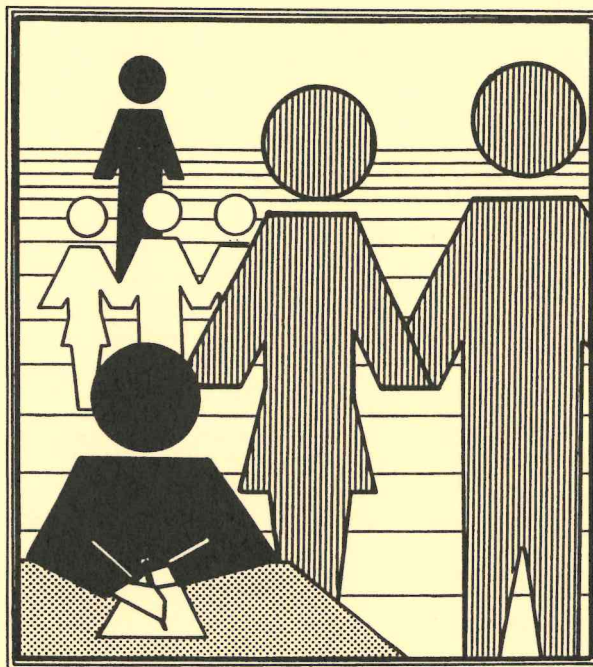




1997

DEPARTMENT OF PARKS AND WILDLIFE



Training and Development Manual 1997

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



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. The Training Centre at Dwellingup now has an electronic register, called the Australian Training Register (ATR), which lists over 32,000 public access training programmes, courses, conferences and seminars. On the job training, job rotation, transfers, and acting positions are all also 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 the training staff at the CALM Training Centre, Dwellingup.

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 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 CONCEPT electronic training register. Not all courses are currently accredited as meeting the required standards. Those courses which are accredited and registered with the Skills, Standards and Accreditation Board have an asterisks (*) alongside the title. Double asterisks (**) indicate international accreditation.

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 budgeting 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, ie. 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 Senior Training Officer, Mr Alan Byrne 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 Senior Training Officer.

- 2.7. Nominations must reach the Senior Training Officer six weeks prior to commencement of the course.
3. The Senior Training Officer, will then forward nomination details to the relevant training course coordinating 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 authorise 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 Senior Training 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.

PART 3

SHORT COURSES-1997

(*) Accredited Nationally
(**) NFROT or Accredited Internationally

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
COURSES IN FIELD OPERATIONS			
* 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. Cost is \$100 per person.	CALM William Towie Dwellingup (2 DAYS) F Lindburg FITS (1 DAY)	Districts	As required
* Driver Training (Light Vehicles 4x4): 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: <ul style="list-style-type: none"> • maintenance checks • stall out and recovery • mud and sand obstacles • ascents and descents • wheel placement • transmission wind-up. 	CALM Alan Byrne Dwellingup	Dwellingup Training Centre	June/July
* Driver Training (Heavy Duty 4x4): This three-day course is to provide new and inexperienced drivers with the necessary skills. B class licence an essential prerequisite.	CALM Alan Byrne Dwellingup	Dwellingup Training Centre	As required
* Law Enforcement Training: 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.	CALM Kevin Morrison Como	Dwellingup Training Centre Como SOHQ Training Centre	5-9 May (CALM Trainees Only) 27-31 Oct (All CALM Staff)
* Search Techniques: The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property.	S.E.S. Alan Byrne Dwellingup	Bunbury	August

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
* Field Engineer: This three-day course will provide officers with the knowledge and skills necessary for them to design, select and maintain roads. Topics include:	CALM Alan Byrne Dwellingup	Dwellingup	Oct
* Dieback Disease Management - Level 1 Course: The course contents include:	CALM Roger Armstrong John Asher Bunbury	As required	As required
<ul style="list-style-type: none"> • authority • procedure • map reading • area calculation • visual impact • environmental impact • road selection and design. 			
* Dieback Disease Management: - Level 2 Course: Course content includes:	CALM Roger Armstrong John Asher Bunbury	As required	As required
<ul style="list-style-type: none"> • policy • disease biology • disease distribution • disease symptoms and interpretation • sampling technique • mapping systems • hazard and operational hygiene 			
* Dieback Disease Management: - Level 3 Course: Course contents includes:	CALM John Asher Bunbury Roger Armstrong Bunbury	As required	As required
<ul style="list-style-type: none"> • policy • terminology applied to risk and hazard • disease mapping • hygiene evaluation • planning. 			
* 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.	CALM Wayne Schmidt Como	Point Walter	12-16 May

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
* Interpretive Activities Workshop: This three-day course is designed to provide staff with the knowledge and skills necessary to design interpretive activities that enrich the experiences of visitors to natural and cultural areas.	CALM Gil Field Lotte Lent Como	As required	As required
* 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 firearms including pistols, low-powered and high-powered rifles.	CALM Tony Brandis Harvey	As required	As required
* Introductory Course on Volunteer Management: This two-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 Programmes.	CALM Terry Hales Como	Como, Training Centre	10 - 11 Sept
* Fauna Conservation: This course provides staff with the skills and knowledge to establish and maintain fauna management Programmes. Content includes: <ul style="list-style-type: none"> • biology and animal behaviour • planning for fauna management • survey techniques • monitoring • habitat management • writing fauna management plans. 	CALM Keith Morris Science and Information Division Woodvale Peter Mawson Wildlife Branch Como	Collie (Batalling)	20-24 Oct
* 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.	CALM Alex Moylett Bunbury	Manjimup Bunbury Kelmescott	As Required
* 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 \$220 (all inclusive) for CALM staff.	CALM Wayne Schmidt Como	TBA	TBA - Four (4) courses throughout the year.

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* Statutory Investigation & Enforcement: This course is designed to meet the needs of all those involved in investigating possible breaches of legislation. It suits a wide range of legislative environments and powers, including field enforcement and desk investigations. This certificate course comprises a number of modules which will be made available to staff throughout the year.</p>	<p>CALM Alan Byrne Dwellingup</p>	<p>TBA</p>	<p>TBA</p>
<p>* Cave Guiding Course: This course is designed to provide participants with the skills and knowledge required to be able to provide visitors with quality, informative and enjoyable cave tours whilst minimising the impacts on the caves themselves.</p>	<p>CALM Ron Shimmon Yanchep</p>	<p>Yanchep National Park</p>	<p>As required.</p>
<p>South Coast Regional Seminar:</p>	<p>CALM Peter Fishwick Albany</p>	<p>Esperance</p>	<p>Aug/Sept</p>
<p>Soil Conservation Course: - Level 1 This is a half day course for CALM and contractor personnel. Participants will be taught how soil damage occurs and the factors that contribute to its severity. Basic work practices to avoid and rehabilitate soil damage and erosion will be presented. Courses will be held at District centres and include a field demonstration component.</p>	<p>CALM Roger Armstrong Bunbury</p>	<p>As required</p>	<p>As required</p>
<p>Verbal Judo: This 2-day course provides officers involved in regulatory duties to generate voluntary compliance. Cost is \$400 per person.</p>	<p>WA Police Dept Bill King</p>	<p>As required</p>	<p>As required</p>

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<u>COURSES IN HEALTH AND SAFETY</u>			
<p>* Work Safe: The aims of the course is to provide knowledge and understanding of Departmental Safety Policy and to develop a high degree of safety awareness. The course includes:</p> <ul style="list-style-type: none"> • accident investigation • use of Chemical Users Manual • Hazchem system • lifting and carrying • hearing protection • workers compensation. <p>Minimum number of 8.</p>	CALM Tom Wood Como	As required	As required
<p>* Health and Fitness: The one-day course contains personal fitness, effective exercise programmes, effect of alcohol, smoking and environmental stress and identifying a healthy lifestyle.</p>	CALM Linda Gilbert	At Districts /Regions	As required
<p>* First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	St John Ambulance or Tom Wood Como		As required
<p>Occupational Health & Safety for Managers/Coordinators: This course aims to provide up-to-date information on health and safety Programmes for managers.</p>	CALM Tom Wood Como	As required	As required
<p>Occupational Health & Safety for Supervisors: These courses provide the necessary details which allow supervisors to establish an effective prevention programmes in their areas of responsibility.</p>	CALM Tom Wood Como	Perth	As required
<p>Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects.</p>	APB CALM Tom Wood Como	APB Training Centre Forrestfield or as required	As required As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>1080 Operational Procedures: This 2-day course presents information on the use and handling of 1080 products used in pest animal control. Successful completion of this course is a legal prerequisite for holding a certification to use 1080 products. Holders of 1080 certifications must attend this course once every three years to maintain their accreditation. Cost is \$50 per person.</p>	CALM Roger Armstrong Bunbury	As required	As required
<p>Peer Support Critical Incident Debriefing Training: This course is aimed at training participants to be able to provide immediate assistance to a colleague or workmate that has been subject to a stressful incident. Cost is \$200 per person</p>	Michael Tunnecliffe and Pace WA (CALM's counselling service)	Perth	March 1997
<p>Peer Health & Fitness: This 2.5-day course is intended to train CALM personnel as advocates for health and fitness. The course covers health issues and resources available, fitness leadership and personal exercise plans.</p>	CALM Linda Gilbert Como	Superdrome	To be announced

COURSES IN MARINE QUALIFICATIONS

**	<p>Open Water Diver: This course is intended for CALM personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance and provide their own dive equipment, including scuba.</p>	CALM Alan Byrne Dwellingup	As required	As required
**	<p>Rescue Diver: 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>	CALM Alan Byrne Dwellingup	Hillarys	March/April
			Busselton	March/April
			Exmouth	August
**	<p>Dive 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>	CALM Alan Byrne Dwellingup	Rottneest	March

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
* Certificate of Proficiency in Small Vessel Handling: The aim of this four-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 five nautical miles off shore.	CALM Alan Byrne Dwellingup	East Fremantle	As required

COURSES IN SILVICULTURE

* Coupe Demarcation: (1 day) To provide CALM staff and harvesting Contractor personnel in particular, with the knowledge and skills necessary to be able to assess, plan and complete necessary demarcation of logging coupes prior to commencement of operations.	CALM William Towie Dwellingup	As required	As required
* Log Grading: (1 day) To provide Contractor personnel and CALM staff with the knowledge and skills to prepare and segregate log products according to relevant rules, specifications and Contracts.	CALM William Towie Dwellingup	As required	As required
* Coupe Certification: (1 day) To provide CALM and Contractors staff with the knowledge and skills to ensure Coupe Inspection and Coupe Certification requirements are completed in accordance to Contracts and Timber Harvesting Manual requirements	CALM William Towie Dwellingup	As required	As required
Logging Operation Information System (LOIS): - (1 day) To provide relevant Forest Resource Division staff with one to one coaching and assistance with general use of LOIS and problem solving.	CALM Merrilyn Kearney Bunbury	At LOIS user's, or as otherwise mutually agreed.	As required and mutually agreed
* Logging Operation Information System (LOIS): - (2 days) To provide relevant Forest Resource Division staff with the necessary skills and knowledge to operate and use LOIS. The course covers: use of the 709 form, contracts, delivery notes, enquiry screens, solving error messages, reports, TWR and FPLs.	CALM Merrilyn Kearney Bunbury	As mutually agreed.	As required and mutually agreed

Successful participants will be eligible for a personal LOIS security password.

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* Basic Faller Course: (Hardwood or Softwood) This course provides four-days (one-day theory and three-days practical) training in techniques and working methods necessary to safely fall "sound" trees up to 10 metre butt diameter. Pre-Requisite: Chainsaw Operator's Qualifications.</p>	<p>CALM William Towie Dwellingup (4 Days)</p>	<p>As required</p>	<p>As required</p>
<p>* Advanced Hardwood Faller Course: Provides participants with the necessary skills and knowledge to make appropriate assessment and felling cuts for difficult or/and hazardous trees including:</p> <ul style="list-style-type: none"> • heavy forward lean • hollow butt • multi legged trees • trees greater than 2.2x bar length • planning systems • hazards in fire situations <p>Pre-Requisite: Chainsaw Operator's Qualifications.</p>	<p>CALM William Towie Dwellingup (4 days)</p>	<p>As required</p>	<p>As required</p>
<p>* Timber Drying Course The course aims to provide participants with an understanding of the basic properties of wood, the principles underpinning the timber drying process and the skills needed to safely and effectively operate and maintain a kiln</p>	<p>CALM Manager, Timber Technology Harvey</p>	<p>CALM Timber Technology, Harvey</p>	<p>As required</p>
<p>Tree-Felling Supervision: A one-day course for Forest Officers responsible for supervising harvesting operations. Participants will be taught how to recognise different felling techniques by stump analysis.</p>	<p>CALM William Towie Dwellingup (1 Day)</p>	<p>As required</p>	<p>As required</p>
<p>Environment Protection: The aim of this course is to ensure both logging and harvesting contractors have a broad understanding of environmental management and to impart a positive attitude to conservation. Emphasis on dieback disease management.</p>	<p>CALM William Towie Dwellingup (1 Day)</p>	<p>As required</p>	<p>As required</p>

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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.	CALM Ron Newman Bryan Doust Busselton	Districts	April/May
* Hardwood Silviculture: On-the-job training covering silviculture specifications and includes training in visual resource management.	CALM Alan Seymour	Districts	As requested

PLANTATIONS GROUP COURSES

Plantation Establishment: This course aims to provide participants with sufficient knowledge and skills to meet the requirements for successful plantation establishment (pine and eucalypt). It will concentrate on the contract system, liaison with property owners, site evaluation, site preparation, weed control, planting and insect control.	CALM Ray Fremlin Bunbury	TBA	10-13 February
Further Courses: The Plantations Group is currently in the process of developing a range of training courses. These courses will eventually form the basis of complete training programmes suitable for the following groups: <ul style="list-style-type: none"> • contractors and operators • CALM personnel aspiring to join the plantations group • field assistants and assistant area coordinators • area coordinators • scheme managers • senior management • external agencies 	CALM Ray Fremlin Bunbury	Yet to be set	Late 1997

COURSES IN FIRE MANAGEMENT

* Incident Control System: The purpose of this module is to provide the participant with background knowledge about the Incident Control System used by the agency.	CALMfire Richard McAlinden Dwellingup	TBA	TBA
* Operational Management: The purpose of module is to provide the participant with the skills and knowledge to be able to manage the operational aspects of an incident. Course duration is four days.	CALMfire Richard McAlinden Dwellingup	TBA	TBA

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
* Logistics Management: The purpose of this module is to provide the participant with the knowledge and skills to manage the logistical arrangements at an incident. Expected course duration is three days.	CALMfire Richard McAlinden Dwellingup	TBA	TBA
* Incident Planning: The purpose of this module is to provide the participant with the knowledge and skills to manage the planning functions of an incident. Expected course duration is three days.	CALMfire Richard McAlinden Dwellingup	TBA	TBA
* Sector Commanders Course: The purpose of this module is to provide the participants with the skills and knowledge required to fill the operational position of Sector Commander at an incident. Expected course duration is three days.	CALMfire Richard McAlinden Dwellingup	TBA	TBA
* Level One Fire Fighters Course: This course is composed of a number of modules and is designed to provide participants with the skills and knowledge required to perform operational fire fighter duties. Dependant upon modules presented course duration is between two and five days.	CALMfire Regional and District Fire Coordinators.	TBA	As required
* Basic Fire Awareness: This course is designed to provide participants with the skills and knowledge to survive bush fire. This course is approximately five hours in duration.	CALMfire Regional and District Fire Coordinators.	TBA	As required
* Prescribed Burning Level One: This course is composed of a number of modules and is designed to provide participants with the skills and knowledge required to prescribe and conduct small non-complex prescribed burns. This course is approximately five days in duration.	CALMfire Regional and District Fire Coordinators.	TBA	As required

COURSES IN BUDGET AND FINANCE MANAGEMENT

* Simple Procurement: This 2-day course covers the purchasing process and application of Government policy. It meets the competency for simple procurement in the State Public Sector and covers purchasing documentation and procedures, specifications, legal and ethical aspects of purchasing, QA and customer service.	State Supply Commission	As required	TBA
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TITLE	CONDUCTED BY CONTACT	VENUE	DATES
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OTHER COURSES

<p>Coxswain's Certificate: 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.</p>	<p>Department Of Transport (Contact Alan Byrne - CALM)</p>	<p>TBA</p>	<p>TBA</p>
<p>Certificate Course in Timber Technology: 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.</p>	<p>TAFE</p>	<p>TAFE Bunbury (Part-Time)</p>	<p>Enrolments on 4th and 5th February.</p>
		<p>TAFE Manjimup</p>	<p>Enrolments by mid-February</p>

PART 4

ACCESSING THE AUSTRALIAN TRAINING REGISTER

The Australian Training Register

In 1996 Human Resources Branch purchased the Australian Training Register (ATR) on a trial basis. The system is an electronic register for training courses and resources available for all CALM staff to access through contacting the Training Staff, at Dwellingup. If the ATR system is proven to be beneficial, HRB will seek to make the system available on the Wide Area Network (WAN) in 1997.

Information on the system is as follows;

Background Information

The ATR is a computer database listing 32,000 public access training programmes, courses, conferences and seminars that is updated every month. The system also has the capacity to reference over 10,000 training resources eg films, videos, training packages and calenders. Considering the extensive range of the system, CALM staff should begin to think of this as their source of information on the various courses offered by external providers in the conjunction with the Training and Development Manual.

Course Categories

The number of courses, seminars, workshops and conferences across Australia contained within the ATR varies from month to month. Courses are divided into different categories. The categories are as follows;

- Communications
- Engineering
- Finance
- General Management
- Human Resource Development
- Information Technology
- Law
- Marketing Management
- PC Productivity
- Personal Development
- Public Sector
- Special

Training Register Search

The operator can select courses by category, keyword, title, provider, date, and location or any combination of these search parameters. The ATR system searches the register for all the courses seminars, workshops and conferences that meet the identified selection criteria.

Information about courses is displayed initially with;

- Course Title
- Duration
- Cost
- Location
- Date

Training Details

The ATR system can present a full screen of details about a particular course, seminar, workshop or conference. Details which are displayed include;

- Title
- Presenter Methodology
- Course aims / description
- Course outline / outcomes
- Who should attend
- Duration
- Cost
- Availability of discounts
- Course provider
- Contact phone numbers
- Location
- Venue
- Date

These details can be printed for distribution. The system can also print a facsimile form to either request additional information on a course or to reserve places.

UPDATES

The ATR is updated every month via computer discs. The system has a default capacity which ensures the system collapses if CALM does not renew the subscription annually

ADDITIONAL FEATURES

The system also has the following features;

- Database of Training Consultants
- Facility to add CALM's in-service training
- Optional specialised databases
- Locate Industry Training Authorities
- Pop up calender
- Links to Staff Management Systems
- Facility to add your own notes / comments on selected courses

Staff are encouraged to contact the training officers at the Dwellingup Training Centre for further information on accessing any of the 32,000 courses or 10,000 training resources available on the register.

UNDERGRADUATE COURSES

Undergraduate courses are available in a range of diverse disciplines. Many of these programmes can be accessed through Distance Education and Open Learning.

Below is a sample of the programmes available in natural and cultural resource management. However, information on a range of diverse programmes in a variety of disciplines (eg. management, information technology, tourism and leisure studies) can be accessed via the Training Centre, Dwellingup. Please contact the Training Staff for information regarding any of the undergraduate courses available.

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
telephone: (069) 22 2121

Bachelor of Applied Science (Environmental Management) - Edith Cowan University - Joondalup Campus.

The three-year Bachelor 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
telephone: (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
telephone (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
PO 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
telephone: (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
telephone: (075) 60 1276

POSTGRADUATE COURSES

With more and more private enterprise managers undertaking Master of Business Administration (MBA) and other business courses, management education is becoming an essential companion on the management career path. CALM managers and staff aspiring to fulfil middle to senior management roles should seriously consider enrolling in Post Graduate Management studies.

Perhaps the most important message about management education is the need to shop around for the course that really suits the individual, and the individuals career aspirations. This is especially true in these times of uncertain budgetary climate for higher education, with costs of courses likely to increase. CALM staff wishing to pursue the management field of study should contact the Training Staff at Dwellingup for information on the programmes available for both on campus and Distance Education modes.

The training staff can also access up to 6,000 post graduate programmes, in a range of diverse disciplines(eg. science, information technology) that are available throughout Australia.

PART 6

SELF-DIRECTED EDUCATION & TRAINING: VIDEO TRAINING PROGRAMMES

CALM supports progressive educational concepts, such as self-directed learning, particularly when distance, time and cost do not allow CALM staff to attend metropolitan or regional training Programmes. To this end, CALM has been looking for ways to bring training courses to as many CALM staff as possible. This is accomplished by the purchase of a library of training videos and manuals for distribution to CALM centres.

District or Regionally based facilitators/trainers will be used to run programmes. The videos and manuals will not be sent unless a facilitator/trainer is available.

The video titles are listed below:

1. The Power of Assertive Behaviour.
2. How to Successfully Manage your Time.
3. Effective Meeting Participation.
4. Team Building - a Positive Approach.
5. Courtesy, Etiquette and Attitude in the Workplace.
6. Managing Stress in the Workplace.
7. Effective Report Writing.

To order the above videos, please contact the training staff on (09) 538 1200, FAX (09) 538 1244 or Email address clmtrain@ois.net.au Videos will be loaned for a two-week period.

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 conduct 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 Senior Training Officer - Mr A Byrne, Dwellingup.

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?

Yes No

1 2 3 4 5

(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. PROGRAMMES 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. PROGRAMMES/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 programmes/organisation?

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

Please forward your comments to:

Senior Training Officer

Mr Alan Byrne

Department of CALM

Dwellingup 6213

Email: clmtrain@ois.net.au

Thank you for your cooperation.