

Attachment 5

OUTCOMES OF WEBMASTERS AND EXECUTIVE OFFICER FORUMS

1. WEBMASTERS' FORUM

Participants critically examined the new website. The consensus was that the site presents well and must be updated regularly.

The focus questions provided a basis for discussion and direction for suggesting improvements to the site.

POTENTIAL SITE USERS

Identifying the users of the site and their needs is of utmost importance.

- Users –customers were identified as follows:
- Teachers
- Parents
- Students
- Stakeholders e.g. Departments, Boards of Study,
- Principal Associations, School councils
- Researchers, students

UPDATING

- The responsibility for updating the site will remain with the National and State Webmasters
- To facilitate this, fortnightly reminders will be sent by the National Webmaster
- The Webmasters will meet in March as part of the Executive Officers Forum and also in the second part of 2006 to examine progress
- A series of teleconferences will also be conducted

ADJUSTMENTS

A number of proposals for improving the site were accepted:

- Front page should :
- Provide general information about Community languages Australia – Who are we and what are community languages schools
- Use limited text
- Insert feedback section and insert address for *Contact the webmaster*
- Introduce photo gallery
- Keep font consistent
- Provide statistics about number of languages, schools etc by State and Territory and nationally
- An internal counter should be included to evaluate use of site

EXECUTIVE OFFICERS ISSUES

Outcomes

- Officers will communicate as a network on a regular basis
- A standard data collection computer program has been developed to allow for better coordination of data and statistics.
- Delivery of a national PD program and calendar was also developed.
- A template for Ethnic School Association Annual Reports developed based
- Job Description Manual for Executive Officers to be considered
- A list of available training programs and PD offered nationally be circulated
- A National Tertiary Education Reference Group convened to discuss national training and PD needs to be established.