

1993



Training and Development Manual 1993

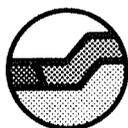
To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

Training and Development Manual 1993

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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 courses, 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.

To ensure training course standards are established and maintained at a high level, a system of accreditation has been introduced for Technical Skills training courses. 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 budgeting for the payment of:
 - fees 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 or Branch budgets as appropriate, except on those occasions when accommodation expenses for block courses may be paid by Human Resource Branch.
- 6 There is a 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: _____

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 Byrne Dwellingup	Dwellingup Training Centre	As required
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. The course includes maintenance checks, stall out and recovery, mud and sand obstacles, ascents and descents, wheel placement, transmission wind-up.	Dept. Alan Byrne Dwellingup	Dwellingup Training Centre	June/July
Driver Training (Heavy duty 4 x 4) This three-day course is to provide new and inexperienced drivers with the necessary skills. B class licence essential prerequisite.	Dept Alan Byrne Dwellingup	Dwellingup Training Centre	July
Law Enforcement: All CALM personnel are required to know the relevant parts of the CALM 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.	Dept. Kevin Morrison Como	As required	August
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	

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
<p>First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	M Fielden Harvey	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	Sept 21-23
<p>Dieback Disease Management: Course content includes: disease biology, symptoms spread, impact, hygiene measures, sampling, dept. policy, mapping, coastal infections, latest research, Seven-way test, hazard.</p>	Dept. A Byrne A Moylett	Dwellingup	March 17&18
<p>Advanced Dieback Disease Management: 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 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 Mt. Pleasant	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 programs.</p>	Dept. W Schmidt Mt. Pleasant	TBA	TBA

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 Brandis Harvey	As required	
<p>Introductory Course on Volunteer Management: This three-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 T Hales Mt Pleasant	Como	Sept 8 & 9
<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. Prerequisites 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	Exmouth	June-July
<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 four-and-a-half-day course.</p>	Dept G Pobar Marmion	Hillarys	Mar 23 & 24
<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	May
<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

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<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 Forrestfield	TBA
<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 two-day course.</p>	A Brandis Harvey	Bunbury	As required
<p>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.</p>	W Towie Dwellingup	Bunbury	June 11
<p>Log Product Specifications: A one-day course to provide CALM and logging contractor personnel with the basic knowledge and skills required to identify, grade and segregate the various log products described in the Manual of Logging Specifications and relevant contracts.</p>	W Towie Dwellingup	Bunbury	June 18
<p>Coupe Certification: A one-day course 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>	W Towie Dwellingup	Bunbury	June 25
<p>Expedition Skills Course: This course is designed to allow participants to safely conduct a variety of activities in the natural environment. It is a five-day course comprising lectures, practical sessions and assessment. The final three days involve an expedition in the field. No previous experience is required.</p>	Dept P Jones Collie	Collie or where required.	TBA

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>LOIS - Districts: A two-and-a-half-day course that provides Forest Officers with the necessary knowledge and skills to operate LOIS to the required standard. The course covers: CLM 709's - how to compile, delivery notes, enquiry screens, solving error messages, reports. Successful participants will be eligible for a personal LOIS security password.</p>	M Kearney Como	Bunbury	April 28-30 August 4-6
<p>LOIS - Inventory: A one-day course providing Forest Officers in Regions with the necessary skills and knowledge to operate LOIS to the required level. The course includes: Contracts and LOIS, CLM 709, reports, solving error messages. Successful applicants will be awarded LOIS security passwords.</p>	M Kearney Como	Bunbury	April 6
<p>LOIS - Administration: A one-day course to provide District and Regional Administration staff with the basic skills and knowledge to operate LOIS to the required standard. The course covers: Contracts and LOIS, delivery notes and procedures, reports. Successful participants will be awarded with personal LOIS security passwords.</p>	M Kearney Como	Bunbury	Feb 24 May 12
<p>LOIS Coaching/Training: One to one coaching or on-the-job training will be provided at Districts as required.</p>	M Kearney Como	At Districts /Regions	As required /requested
<p>Tree Felling Supervision: A one-day course for Forest Officers responsible for supervising logging operations. Participants will be taught how to recognise different felling techniques by stump analysis. Successful participants will be awarded with a Certificate issued by WAFITS.</p>	F Lindberg /W Towie/ FITS/CALM	Dwellingup Nannup Manjimup	June 8 June 9 June 10

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Environment Protection - Logging/Roading: The aim of this course is to ensure both loading and logging contractors have a broad understanding of environmental management and to impart a positive attitude to conservation.</p>	W Towie Dwellingup	TBA	TBA (Winter '93)
<p>POCS: A one day course providing the basic skills and knowledge required for Forest Officers in Districts to operate POCS to the desired standard.</p>	W Towie/ P Collins Dwellingup	Bunbury	August 27
<p>Plantation Establishment for Overseers & L 1/2 Officers: The course aims to train and test CALM Overseers and L1/2 Officers in the principles and methods of plantation establishment. The course concentrates on the practical aspects of tree planting and maintenance, the use of mechanical planting machines and information about public health requirements.</p>	S Penfold Manjimup	Manjimup	March 4 & 5
<p>Plantation Establishment for L3/4 Officers: The course will provide participants with the knowledge and skills to establish pine and eucalyptus plantations.</p>	S Penfold Manjimup	Manjimup	March 10-12
<p>Advanced Plantation Managers Course for L5/7 Officers: This course is an advanced level program, includes reference to management teams, pathology, establishment technology, entomology, nutrition, genetics and tree improvement, inventory, utilisation, FOCIS, financial management, economics of plantations.</p>	S Penfold Manjimup	Manjimup	March 17-19 & 24-25
<p>Softwood Tree-marking: A two-day course to provide CALM staff and selected AWU employees with the necessary knowledge and skills to carry out tree-marking.</p>	Dept J Kaye M Buckton Bunbury	At districts	As required two-day course

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
Introductory Dieback Interpretation Course:	Dept P Brennan	Kelmscott	June
Forest Management Seminar: A three-day seminar for District and management staff (L3/4) directly involved with the forest resource program. The seminar will address the topics of interaction and leadership.	W Towie Dwellingup	TBA	Sept 21-23
FOCIS Seminar: A two-day workshop/information session to review and update the Manual of Specifications and Code of Logging.	J Clarke Bunbury	Manjimup/ Bunbury	TBA
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.	W Towie Dwellingup	Bunbury	July 13
Hardwood Silviculture: On-the-job training covering silviculture specifications and includes training in visual resource management.	C Dymond	At Districts	As requested
Mammal Conservation: This course provides staff with the skills and knowledge to establish and maintain mammal management programs. Content includes the biology and animal behaviour; planning for fauna management; survey techniques; monitoring; habitat management; writing fauna management plans.	J Skillen Bunbury	Collie	Oct 18-23
Level 1 Fire School: This four-day course covers aspects of fire behaviour - weather, forest fuel assessment & prescription preparation including environmental guidelines.	K White	Bussetton	As required

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>AIIMS Incident Control System Course: This is a four-day course covering the operating system of AIIMS including management team roles and plan documentation.</p>	K White	Busselton	Aug 16-20
<p>Principles and Procedures of Training: A four-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 interrelated nature of teaching, learning and evaluation. Workshops will be conducted in syllabus preparation, planning of training programs, preparation of lesson plans, presentation skills and the construction of tests that measure specific performance in relation to the objectives.</p>	T Brandis Busselton	Busselton	TBA
<p>Operations Officer Sector Commander: This two-day course will provide participants with information relative to the Sector Commander Role in six segments: briefing and debriefing; personnel management; fire suppression, mop-up and patrol; fireline construction with machinery; fire cause determination; reporting procedures; weather.</p>	K White	Regional-TBA	As required
<p>Basic Firefighter Course: Eight modules and training manual for fire fighting personnel. An introduction to fire fighting and fire use in forest protection. Cost for external agency personnel is \$50 per day. Three theory and three day practical (no charge for practical days).</p>	K White	TBA	As required

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
Interpretive Activities Training Workshop: Course designed for staff involved in coordinating school tours, holiday programs, childrens' activities, bird watching, nature walks.	Dept Gil Field Mt. Pleasant	As required	As required
Earth Education Course: Essential for staff with an interest in environmental education who want to experience the most innovative and complete learning programs for children (mostly 10-12 at this stage).	Dept Gil Field Mt. Pleasant	As required	As required
Machine Operation on Fire Suppression (Theory & Practical): The course covers safety, fire behaviour, machine operation technique, fire suppression techniques. Cost for external agency personnel is \$95. One-day theory and half-a-day practical.	K White	Regional-TBA	As required
Aircrew Training: A one day course for IMO's and navigators nominated for aircrew service in prescribed burning.	G van Didden Como	Bunbury	September

TECHNICAL SKILLS (Non Accredited)

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>AIIMS Support Roles: This is a three-day course covering logistics and planning, support management roles and responsibilities including role specific tasks and support documentation.</p>	K White	Busseton	June 8-10
<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 Mt. Pleasant	Como	Dates from W Schmidt
<p>Rural Tree Advisory Skills: The course will provide participants with the means to give technically sound advice about planning, selection, establishment, management and use of trees in rural settings.</p>	P Beatty	Dwellingup Como Katanning Albany	April November

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	July 14 & 15 Aug 26 & 27 Nov 18 & 19 Dec 8 & 9	\$325
<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	Jun 9 Aug 4 Oct 14 Dec 8	\$180
<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	Aug 16-18 Nov 8-10	\$880
<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 9 Jul 22	\$160

MANAGERIAL SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<p>The Experienced Supervisor: This five-day course covers topics including: role of supervisor; planning, organizing self and others; performance systems, motivation, interpersonal communication and leadership.</p>	AIM 616	Perth	Aug 23-27 Nov 29-Dec 3	\$855
<p>Introduction to Management: To develop the skills and knowledge of those new to the management role.</p>	AIM 104	Perth	May 17-21 Jun 21-25 Aug 2-6 Sep 13-17 Oct 18-22 Nov 15-19	\$905
<p>Conflict Handling for Supervisors:</p>	AIM 609	Perth	Aug 9 & 10 Nov 17-18	\$330
<p>Leadership Skills:</p>	AIM 120	Perth	Jun 10 & 11 Sept 16 & 17 Nov 11 & 12	\$375
<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 12 Oct 7	\$185
<p>Improved Handling of Grievance & Discipline Interviews: The course content includes active listening, interviews, maintaining composure, conducting discipline interviews.</p>	AIM 137	Perth	May 20 Sept 17	\$200
<p>Stress Management: This course will help individuals to recognise stress symptoms and provide ways to overcome them.</p>	AIM 159	Perth	Jul 2 Sep 10 Nov 12	\$205
<p>Problem Solving and Decision Making for Supervisors: A two-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	May 10 & 11 Nov 15 & 16	\$330

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<p>The Experienced Manager: This six-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	Jun 28-30 Jul 5-7 Sept 6-8 Sep 13-15	\$960
<p>Time Management: The course aims to develop effective time management, strategies, and includes assessing time wasters, setting and prioritising goals, using a diary, delegation.</p>	TAFE T Brandis Harvey	Perth	May 11 Aug 18	\$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 21 Oct 19	\$160
Team Building: To identify the team building process and develop team building strategies.	TAFE T Brandis Harvey	Perth	June 2 Nov 16	\$160
From "Cop to Coach": A two-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 22 & 23	\$320
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	Jul 29 & 30 Oct 18 & 19	\$315
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 19 Sept 14	\$160
Interviewing Skills: This two-day course uses theory and practice sessions which allows participants to develop skills in listening, questioning and in structuring the interview.	AIM 135	Perth	Jul 27-28 Oct 7-8	\$340
Recruitment and Staff Selection: The course aims to provide participants with details of the careful preparation of Job Description forms, Statements of Duties and Selection Criteria, and in the preparation of interviews.	RIPAA E Scott	Grace Vaughan House 227 Stubbs Tce Shenton Park		TBA

PART 4

HIGHER LEVEL ACADEMIC COURSES OTHER COURSES

HIGHER LEVEL ACADEMIC COURSES

Associate Diploma of Park Management - Charles Sturt University

The aims of the course are to provide vocationally 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 four years (eight semesters) of part time external study. It is a nationally accredited award.

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

For further information contact:
Admissions Office
Charles Sturt University
Locked Bag 676
WAGGA WAGGA NSW 2650
ph: (069) 22 2121

Associate Diploma of 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.

In general it 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.

For further information contact:
Student Services
Edith Cowan University
Joondalup Campus
JOONDALUP WA 6027
ph: (09) 405 5510

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 three or four year full-time course or the equivalent part time or external studies.

For further information contact:
The External Studies Unit
Murdoch University
MURDOCH WA 6150
ph: (09) 360 2493

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.

Two 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 Applied Science (Conservation and Park Management) - University of South Australia.

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

Two years full-time - available in external study mode.

For further information contact:
Distance Education Centre
University of South Australia
Holbrooks Road
UNDERDALE SA 5032
ph: (088) 88 8519

Associate Diploma of Applied Science (Nature Conservation)
Associate Diploma of Applied Science (Wilderness Reserves & Wildlife)
Associate Diploma of Applied Science (Forestry)
- University of Queensland, Gatton College.

For further information contact:
Enrolment Officer
University of Queensland, Gatton College
LAWES QLD 4343
ph: (075) 60 1276

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 separate 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.