

Jan Hagston

Qualifications Bachelor of Arts, Monash University

Diploma of Education, Hawthorn State College (now Melbourne Uni)

Graduate Diploma of Special Education, Melbourne University

Masters of Educational Studies, Monash University

Certificate IV in Workplace Assessment and Training, Swinburne University of Technology

Advanced Diploma of Language, Literacy & Numeracy Practice in VET, SA TAFE

Current Position: Program Leader, Centre for Health and Wellbeing, Swinburne University

Professional Experience

Jan has extensive experience in adult, youth and vocational education covering teaching, research, delivering professional development, curriculum and materials development, project management and lecturing.

Since moving to Swinburne University of Technology (TAFE) at the beginning of 2005 she has managed workplace projects and delivery, has undertaken research and curriculum development and supported teachers in delivery and assessment.

Prior to working at Swinburne, Jan was involved in a range of other projects including managing the development of a range of education websites, undertaking research, leading the statewide professional development program to support the implementation of the Victorian Certificate of Applied Learning. Jan also has considerable experience in materials and curriculum development as project manager, instructional designer and content writer.

Employment History

2005 - Swinburne University of Technology – TAFE
Program Leader, Centre for Health and Wellbeing
Executive Officer, Human Services Curriculum Maintenance Manager
Teaching and Learning Advisor
Coordinator, Workplace Skills Access

1988 – Education Consultant, Skill Ed/Multifangled

2004 – 2005 Manager, Research and Projects, Language and Professional Support Centre, CAE

2001 – 2003 Manager, Research and Projects, Language Australia

1989 – 2001 Coordinator, Adult Education Resource and Information Service (ARIS), Language Australia

1989 – 1990 Education Officer, Division of Further Education

1988 – 1989 Project Officer, Victorian Council of Social Services

1987 Youth Affairs Council of Victoria

1986 Victorian Adult Literacy and Basic Education Council

1975 – 1986 Co-ordinator, Adult Literacy Program, Holmesglen College of TAFE.
Teacher of adults returning to study, Caulfield Institute of Technology.
English and Humanities Teacher, Victoria & Western Australia.

Project management

Projects managed include:

- Resource development (print-based, on-line, CD ROM and DVD)
- Curriculum development
- Professional development
- Research
- Information service
- Workplace English Language and Literacy and industry based training.

Responsibilities include:

- Educational leadership
- Budgeting
- Coordinating project personnel and industry trainers
- Quality assurance
- Ensuring outcomes are achieved on time
- Liaison with funding bodies.

Materials development

Resource development including management, writing and instructional design of a range of print-based, on-line and multimedia materials. These have included:

- *VCAL Road Safety Literacy and Numeracy Units* for VicRoads (print and on-line)
- Facilitator's guide for the NYRB Apply adult literacy methodologies to develop literacy skills, a unit from the Advanced Diploma of English Language, Literacy and Numeracy Teaching Practice in VET
- Workplace materials – print-based, DVD & interactive multi-media
- CGEA online website
- Learn 2 Learn website/CD ROM
- Basic skills in the Cybercentre (website)
- Brush up your basic skills (website and CD ROM)
- a series of flexible learning materials for youth and adult literacy and numeracy students. The materials consist of over 25 print-based Learner Resources with accompanying , Learner and Trainer Guides, a Manual for Placement Assessment, a Record Keeping Book, a CD ROM and a Web site (Published 1998/9, 2001 + updates)
- *Working Words* - a print-based resource on the use of plain English in the workplace
- *Football, meatpies and Toyotas* - a print-based literacy and numeracy workbook for adult and youth learners
- materials for workers in the clothing production industry
- literacy content adviser to Protea Textware for a range of CD ROMs
- writing a range of information sheets on topics such as Family Literacy, Reading, choosing computer software.

Professional development and training

- Delivery of TAA units as part of an induction program for new trainers
- Professional support, including mentoring and delivery of training, to Swinburne teachers and assessors
- Leader of professional development program to develop skills in workplace delivery and program management
- Leadership and management of mentoring project to develop skills of trainers in working in industry (2005)
- Project manager with active participation in the statewide VCAL professional development and learning programs (2003 & 2004)
- Professional development and teacher training - adult education, literacy and numeracy for adults and youth, adult learning principles and methods, assessment and evaluation, VCAL literacy etc (ongoing)
- Lecturer (casual) in Adult Education and Assessment and Evaluation, Faculty of Education, Language and Community Services, Royal Melbourne Institute of Technology (1997).

Curriculum development

Project manager with active participation in range of projects developing accredited curriculum

- Victorian Certificate of Applied Learning (VCAL) Senior Extension Course and Units (2003)
- VCAL Literacy and Numeracy Units (2002 & 2005)
- Certificates in General Education for Adults (CGEA) (2001 and 1996)
- Certificate II in Circus
- Diploma of Visual Arts
- Certificate IV in Dance

Curriculum consultant

- Grad Certificate of Social Science (Literacy and Numeracy Teaching in VET) (under development)
- Certificates in Science for Adults.

Research

Projects have included:

- Development of workforce profile for social model of aged care (current)
- Numeracy in the workplace, NCVET funded project (2006/7)
- Analysis of the Australian data from the International Adult Literacy Survey (2001-2)
- Use of the Internet with adults with low levels of literacy
- research projects undertaken for community sector and educational organisations on program evaluation, training needs analysis, disability support and community employment. Projects were undertaken for a range of organisations including eg. ANTA, Adult, Community and Further Education Board, Victorian Council of Social Services, Youth Affairs Council of Victoria, Victorian Adult Literacy & Basic Education Council
- Coordination of the Adult Literacy Research Network (1998). The Network consisted of 7 centres in universities across Australia.

Other

- Coordinator of the Adult Education Resource and Information Service which provided professional, research and information services on adult and community education, adult and youth literacy and numeracy. (1989 – 2001)
- Teaching adult literacy programs - TAFE Institute and Adult Community Education provider
- Teaching in schools in Victoria and Western Australia.
- Coordination of adult literacy program, Holmesglen Institute of TAFE (100 + volunteer tutors and paid teachers)
- Vice President, Australian Council for Adult Literacy (2002-4)
- President, Australian Council for Adult Literacy (2004/5)

Major publications

An I opener: use of the internet with adults with low levels of literacy, 2004, CAE Press

Brush up on your skills (joint author) literacy and numeracy website (revised 2004), TAFE frontiers, Melbourne, Vic

Certificates in General Education for Adults, 2002, Adult, Community and Further Education Board, Victoria, Melbourne (co-writers L. Davidson, R. Butcher, D. Ibrido, J. Lucas, C. Ridley, D. Tout & D. Young)

Curriculum Guide: The Conceptual Framework for Further Education, 2000, Adult, Community and Further Education Board, Melbourne (joint author with D. Bradshaw, C. Brack, M. Hickson & R. Hodge)

Exploring the International Adult Literacy Survey data: Implications for Australian research and policy, 2002, Language Australia, Melbourne

Facilitator's guide to NYRB Apply adult literacy methodologies to develop literacy skills, a unit from the Advanced Diploma of English Language, Literacy and Numeracy Teaching Practice in VET, 2007, DEST, Canberra

Football, meatpies, kangaroos and Toyotas: A study book for literacy and numeracy, 1999, Skill Ed P/L, Melbourne

Flexible learning materials for the CGEA. This is a set of 18 Resource Manuals and accompanying materials. Published by Open Training Services, (joint author) 1998-9

Music, gigs and concerts, 2001, TAFE frontiers, Melbourne

Newspapers, 2001, TAFE frontiers, Melbourne

Placement Assessment and RPL, 1999 & revised 2002, TAFE frontiers, Melbourne (joint author)

Thinking beyond numbers: Learning numeracy for the future workplace (joint author with B. Marr)

Work and the dole, 2001, TAFE frontiers, Melbourne,

Working Words: A User's Guide to Written Communication at Work, 1994 & revised 2002, Adult, Community and Further Education Board, Victoria, Melbourne

VCAL Road Safety Literacy and Numeracy Units, VicRoads, Kew, Vic, 2006 (joint author with D. Tout & L. Kindler)

Articles include:

- "A basic education curriculum for adults and adolescents" 2000, *VATME Newsletter*, No.95, Apr/May, pp.14-15
- "An Australian approach to adult basic education" 1998, (with Tout, D), in *Basic skills and further education : communities confront linguistic elitism and social exclusion*, edited by Anna Frankel, Liz Millman and Frank Reeves. Bilston, Wolverhampton: Bilston Community College Publications. pp.156-162
- "Assessment: A Balancing Act" 2007, (with D. Tout) in *Assessment Practices in Adult Basic Education*, Grassroots Press, Edmonton, Canada.
- "Benefits of literacy skills: exploring the International Adult Literacy Survey data." 2003, *Literacy Link*, Vol.23 no.1, Feb.
- "Benefits of literacy skills: exploring the International Adult Literacy Survey data." 2003, *Australian Language Matters*, Vol.11 no.2,
- "Beside the whiteboard: Sweden's unique folk high schools", 2000, *Fine Print*, Vol.23 no.1, Autumn. pp.34-35
- "Folk high schools – an important part of adult education in Sweden", 2000, *ARIS Resources Bulletin*, Vol. 11 no 2, p: 1-3
- "Literacy and Industry", 1991, (with Tout, D), *CATALPA Bulletin*, Vol.1 no.2.
- "Literacy, literacy education and ICTs, particularly the internet", 2004, *Australian Language and Literacy Matters*, Vol 1, no 1
- "What Makes a Good Adult Basic Education Resource" 1994, (with Tout, D), in *Voices of Experience Book 7: Resources for Teaching and Learning*,
- "Social content and purpose in adult basic education curriculum", 1997, in *Language learning and culture: unsettling certainties. Proceedings of the first joint national conference of the AATE, ALEA and ASLA: vol. 1*, Darwin,: pp.177-181
- "The internet in learning literacy: are you game?" 2005. *Fine Print*, vol. 21, no. 1
- Transforming lives, transforming communities: a conceptual framework for further education. Information sheet*, 2000, Adult Education Resource and Information Service (ARIS) Language Australia, Melbourne,
- "Writing learning materials for adult literacy and basic education students for flexible delivery: Some challenges", 1998, *Literacy Broadsheet*, no.49, pp.33-36.