2018 ‘No Frills’ pre-conference workshop

VOCEDplus: telling the VET story

Notes

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What is VOCEDplus?

VOCEDplus is a free international research database and website for vocational education and training (VET) produced by the Knowledge Management branch at NCVER and available at: www.voced.edu.au

It covers a range of topics, including research relating to higher education and the labour market that focus on workforce needs, skills development and social inclusion.
VET Knowledge Bank

The VET Knowledge Bank is a suite of products that tell the story of VET in Australia. Together, they capture the diverse, complex and ever-changing VET system and is a memory bank of VET reference information.

What’s in the VET Knowledge Bank?

The VET Knowledge Bank contains overviews, timelines and links to documents, including:

- a chart mapping the VET sector showing the paths individuals take through the VET system, as well as the drivers and enablers that contribute to the process
- a timeline of VET programs and policy initiatives from 1998-2017 that may have influenced enrolments and completions of VET courses, apprenticeships and traineeships, at national, state and territory levels
- a timeline of federal legislation relating to VET
- milestones in the history of VET timeline
- links to essays, theses, reports and books about the history of VET in Australia
- key landmark documents that have influenced and shaped the national VET system
- the glossary of VET

Good to know

There are currently six timelines in the VET Knowledge Bank that you can also access from the Timelines page under the ‘Tools’ tab.
Navigating around the VET Knowledge Bank

Location of the VET Knowledge Bank


- The following logo appears on all VET Knowledge Bank pages. Click on the logo to return to the VET Knowledge Bank homepage.

![VET Knowledge Bank Logo](image)

- Some of the VET Knowledge Bank products have multiple resources in them. These are provided as links on the ‘parent’ product pages and ‘breadcrumbs’ are provided on the individual resources page to navigate to the parent product.

Example

The ‘Governance’ page provides information about current Ministers responsible for Skills and training (federal and states/territories), state and territory training authorities, and VET regulators. It also includes the following timelines:

- Prime Ministers and Ministers responsible for skills and training from 1992 – current
- COAG ministerial councils (from ANTA MINCO to CISC) and their committees and advisory bodies
- Federal legislations relating to VET

![Governance > Legislation](image)

**Good to know:** Links to some resources are provided on more than one product page. The ‘breadcrumbs’ take you to the ‘parent’ product. You can use your browser’s back button to return to the previous page.
Timeline of Australian VET policy initiatives: 1998-2017

This timeline is a product in the VET Knowledge Bank – access it by clicking on ‘Policy initiatives’ from the main VET Knowledge bank page.

Tips on using the timeline

- The timeline can be filtered by jurisdiction and category. Multiple jurisdictions and categories can be selected. To remove the filters applied, double click on the cross at the top right of the screen. A description of the categories is available under the timeline.

- To view more information about an event, hover over the event. More information will appear in a pop-up.

- The description pop-up box may also include URLs to publications, legislations or websites. You need to anchor the pop-up to be able to click on the URL. Do this by clicking on the event.

Amendments to National Vocational Education and Training Regulator Act and NVETR Charges Act

2017 - Continuing

Amendments to the National Vocational Education and Training Regulator (NVETR) legislative framework were made to ensure the Australian Skills Quality Authority’s (ASQA) fees and charges align with the Australian Government Charging Framework.


Commonwealth


Feedback: vuced@ncver.edu.au
To search for events in the timeline, open the search by clicking on the drop-down icon.

Searching the timeline is as easy as 1, 2, 3… and 4:

1. Untick the ‘All’ checkbox

2. Type your search

3. Tick the checkboxes of the entries you want to display

4. Click ‘Apply’

   To clear the search, click on the little funnel icon or click the ‘All’ checkbox.
Searching VOCEDplus

Basic search

The basic search is available on the VOCEDplus home page and on all search results pages.

- To search using the basic search option, type in the search term and click the search button or press enter.
- The default operator between terms is **OR**. This means that if you enter more than one search term, the search will look for all items that contain at least one of the terms entered.
- To retrieve only those items that contain **ALL** the terms entered, add the word **AND** between each word.
- To exclude a term from your search, add **NOT** between the search terms.
- To search for a phrase, enclose the words within double quotes i.e. “”.

Examples

If you type **australian apprentices**, the search will look for items with either **australian** OR apprentices.

If you type **australian AND apprentices**, the search will look for items with both **australian** AND apprentices.

If you type **apprentices NOT australian**, the search will look for all items with apprentices and exclude items with australian.

If you enclose australian apprentices in double quotes, the search will look for all items where australian apprentices appears as a **phrase**.

**Good to know:** The basic search looks in both the metadata as well as the full text of documents, so search results may sometimes be quite large.

**Tip:** If your search finds too many items: use the filters on the search results page to refine your search; or use the guided search to limit your search to a specific field.
Advanced search

The advanced search page can be accessed by clicking on the 'Advanced search' link under the basic search box on the home and search results pages. This search page offers two search options:

- Guided search
- Expert search
Guided search

The guided search is useful if you want to:

- Search in a specific field or combination of fields
- Limit your search to a date range

Two search rows are displayed by default. Add more rows by clicking on ‘Add one more’ button. Remove additional rows using the ‘Remove’ button. The last row will be removed each time you click the ‘Remove’ button.

Each search row has a drop-down list to the left of the search box that lets you select the search field. The default is ‘All fields’. This is the same as searching using the basic search box on the home page. Other searchable fields are: Author, Corporate author, Title, Abstract, Subject/Keyword, Geographic subject, Date, ISBN and ISSN.

Search terms in different rows can be combined by selecting BOOLEAN operators AND, OR, NOT from the drop-down to the left of the field.

The drop-down to the left of each field lets you choose how you want the search terms to be treated i.e. if multiple words are entered in a field, do you want the search to find items that contain all the words, any of the words, or the words as a phrase.

Good to know: Do not use the guided search for complex searches where multiple rows are combined with different BOOLEAN operators (AND, OR, NOT) between the rows.
Example of a guided search

To search for items **authored** by **Phil Loveder** on **apprenticeships** published between **2010 to 2018**, enter the search as shown below:

Good to know

The Subject/Keyword fields are controlled fields. When searching in these fields, only use terms listed in the Subjects and keywords document available at: [http://www.voced.edu.au/content/subjects-and-keywords](http://www.voced.edu.au/content/subjects-and-keywords)

Data in the Author field (personal names) are entered in the following format: Surname, First name.

**Tips**

If you enter first name followed by surname, then select ‘All of these’ and not ‘As a phrase’.

The ‘Browse Authors’ feature is another way of finding items by author. ‘Browse Authors’ is available under the ‘Browse’ tab on the menu.
Expert search

Use the expert search for complex searches.

- The expert search includes a query builder which appears under the search button to help you construct the search.
- The query builder contains a drop-down list of searchable fields that you can add to the search box.

How to do an expert search:

Example: You want to find information on work integrated learning and the employability of graduates in Australia and New Zealand over the last 10 years and you’re only interested in journal articles.

We will search in the following fields: Keywords, Geographic subjects, Year published and Resource type.

1. Use the query builder to select and add the Keywords field from the drop-down list to the search box. Type in:
   ("work integrated learning" AND employability)
   - The brackets are used to group the two search terms under the keywords field.
   - The quotation marks indicate the words work integrated learning is a phrase.
   - AND is used between the two search terms because we want to find items that include both these terms

2. Type in AND, select and add the field Geographic subject. Type in:
   (Australia OR "New Zealand")
   - This time we use OR between the search terms because we want items that have either Australia or New Zealand in the Geographic subject field.

3. Type in AND and select and add Resource type. Type in article

4. Now select and add Year published and type in:
   [2008 TO 2018]
   - Square brackets are used for an inclusive date range

5. This is how the search string appears in the search box. Click the search button to execute the search.
Here is an expansion of the above search to include additional search terms related to work-integrated learning: cooperative education, integrated training, work-based learning, experiential learning. There are two ways to enter this search:

```
tm_metadata.keyterm:('work integrated learning' OR "cooperative education" OR "integrated training" OR "work based learning" OR "experiential learning") AND employability) AND tm_metadata.geographicsubjects:(Australia OR "New Zealand") AND tm_metadata.resourcetype:article AND sm_metadata.yearpublished:[2008 TO 2018]
```

```
tm_metadata.keyterm:('work integrated learning' OR "cooperative education" OR "integrated training" OR "work based learning" OR "experiential learning") AND tm_metadata.keyterm:employability AND tm_metadata.geographicsubjects:(Australia OR "New Zealand") AND tm_metadata.resourcetype:article AND sm_metadata.yearpublished:[2008 TO 2018]
```

Tip

The keyword field is a controlled field - this means the search terms entered in this field must be VOCEDplus keywords (see [http://www.voced.edu.au/content/subjects-and-keywords](http://www.voced.edu.au/content/subjects-and-keywords)). You can also search in the title and/or abstract fields and include additional search terms not on the keywords list. ‘All fields’ is also an option but not all items retrieved may be relevant).
Refining and modifying search results

Information on the search results page includes:

- the number of items found (top right)
- filters to drill down into the search results (to the left)

- the following filters are available:
  - Authors (personal and corporate)
  - Subjects
  - Keywords
  - Geographic subjects
  - Resource type
  - Peer reviewed
  - Date

- Each time you click on a filter, you are drilling down into the search results and the search results will get smaller and smaller.

- To modify your search, you can add or remove search terms.
Example

1. Search for “skill needs”.

2. Filter the results to journal articles only by clicking on ‘Article’ under ‘Resource type’. Note that once you apply a filter, two checkboxes appear under the search box. This allows you to retain your original search terms and/or filters and add other search terms to modify the results.

3. Tick ‘Retain current filters’ to still limit your search to Articles. Tick ‘Retain search terms’ to retain your original search term ‘skill needs’. Note that when you tick the ‘Retain search terms’ a drop-down list of BOOLEAN operators appear so you can choose how you want the additional search terms to be added to your original search.

- If you type “teaching and learning” and select the BOOLEAN operator AND, then all journal articles that have the phrases “skills needs” AND “teaching and learning” will be found.
- If you type “teaching and learning” and select the BOOLEAN operator NOT, then all journal articles that have the phrase “skills needs” but NOT “teaching and learning” will be found.
My selection and the citation tool in VOCEDplus

‘My Selection’ page

- The search results and full record pages have a ‘Add to my selection’ link.
- Clicking on this link adds items to the ‘My Selection’ page – available from the top menu.

Citation tool

- The citation tool is available on the ‘My Selection’ and full record pages.
- The citation tool allows you to download or email a single item from the full record page or multiple items from the ‘My Selection’ page.
- Three format options are available:
  - Citation only generates a formatted reference in the NCVER Author-Date and two other styles. **Tip:** Add multiple items to ‘My Selection’ and use the citation tool to generate a reference list or bibliography.
  - Full record lets you download or email full the record page for each item (not the full text of documents).
  - EndNote lets you import the metadata into EndNote.
How to access the full text of items in VOCEDplus

Of the 78,000+ items in VOCEDplus, over 47,000 are available online, either in VOCEDplus itself or freely available on the publisher’s website. For items not available online, most are available through our document delivery service. Some items are also available for purchase from the publisher or third-party website.

Access to the full text of documents is available from the VOCEDplus full record pages. Click on the item title on the search results page to get to the full record page.

Items available online in VOCEDplus

If an electronic copy of the item is in VOCEDplus, the file(s) will appear at the bottom of the screen.
Items freely available from the publisher’s website

If an item is freely available from the publisher’s website, the URL is provided under ‘Access item’ on the full record page.

Skills for a global future

Permanent URL for this page: http://hdl.voced.edu.au/10701/460834.

Author: Payten, Anna; Knight, Genewieve

Abstract:
The size of our future prosperity will be determined partly by our ability to innovate and harness new technologies. This will require a skilled workforce whose skills can match, or are better than, our global competitors. So, what are the skills needed for a more interconnected, global world? The 'No Frills' 2018 discussion paper explores this question and aims to encourage conversation and discussion on this topic.

Access from publisher's website.

Subjects: Skills and knowledge; Employment; Globalisation; Demographics; Technology; Vocational education and training

Keywords: Skill needs; Employment opportunity; Employability; Job skill; Technological change; Education and training needs; No Frills Conference

Published: Adelaide, South Australia. NCVER, 2018

Good to know

If you come across a broken link or have difficulties accessing the full text, please contact the VOCEDplus team at voced@ncver.edu.au. We may be able to provide you with a copy of the document.
Items not available free online

Older items and articles from subscription-based journals are not available online. You can request a copy of the item using our document delivery service. We provide electronic copies of items where we are able to do so without breaching copyright.

We also provide loans of items within Australia, but you may be asked to contact your local or institutional library to arrange an inter-library loan; exceptions may be negotiated if necessary.

- Click on the ‘Request from NCVER’ link to access the document delivery form requesting a copy of the item. Note that for articles from subscription-based journals, we also provide a link to the publisher’s website as an alternative source for getting the full text.

Guidelines for determining skill needs in enterprises

Good to know

The document delivery service is free for up to 10 items per week.

Fun fact

In 2017-18, we supplied over 1,000 items through our document delivery service.
Items not held in the VOCEDplus collection

A small number of items indexed in VOCEDplus are not freely available online and we don’t have a copy in our collection. In these rare instances, a link to the publisher’s or a third-party website is provided under ‘Access item’.

Relevance of technical training institutions taught skills to current job skill needs in industries and business organizations

Author: Mathaa, G. M.; Sang, A. K.; Mbagua, Z. K.

Abstract:
Technical education in Kenya is a necessary condition that enables members of society to productively function in a technologically rapidly changing society. Technical training institutions (TTIs) have the responsibility to develop skilled artisans, craftsmen and technicians for employment in business organizations and industries. The training in TTIs should therefore be market driven. The current study was designed to investigate the perceptions of employers towards skill training in TTIs to skill needs in industries and business organizations. Descriptive survey research design was used

Subjects: Vocational education and training; Providers of education and training; Skills and knowledge; Employment; Students; Industry; Policy

Keywords: Technical education and training; Technical institute; Skill development; Skill needs; Skill upgrading; Skilled worker; Graduates; Employers; Business; Training policy; Education work relationship; Education industry relationship; Training employment relationship

Geographic subjects: Africa; Kenya

Published: Port Harcourt, Nigeria: University of Port Harcourt, 2010

Access Item:
Publisher or alternative source

Good to know

- You can search Trove (for Australian libraries) or WorldCat (catalogues of libraries from all over the world) to see if a copy is available in a library near you:
  - https://www.worldcat.org/
Other tools and features

Pod Network

The Pod Network was created as a new approach to enable easier access to VOCEDplus content by clustering information under 20 broad topics (Pods) and over 70 sub-topics (Podlets).

The Pod Network can be accessed from the ‘Tools’ tab in VOCEDplus.

Good to know

The Pod Network is currently under review to ensure the Pods reflect current research areas in VET and to streamline the content provided on the Pods.

If you would like to provide any feedback on the Pod Network, please email voced@ncver.edu.au
Focus on page

The Focus On page provides information – research and resources – on topical issues in VET. The latest ‘Focus on’ topic is *Soft skills, employability and education*.

The Focus on page can be accessed from the ‘Tools’ tab in VOCEDplus.

Links to past Focus on topics is provided on the current ‘Focus on’ page – right hand column at the bottom of the screen.

**Good to know**

‘Focus on’ pages do not get updated once they’ve been published. The publication date appears at the bottom of each Focus on page.

Special collections

A number of special collections have been created in VOCEDplus to provide easy access to specific groups of documents in VOCEDplus. These include:

- historical collections of publications such as documents published by the former Australian National Training Authority (ANTA) – these have been digitised and available electronically in VOCEDplus
- key documents in VET such as policy documents and other important reports
- thesis collection
- literacy and numeracy resources from the ALNP and WELL programs
- publications relating to the Australian Qualifications Framework (AQF) – the AQF is currently under review
- resources published by UNEVOC, UNESCO’s International Centre for Technical and Vocational Education and Training
- papers from key VET conferences
- The Special collections page can be accessed from the ‘Tools’ tab in VOCEDplus.

**Fun fact**

The VOCEDplus database has over 78,000 items of which 47,000+ are available electronically. Not all of these were born digital. Since 2011, the VOCEDplus team has digitised more than 18,000 documents comprising nearly a million pages.
To see what’s new in VOCEDplus:

- See the ‘New Titles’ page under the Browse tab
- Follow @VOCEDplusTitles in Twitter
- Subscribe to the New Titles RSS feed from the VOCEDplus home page
- See VOCEDplus highlights – available from the VOCEDplus homepage

To get news and other information about VOCEDplus:

- Follow @VOCEDplus on Twitter
- Subscribe to VOCEDplus News (quarterly) and NCVER News (fortnightly) from the NCVER portal

If you have a question about VOCEDplus or need help finding information:

- voced@ncver.edu.au