

IT Strategic Plan 2004: IT Training Objectives, 2005 Update
 Report to IT Training Steering Committee meeting, 30 March 2005

The IT Strategic Plan 2004 is located at: http://www.monash.edu.au/about/itsp/ITSP/2004_update/Draft_IT_2004_Update.pdf

ITSP Initiative	Timing	Accountability	Current Status (since July 04)	Future Possibilities
IT Supporting Research: Provide IT services that support Monash Researchers: Establish a training framework for IT staff, Academic staff, and other appropriate University staff that incorporates IT Literacy, research skills, competency with specific relevant tools and research training partnerships	2005	ITS, SDU, Research Grants & Ethics Branch	SDU has /is developing a mapping of researchers and professional development provided to them (Sue Brown)	E-Research @ Monash Steering Group established, chaired by DVC Research, contact via Alan McMeekin
Competitive Advantage through the Student Experience: Ensure IT Literacy is embedded in graduate attributes and monitor student's acquisition of IT Literacy through the IT Training Steering Committee and Graduate Attributes Working Party	Dependent on Committee timelines	DVC (Academic), IT Training Steering Committee and Graduate Attributes Working Party	Revised Attributes include IT Literacy skills. Co-ordinator to be appointed (DVC Academic)	Develop programs post appointment of Co-ordinator

<p>Identify and provide innovative and relevant information literacy and ICT skills development programs</p>	<p>Ongoing</p>	<p>ITS, Library</p>	<p>Online training programs provided: International Computer Driving License pilot program 2004 to encourage increased IT Literacy skills. (Students) May extend to 2005 based on take up.</p> <p>TeachMe online programs available to all staff and students (common Microsoft applications)</p> <p>TeachMe Pre-test tool for all staff and students for self assessment to determine individual IT training needs</p> <p>Multi-purpose web based training tools evaluated for creation of online training and staff IT skills assessment, and other topics as required by faculties and divisions.</p> <p>Library provides Information Literacy programs, Information Literacy skills are included in revised Graduate Attributes.</p>	<p>Ongoing</p>
<p>Incorporate special needs into IT Training programs (e.g. people with disabilities, international students, transitional students)</p>	<p>Ongoing</p>	<p>IT Training Steering Committee</p>	<p>Monash International consulted re promotion of online training programs (TeachMe, ICDL) for transitional students engaged in Bridging programs. MI indicated students do not have time within current programs. However, TeachMe materials are available via portal.</p> <p>Inclusive Practices Advisory Committee representation and guidance</p> <p>Review of MEQ indicated students are broadly aware of IT training opportunities.</p>	

<p>Provide access to online training programs for ICT skills via the portal in support of the recommended Graduate Attributes Training to assist student</p>	<p>Ongoing</p>	<p>ITS, faculties</p>	<p>Established Computer Training channel via my.monash portal accessible by all students via Authcate single sign-on.</p> <p>Proposed re development of portal engine to include Learning and Development dependant on proposed Re development of portal engine in 2005/6</p> <p>New ask.monash FAQs for Computer Training released 2004 for students.</p> <p>Section in Computer Resources Guide (35,000 copies distributed) on IT training. TeachMe tutorials included in student cd-rom.</p>	<ul style="list-style-type: none"> • Ongoing • Proposed re development of portal engine in 2005/6.
<p>Pilot the International Computer Driving Licence for students</p>	<p>End 2004</p>	<p>ITS</p>	<p>Established in 2004 as an annual license to Learningfast online ICDL training program – provided to students cohorts in Monash South Africa, Science, Nursing and Dip Ed faculties Funding for license tests provided by ITS.</p> <p>Requires feedback from Science, Nursing and Diploma of Education to determine future needs and funding sources for ICDL implementation in 2005/6.</p>	
<p>Monash Staff Experience:</p> <p>In consultation with SSSD, establish baseline IT competency level for technical, administrative and academic positions, and ensure the integration of the IT skills matrix into standardised staff induction and development processes.</p>	<p>Ongoing</p>	<p>ITS (Dir CS), Manager SDU, SSSD</p>	<p>IT Skills Matrix – 2 versions identify core IT skills required for General Staff and Managers mapped to training resources, released 2004.</p>	<p>Ongoing Needs evaluation of communication and usage</p>

<p>Improve the management of IT training by continuing to measure the access and uptake of training within Monash, and benchmark with appropriate external organizations.</p>	<p>Ongoing</p>	<p>Manager SDU, SSSD IT Training Manager</p>	<p>SDU and ITS provides regular usage statistics for online and course-based IT training programs</p> <p>2004 project – SAP Training and Events Module, aimed at improving compliance reporting is well underway with pilot groups</p>	<p>2005 – review and planning of additional features of SAP</p>
<p>Under the guidance of the IT Training Steering Committee, enhance staff training by adopting the following strategies:</p> <ul style="list-style-type: none"> • provide essential IT training for academic and general staff that covers all software in the standard operating environment and core university applications • maintain staff training facilities at all campuses • monitor, co-ordinate and standardize the development of online training programs/materials across the university • implement a central repository for training information that details Courses, schedules and self paced learning resources, and publish in the my.monash portal 	<p>Ongoing</p>	<p>ITS (Dir CS), IT Training Manager</p> <p>Manager SDU, SSSD</p>	<p>Core IT skills and specialist admin systems training are identified in IT Skills Matrix for General Staff and for Managers</p> <p>Staff Training labs at all campuses funded and maintained by ITS (and jointly with BusEco at Caulfield)</p> <p>Monash Online Training Providers Network established 2004 to facilitate standards and QA for online training programs across Monash</p> <p>Content creation tools being sourced.</p> <p>Review Monash web site IT Training Index page to improve staff access to all IT training opportunities.</p> <p>Portal development to wait for new portal engine.</p>	<p>Skills matrix for academic staff to be commenced</p>

<ul style="list-style-type: none"> actively promote training opportunities at each campus include training within all relevant IT projects as uniquely identified tasks within the project plan, and provide the facility for ongoing training for the life of the system Training required for staff using lecture theatre equipment – provide after hours session 			<p>Training Roadshow planning underway – 21/4/05 Berwick – 22/6/05 Clayton</p> <p>Presentations to faculties, IT Management admin staff forums, etc.</p> <p>Undertaken as required</p> <p>Training sessions provided, especially at start of semester. Would be useful to review take-up and run promotion campaign.</p>	
<p>Develop a range of client-focussed IT resource kits:</p> <p>orientation /induction, Working from home, travel/nomadic workers, sessional/part-time staff</p>	By 2006	ITS (Dir-CS) IT Training Manager (ITS)	<p>Work with faculties (e.g. Fac IT, Bus Eco) to ensure all required information is covered in a consistent manner.</p> <p>Security @ Home kit distributed Jan 2005.</p> <p>Travellers Kit re scheduled to July 2005. Web info constantly updated.</p>	<p>No progress yet on sessional/part time staff. Steps:</p> <ul style="list-style-type: none"> improve IT training web index as central index, then ask faculties to promote. Review distribution of staff IT information brochure (ITS and Faculty IT managers)