



Training and Development Manual 1994

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DEPARTMENT OF CONSERVATION
AND LAND MANAGEMENT
WESTERN AUSTRALIA

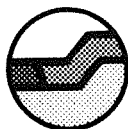
To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

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Department of Conservation and Land Management

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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 PIMS 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. When agreement has been reached with the supervisor 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. It is necessary to distinguish between training for development and training to overcome a performance gap.
 - 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.
 - 1.3 When preparing budget flexfields the activity code 682 must be used for all training expenditure.
- 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 in the nomination.
 - 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.
- 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.

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.

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-1994

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	TBA
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	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>	Dept. or St Johns 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>	Dept. Alan Byrne Dwellingup	Dwellingup	Sept 20-22
<p>Dieback Disease Management: - Level 2 Course. Course content includes: policy, disease biology, disease distribution, disease symptoms and interpretation, sampling technique, mapping systems, hazard and operational hygiene.</p>	Dept. A Byrne Dwellingup J Asher Bunbury	Dwellingup	March
<p>Dieback Disease Management: - Level 3 Course. Course contents includes: policy, terminology applied to risk and hazard, disease mapping, hygiene evaluation and planning.</p>	Dept. J Asher Bunbury R Armstrong Bunbury	Bunbury	June
<p>Introductory course in Recreation</p>	Dept.	As required	As required
<p>Planning and Management: This course is intended for junior staff with some responsibility but little experience in the area of recreation.</p>	W Schmidt Mt. Pleasant		
<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	Point Walter	Sept 5-9

TITLE	CONDUCTED BY/ VENUE CONTACT	DATES
South Coast Regional Seminar.	Dept. P Fishwick Albany	Esperance Aug 1-5
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.	Dept. T Brandis Harvey	As required As required
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.	Dept. T Hales Mt Pleasant	Como Sept 7-8
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.	Dept. A Byrne Dwellingup	Mid West Region July/Aug
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.	Dept. A Byrne Dwellingup	Hillarys - July Exmouth - Aug
Occupational Health & Safety for Managers/Co-ordinators: This course aims to provide up to date information on health and safety programs for managers.	Dept. T Wood Como	As required As required

TITLE	CONDUCTED BY/ VENUE CONTACT	DATES	DATES
<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>	<p>Dept. T Wood Como</p>	<p>As required</p>	<p>As required</p>
<p>Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects.</p>	<p>APB T Wood Como</p>	<p>APB Training Centre Forrestfield</p>	<p>As required</p>
<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>	<p>R & I Training A Brandis Harvey</p>	<p>As required</p>	<p>As required</p>
<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>	<p>Dept. W Towie Dwellingup</p>	<p>As required</p>	<p>As required</p>
<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>	<p>Dept. W Towie Dwellingup</p>	<p>As required</p>	<p>As required</p>
<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>	<p>Dept. W Towie Dwellingup</p>	<p>As required</p>	<p>As required</p>

TITLE	CONDUCTED BY/ VENUE CONTACT	DATES
<p>Safe Boating: - Certificate of Proficiency Safe Boating in CALM. The aim of this 1 day course is to enable COP small vessel handlers to be trained in the code of small boating practice developed by CALM.</p>	<p>Dept. A Byrne Dwellingup</p>	<p>As required</p>
<p>Certificate of Proficiency in Small Vessel Handling. The aim of this 4 day course is to teach the skills and knowledge to operate small vessels (less than 8m) safely and efficiently on closed and open waters, not exceeding 5 nautical miles off shore.</p>	<p>Dept. Marine & Harbours A Byrne Dwellingup</p>	<p>As required</p>
<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>	<p>Dept. M Kearney Como</p>	<p>TBA Mar 23-25 Sept 5-7 Dec 7-9</p>
<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>	<p>Dept. M Kearney Como</p>	<p>TBA Apr 22 Aug 26</p>
<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 allocated a personal LOIS security password.</p>	<p>Dept. M Kearney Como</p>	<p>TBA Apr 8 July 25 Nov 28</p>

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
LOIS Coaching/Training: One to one coaching or on-the-job training will be provided at Districts as required.	Dept. M Kearney Como	At Districts /Regions	As required
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.	Dept W Towie Dwellingup	Dwellingup Nannup	Mar 31 Apr 27
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.	Dept. W Towie Dwellingup	Walpole Pemberton Manjimup Manjimup Nannup Busselton Kirup Harvey Dwellingup Jarrahdale Mundaring	July 4 July 5 July 7 July 8 Aug 9 Aug 10 Aug 11 Aug 19 Sept 7 Sept 8 Sept 9
Plantation Establishment: - Basic The course aims to provide level 1, 2 officers and overseers with sufficient knowledge and skill to fulfil the requirements of staff at this level who operate in the Afforestation Program. The course concentrates on practical aspects of site preparation, weed control and tree planting.	Dept. R Fremlin Busselton	Manjimup	Sept 6-7
Plantation Establishment: - Intermediate. A three-day course for level 3 & 4 officers which concentrates on the preparation of management plans for the establishment of pine and eucalypt plantations. Advanced knowledge of site preparation and weed control strategies is expected to successfully complete this course.	Dept. Manjimup	Manjimup	Sept 13-15

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Advanced Plantation Managers Course: A five-day course designed for level 5, 6 and 7 officers which concentrates on economical aspects of plantation management. A one day AIMS course is included in the schedule. Financial management, inventory, tree nutrition, establishment technology, entomology, genetics and pathology are covered.</p>	Dept. R Fremlin Busselton	Manjimup	Sept 21-23 & 26 -27
<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
<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.</p>	Dept. W Towie Dwellingup	Bunbury	July 13
<p>Hardwood Silviculture: On-the-job training covering silviculture specifications and includes training in visual resource management.</p>	Dept. C Dymond	At Districts	As requested
<p>Mammal Conservation: This course provides staff with the skills and knowledge to establish and maintain mammal management programs. Content includes biology and animal behaviour; planning for fauna management; survey techniques; monitoring; habitat management; writing fauna management plans.</p>	Dept. J Skillen Bunbury	Collie	Oct 23-28

TITLE	CONDUCTED BY/ VENUE 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 development.</p>	Dept. R Sneeuwjagt Como	Busselton	TBA
<p>ICS Controller Course: This is a three-day course which is designed to train potential Fire Incident Controllers to an advanced level in all aspects of controlling fire incidents and managing ICS teams.</p>	Dept. R Sneeuwjagt Como	Busselton	TBA
<p>ICS Planner Course: This is a three-day course designed to train potential Incident Planners to an advanced level in all aspects of the planning function at large fire incidents.</p>	Dept. R Sneeuwjagt Como	Busselton	TBA
<p>Training Techniques for Trainers: This three-day course includes: systematic training, the Training Guarantee Act, training methods and procedures, job analysis, trainer's role, job instruction, factors influencing learning, teaching methods, setting objectives, standards and evaluation.</p>	CCI T Brandis Harvey	Mar 28-30 Jun 1-3 Jul 12-14 Sept 7-9 Nov 2-4	Perth \$545
<p>Competency Based Training: The course aims to provide a sound practical understanding of competency based training and its application in the work place.</p>	CCI A Brandis Harvey	May 16	Perth \$230
<p>Dieback Interpretation Skills: Levels 1, 2 and 3. These courses focus on the detailed knowledge and skills required for the interpretation and mapping of disease occurrence, impact, risk and hazard.</p>	Dept. K Helyar Bunbury	Manjimup Bunbury Kelmescott	Winter

TITLE	CONDUCTED BY/ VENUE CONTACT	DATES
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TECHNICAL SKILLS (Non Accredited)

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.

Dept.
M Buckland
Mt Pleasant

TBA

COMMUNICATIONS SKILLS

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<p>Writing Effective Managerial Reports: Participants will learn how to plan the report, collect and analyse information, write a first draft, edit for accuracy and impact and present in a professional style.</p>	AIM 151	Perth	Aug 11,12 Nov 10-11 Dec 5-6	\$345
<p>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	July 4-5 Aug 29-30 Dec 5-6	\$590
<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 10 Jul 26	\$170
<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 8-12 Oct 3-7	\$890
<p>Principles of Management: To develop the skills and knowledge of those new to the management role.</p>	AIM 104	Perth	Jun 20-24 Aug 1-5 Sep 5-9 Oct 10-14 Nov 14-18	\$945
<p>Meetings - The Professional Approach: 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	Apr 28 Sept 16	\$190

MANAGERIAL SKILLS

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 20-22 & June 27-29 Sept 12-14 & Sept 19-21	\$1020
<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 16 Aug 4	\$170
<p>Dealing with Difficult and Aggressive People: Course aims to help managers understand and cope with problems arising from deviant staff behaviour and unsatisfactory work performance.</p>	AIM 173	Perth	Apr 18-19 Oct 24-25	\$395
<p>Managing Change and Making it Stick: How to manage change to discover the ingredient of successful organisational change and development.</p>	AIM 175	Perth	May 23-24 Aug 29-30	\$395
<p>Delegation, Objective Setting and Control: This course clarifies the process of getting work done through others.</p>	AIM 121	Perth	Apr 11-12 Sept 5-6	\$345

HUMAN RESOURCE MANAGEMENT

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES	COST
<p>Problem Solving & Decision Making: To develop the skills of using a problem solving model and to apply it to the workplace.</p>	R & I Training T Brandis Harvey	Perth	Mar 15-17 Aug 9-11	\$390
<p>Performance Management: This course provides information on the aims of performance management, assessing and measuring performance, types of measuring systems, monitoring and controlling.</p>	AIM 503	Perth	Apr 6-8 Aug 2-4	\$390
<p>Assertiveness: The course content includes: understanding assertiveness; the difference between being assertive, aggressive and passive; standing up for your rights; practicing assertiveness.</p>	R & I Training T Brandis Harvey	Perth	April 19 Sept 14	\$160
<p>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.</p>	AIM 135	Perth	Jul 25-26 Oct 20-21	\$355
<p>Negotiation Skills: This course provides participants with a framework for negotiation which allows for changing circumstances and exposes a principled-bargaining approach.</p>	R & I Training T Brandis Harvey	Perth	Feb 8-9 Jun 28-29	\$260
<p>Fundamentals of Supervision: - Part 1. Provide skills for effective supervision of staff and building of relationships within a team.</p>	R & I Training A Brandis Harvey	Perth	May 16-20 Aug 15-19	\$650
<p>Fundamentals of Supervision: - Part 2. To provide a bridge between introductory skills and managerial skills for the effective management of people.</p>	R & Training A Brandis Harvey	Perth	Jun 14-16 Sept 27-29	\$450

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
WAGGAWAGGANSW2650
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.