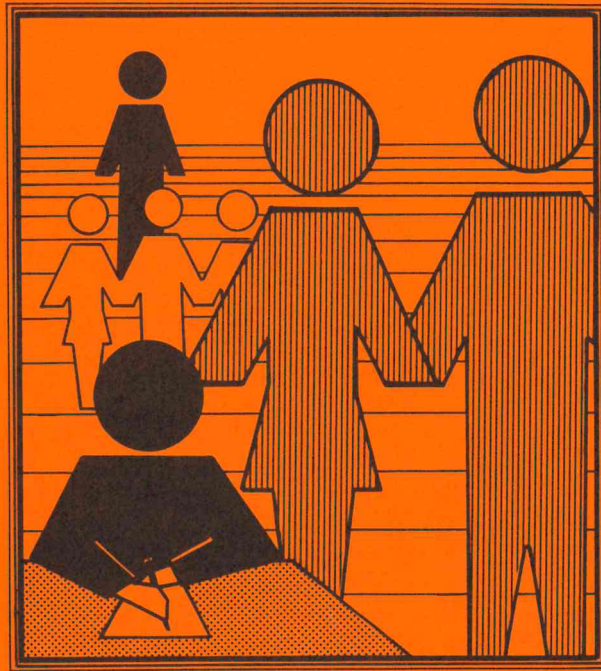


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Training and Development Manual 1992

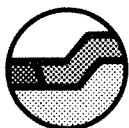
To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

Training and Development Manual 1992

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Department of Conservation and Land Management

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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 context 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 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 Principal Training and Development Officer, Mr A Brandis, Harvey.

Application Approved

Not Approved

Signature: Human Resources Branch. _____ DATE: _____

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>	<p>Dept. Alan Byrne Dwellingup</p>	<p>Dwellingup Training Centre</p>	<p>May 21,22 Oct 8,9</p>
<p>*Driver Training (Light vehicles) 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.</p>	<p>Dept. Alan Byrne Dwellingup</p>	<p>Dwellingup Training Centre</p>	<p>June/July</p>
<p>*Driver Training (Heavy duty 4 x 4) This three day course is to provide new and inexperienced drivers with the necessary skills. B class license essential pre-requisite.</p>	<p>Dept Alan Byrne Dwellingup</p>	<p>Dwellingup Training Centre</p>	<p>June 3-5</p>
<p>*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.</p>	<p>Dept. Kevin Morrison Como</p>	<p>Training Centre Como</p>	<p>April28-May1</p>
<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>	<p>Dept. T Wood Como</p>	<p>As required</p>	

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<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	Aug 22,23
<p>*First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	T Wood Como	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 Byrne Dwellingup	Dwellingup Karratha	Sept 9-11 Oct 19-21
<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 19,20
<p>*Advanced Dieback Diseases Management Course: The course will cover, at an advanced level, policy aims, planning for hygiene operations, disease biology as it affects survival and spread, terminology applied to risk, hazard impact.</p>	Dept R Armstrong A Moylett Bunbury	Districts or Regional Centres	As required
<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	As required	
<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 31- Sept 4

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<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 Wood Como	As required	
<p>Introductory Course on Volunteer Management: This 3 day 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 C Ingram Mt Pleasant	Como	Aug-Sept
<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	As required
<p>Diving Supervisor Update: This course is for registered CALM divers who have completed the CALM Diver Rescue course or hold any Australian Scuba Council endorsed Diver Rescue Certification. This is a 4½ day course.</p>	Dept G Pobar	Hillary's	Mar 30- April 3
<p>Occupational Health & Safety for Managers/Co-ordinators: This course aims to provide up to date information on health and safety programs for managers. Course subject to need.</p>	T Wood Como	Busselton	March 30- April 3
<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	March 23-25 25-27

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects.	T Wood Como	APB Trng Centre	TBA
Presentation Skills: This is a 2 day course which will help people to plan, prepare and deliver an effective formal presentation. Costs \$320.	TAFE T Brandis Harvey	Perth	May 21,22 Oct 5,6
Coupe Demarcation: A one day course to provide nominated CALM and logging contractor personnel with the basic skills and knowledge required to complete all aspects of coupe demarcation.	W Towie Dwellingup	Bunbury	July 7
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 relevant contracts.	W Towie Dwellingup	Bunbury	July 14 July 17
Coupe Certification: A one day course (with followup assessment in the field) 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.	W Towie Dwellingup	At districts	As requested
Expedition Skills Course: This course is designed to allow participants to safely conduct a variety of activities in the natural environment. It is a 5 day course comprising lectures, practical sessions and assessment. The final 3 days involve an expedition in the field. No previous experience is required.	Dept P Jones Nannup	Nannup or where required.	TBA

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
LOIS Training Course: A two day course that provides Forest Officers with the knowledge and skills required to use LOIS.	A Mason Como	At districts	As required
Softwood Establishment for CALM Staff: Five day courses for CALM staff to provide the necessary knowledge and skills to supervise softwood establishment operations.	Dept S Penfold	Manjimup	March 10-12
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.	Dept S Penfold	Manjimup	March 3-5
LOIS. Coaching/training: One to one coaching	Dept A Mason Como	At districts	As required
Tree Felling Supervision: Participants will be able to recognise safe felling practices and symptoms of incorrect techniques by stump appraisal.	Dept W Towie Dwellingup	TBA	TBA
Logging Hygiene: A one day course that provides CALM and Logging contractor personnel with the knowledge and skills necessary to operate a logging operation hygienically.	Dept W Towie Dwellingup	TBA	TBA
Western Australian Forest Industries Training Council - WAFITC:			
The Council conducts assessment and training for selected CALM and all logging contractor personnel.			
1. Chainsaw operator - Softwood	one day		
2. Chainsaw operator - Hardwood	one day		
3. Basic Hardwood Faller (Grade 2)	four days		
4. Advanced Hardwood Faller (Grade 1)	four days		
5. Basic Softwood Faller (Grade 1)	four days		
6. Advanced Softwood Faller (Grade 2)	four days		
7. Hardwood Assessor	one day		
8. Softwood Assessor	one day		
9. First Aid	three days		
10. Cleaning Saw Operator	one day		
11. Chainsaw Operator Assessor	one day		
12. Plant Operator	one day		
Further details can be provided by F Lindberg, Senior Training Officer, PO Box 1472, BUNBURY 6230. Phone 097 216 777.			

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Softwood Treemarking: A two day course to provide CALM staff and selected AWU employees with the necessary knowledge and skills to carry out treemarking.</p>	Dept J Kaye M Buckton Bubury	At districts	As required
<p>Basic Dieback Interpretation Course:</p>	Dept D Meehan P Brennan	Kelmscott Bunbury Kelmscott	June 22-26
<p>Forest Representatives Course: A two day course covering a range of topics relative to the role of the Forest Representatives (softwood and hardwood).</p>	Dept Bunbury/ W Towie	Manjimup	July
<p>FOICS Seminar: A two day workshop/information session to review and update the Manual of Specifications and the Code of Logging.</p>	Dept J Clarke Bunbury	Manjimup/ Bunbury	Sept
<p>CIMCIS: A one day course that provides nominated CALM staff with the knowledge required to implement and monitor CIMCIS requirements in districts. The course is weighted towards logging and silviculture with emphasis on the CLM 160.</p>	Dept W Towie Dwellingup	Bunbury	July
<p>Hardwood Silviculture: A course covering silvicultural specifications and include training in visual resource management</p>	Dept G Butcher Manjimup	TBA	
<p>Rare Mammal Conservation: This course provides staff with the skills and knowledge to establish and maintain rare mammal management programmes. Content includes the biology and behaviour of rare animals; planning for rare fauna management; survey techniques; monitoring; habitat management.</p>	Dept J Skillen Bunbury	Collie	Oct 19-30
<p>Botanical Collection and Plant Identification: This course includes: specimen collection, plant morphology, classification and nomenclature, the use of keys, declared and priority species.</p>	Dept G M ^c Cutcheon	Bunbury	Sept 8,9

TECHNICAL SKILLS (Non Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<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 1992 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>	<p>W Schmidt</p>	<p>Como</p>	<p>Dates from W Schmidt</p>
<p>South Coast Region Seminar:</p>	<p>Dept P Fishwick</p>	<p>Albany</p>	<p>August</p>
<p>Rare Flora Management: The course will cover aspects of flora conservation in WA, rare flora legislation, CALM's role, management requirements, monitoring and the completion of report forms. Other requirements will be addressed on request.</p>	<p>Dept Dr K Atkins Wildlife Branch Como</p>		<p>As required</p>

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 12, 13 May 7-8 July 9-10 Sept 3-4 Nov 2-3 Dec 9-10	\$320
<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 18 April 14 June 16 Aug 11 Oct 13 Dec 8	\$175
<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	May 4-6 Aug 3-5 Nov 2-4	\$870
<p>Effective Communication: A course aimed at ensuring clear communication in day to day work activities. The course content includes: sending and receiving messages, skills and discipline in effective communications, codes jargon, non-verbal language, active listening, feedback skills.</p>	TAFE		March 16	\$160

MANAGERIAL SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Train the Trainer: This is a 5 day course covering: benefits of training; Training Guarantee Act, communications skills; presentation skills; training needs analysis; writing objectives; evaluation of training; principles of learning; training aids; group dynamics and logistics.	TAFE T Brandis Harvey	Perth	Feb 24-28 Mar 23-27 May 4-8 June 15-19 July 13-17 Aug 10-14 Sept 21-25 Oct 26-30 Nov 23-27	\$850
Negotiating Skills: This 2 day course aims to provide participants with a framework for negotiations which allow for changing circumstances and explores a principled-bargaining approach.	R & I Bank T Brandis Harvey		April 7-8 July 28,29 Nov 26,27	\$200
Change Management: The course aims to develop effective strategies for the implementation and management of change in a dynamic organizational environment.	R & I Bank T Brandis Harvey	Perth	Feb 25-27 June 16-18	\$300
Introduction to management: To develop the skills and knowledge of those new to the management role.	AIM 104	Perth	Feb 17-21 April 6-10 May 25-29 June 22-26 Aug 3-7 Sept 14-18 Oct 19-23 Nov 16-20	\$895
Conflict Handling for Supervisors:	AIM 609	Perth	April 14-15 July 22-23 Nov 17-18	\$325
Leadership Skills:	AIM 120	Perth	April 23-24 June 3-4 Sept 30 Oct 1 Nov 11-12	\$370
Fundamentals of Supervision: This course addresses such issues as motivation communication, leadership instructing, planning.	AIM 601	Perth	Feb 3-7&24-28 Mar 9-13&23-27 April 6-10 May 4-8&18-22 June 8-12&22-26 July 6-10&20-24 Aug 3-7&17-21 Sept 8-12&21-25 Oct 5-9&19-23 Nov 2-6&16-20 Dec 7-11	\$805

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<p>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.</p>	AIM 148	Perth	May 4 Oct 15	\$180
<p>Improved Handling of Grievance & Discipline Interviews: The course content includes active listening, interviews, maintaining composure, conducting discipline interviews.</p>	AIM 137	Perth	May 8 Sept 11	\$195
<p>Stress Management: This course will help individuals to recognise stress symptoms and provide ways to overcome them.</p>	AIM 159	Perth	March 5 June 4 Aug 13 Oct 15	\$200
<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	March 4-5 May 12-13 Nov 10-11	\$325
<p>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.</p>	AIM 115	Perth	April 6-8 and 13-15 Sept 7-9 and 14-16	\$950
<p>True Management: The course aims to develop effective true management strategies, and includes assessing true wasters, setting and prioritising goals, using diary, delegation.</p>	TAFE T Brandis Harvey	Perth	June 12 Oct 12	\$160

HUMAN RESOURCE MANAGEMENT

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
Problem Solving: To develop the skills of using a problem solving model and to apply it to the workplace.	TAFE T Brandis Harvey	Perth	May 11 Nov 6	\$160
Team Building: To identify the team building process and develop team building strategies.	TAFE T Brandis Harvey	Perth	June 22 Nov 16	\$160
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	June 15-16 Sept 14-15	\$315
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	March 30-31 July 27-28 Oct 5-6,	\$310
Discipline Counselling: The course develops skills of conducting a discipline interview and to generally handle discipline in the work place.	TAFE T Brandis Harvey	Perth	April 3 Nov 30	\$160
Assertiveness: The course content includes: understanding assertiveness; the difference between being assertive, aggressive and passive; standing up for your rights; practicing assertiveness.	TAFE T Brandis Harvey	Perth	April 7 Sept 11	\$160

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 or 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.