

## Shea Business Consulting, Clients and Work Conducted 2007 – 2008

Client	Contract	Work entailed
Aspin Online Training and Consulting	On-line Tendering Course Diploma of Vocational Education and Training Practice (RMIT University)	Writing on-line training material Preparing course plan; mapping to Training and Assessment Training Package
Queensland TAFE	Justice of the Peace Course	Writing and editing a course
Reed Construction Data; Reed Information Services	How to respond to tenders successfully	Presentation of one day seminar in three states (using Aspin developed course)
Melbourne Fire and Emergency Services Board	Preparing course documentation for accreditation	Editing, quality checking
Hobson's Bay City Council	Laverton Education and Training Study (with Escalier Consulting)	Research, consultation, analysis, writing and editing
Ascet TAFE Training	Business services	Advice, research and professional development
Department of Education Science and Training	Evaluation services for the Australian Training Awards	Expert advice to Judging Panels in two Award categories (including reporting on site visits)
Business Skills Victoria	Careers in Business Services	Research, design and configuration of on-line career information
Specialist Energy Training Network (7 TAFE Institutions led by GippsTAFE)	Skills shortages in the Victorian Energy Industry; Renewable Energy Training Needs Assessment Report	Research, consultation, analysis, writing and editing
GippsTAFE	Advice on national initiative; Research and writing business case for a new campus	Research, analysis, writing and editing
TVET (previously Australian Training Products)	Alliance for the publication of learning and assessment materials	Preparing Training Package learning and assessment materials for publication
Victoria University	Future of the Culinary Arts at Victoria University	Research and investigation for a business proposal
DIIRD - Office of Tertiary Education and Training	Coordination of the Judging Process for the Victorian Training Awards, 2008	Organisation and oversight of the judging phases for all 13 Award categories.
Department of Education, Employment and Workplace Relations	Shortlisting for the national Award for Employers of Australian Apprentices	Evaluation of applications and conducting referees checks across 22 Australian regions
Victorian Curriculum and Assessment Authority	Planning implementation of software for Assessing and Reporting Employability Skills	Consultation; preparing a plan for a system wide roll-out targeted at all post-compulsory secondary students
e-Works	Auditing Toolboxes	Mapping toolbox content to competencies to check for currency and gaps
UCMS	Curriculum Mapping Workshops for staff of large private training provider	Conducted workshops to empower staff to conduct curriculum mapping of their company's courses to nationally recognised training
Department of Education, Employment and Workplace Relations	Presentation to National Conference of Australian Apprenticeship Centre	Presentation entitled: Evaluating Excellence in the Australian Training System
Aspin On-line Consulting	Preparation and presentation of three new short courses for Reed Information Services	Courses titled: Writing Winning Words; Completing tender forms; Preparing and Presenting Short-list Presentations

## Shea Business Consulting, Clients and Work Conducted 2009 – 2010

Client	Contract	Work entailed
DIIRD – Skills Victoria	Coordination of the Judging Process for the Victoria Training Awards, 2009 and 2010	Promotional work; eligibility checking; organising judging; advising judges; coaching winners for national awards.
Victoria University	Vocational Education Product and Market Analysis	Creation of sample templates for analysis and evaluation of courses, markets and competitors; providing sample evaluations; coaching staff in use of the tools produced.
Community Services & Health Industry Skills Council	Writing, Editing and provisions of expert advice on evaluation of excellence	Advice and writing documentation for the Accolades – a new national system to recognise outstanding achievements in the industry
Services Industries Skills Council	Quality Assurance of Training Package process – new qualifications for Holiday Parks & Resorts training	As a member of the Holistic Quality Assurance Panel for Training Packages
Limcorp Pty Ltd	Advice and writing documentation on public and private sector tenders for a cleaning company	Samples of standard responses to a private and a public tender and standard responses for use in these purposes
Department of Education, Employment and Workplace Relations	Minister's Award for Excellence – Employers of Apprentices	Short-listing of finalists for the 22 regions across Australia
Australian Education International	Roundtable for International Students with the Deputy Prime Minister	Devising a selection process; selection of a short-list for the Roundtable; preparation of an issues paper on International Students.
Government Skills Australia	Evaluation of the Qualifications for Interpreters and Translators	As a member of the Holistic Quality Assurance Panel for Training Packages
Business Skills Victoria and Construction and Property Services Industry Skills Council	Careers website for Electronic Security Industry	Creating a careers website including attractive presentation of material featuring video interviews with people carrying out the full range of roles in the Electronic Security industry.
Jobs Australia	Review of the Australian Training Network	Reviewing the operations of an RTO providing services to member organisations in all States & Territories
MW Training	Review assessment strategies for Advanced Diploma of Language, Literacy and Numeracy Practice in VET; Cert I in Information Technology and Cert IV in TESOL	Reviewing sample assessment materials and tools and advising on assessment strategies to meet the requirements of the AQTF 2010
Easy Guides	Evaluating trainer and learner materials covering high risk licensing areas	Evaluate materials against the NQC endorsed noted tick principles for support materials guidelines.
Department of Education Employment and Workplace Relations	Evaluation services for the Australian Training Awards	Expert advice to Judging Panel for the Prime Minister's Award for Small Business (including reporting on site visits)
School of ICT – Victoria University	Market research for a course in Business Intelligence Reporting	Consult with key people in employer organisations, SMEs and large corporations and advise the market need and course content.