

# 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

## Background

Jan is a passionate and experienced educator who specialises in adult and youth education with a focus on literacy and numeracy and educational practices appropriate for non-traditional education settings. She taught in secondary schools before working in the vocational education and training sector where she has had broad experience in working at a local, regional, state and national level in curriculum and materials development, professional development, and research. She has worked across education sectors - schools, TAFE institutes, adult community education providers, universities, and in workplace programs.

Since 2002, Jan has been closely involved in developing curriculum and learning programs for young people 15 – 19 years of age. This has included the development of the accredited literacy and numeracy components of the Victorian Certificate of Applied Learning (VCAL), one of two senior secondary certificates in Victoria; managing and delivering professional learning to support teachers working with young people, particularly those at risk of disengagement from education; and developing educational materials for these students.

Much of Jan's work involves the development of educational materials customised to the needs of the learner group. She has been able to marry her knowledge of educational principles and literacy theory and research with instructional design and materials development skills to produce resources that are relevant for different target groups.

## Employment overview

- 1990 - Education Consultant / Director, Skill Ed / Multifangled
- 2007 – 2013 Member of the Literacy Expert Group for the Programme for the International Assessment of Adult Competencies (PIAAC), an OECD initiative. PIAAC is a survey covering literacy, numeracy and problem solving and will be undertaken in approx 30 countries in 2001/12: The role of the Literacy Expert Group is to develop the framework, provide advice on the test items and the proficiency scale
- 2008 – 2012 Executive Officer for the Victorian Applied Learning Association (VALA), the peak professional organisation for applied learning educators, including those working in Victorian Certificate of Applied Learning Programs (VCAL)
- The role, undertaken as a consultant, included managing a WorkSafe Victoria funded project to develop educational resources for young workers, particularly those in VCAL. See [www.safe-t1.net.au](http://www.safe-t1.net.au)

- 2010 – 2011 Consultant to VicRoads on three different educational programs (P drivers, VicRoads VCAL units, Keys Please) targeted at young people who have either just gained their driving licence or are about to.
- 2011 Language, literacy and numeracy train the trainer for Australian Training Network, Jobs Australia
- 2009 Consultant to the John Richards Initiative, Faculty of Health Sciences, La Trobe University to support the development of a model of profiling the work of the aged care workforce
- 2009 Curriculum consultant to the Centre for Multicultural Youth in relation to the Out of School Hours Learning Support Program tutor training program
- 2008 Program Leader, Centre for Health and Wellbeing, Swinburne University of Technology (TAFE), developing a workforce profile and model for aged care
- 2007 Executive Officer, Human Services Curriculum Maintenance Manager, Swinburne University of Technology (TAFE) with responsibility for developing and maintaining accredited courses
- 2005- 2006 Coordinator, Workplace Skills Access, Swinburne University of Technology – TAFE
- 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:

- Managing the range of projects and work of the Victorian Applied Learning Association (VALA). This included the general running of the organisation, overseeing and taking part in professional learning activities, managing resource and curriculum development projects, etc (2008 – 2012)
- Resource development (print-based, on-line, CD ROM and DVD), e.g. SAFE-T1: workplace health and safety resources for young workers and their teachers – [www.safe-t1.net.au](http://www.safe-t1.net.au) (2008 – 2011)
- Curriculum development, e.g. Development of the Victorian Certificate of Applied Learning (VCAL) Literacy and Numeracy Units (2002) and Senior Extension Course and Units (2003)
- Professional development, e.g. statewide project to support the implementation of the VCAL (2003 & 2004)
- Workplace English Language and Literacy and industry based training, e.g. training and development programs in manufacturing, engineering, health and community services industry areas (2005 – 2006)
- Research, e.g. Coordinator of the Adult Literacy Research Network (1998)

- Information service, e.g. ARIS – the Adult Education Resource and Information Service (1989 – 2001).

Responsibilities have included:

- educational leadership
- budgeting and financial management
- coordinating project personnel and industry trainers
- quality assurance
- consulting with a range of stakeholders
- liaising with funding bodies.

### **Curriculum development**

Project manager with active participation in the development of a range of 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 (2007-8)
- Diploma of Visual Arts (2007-8)
- Certificate IV in Dance (2007-8)

Curriculum consultant

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

As the Executive Officer for the Human Services Curriculum Maintenance Manager, Jan also provided advice to organisations in relation to curriculum development and accreditation.

### **Materials development**

Education resource development including management, writing and instructional design of a range of print-based, on-line and multimedia materials. Resources include:

- *SAFE-T1 – resources for young workers and their teachers* ([www.safe-t1.net.au](http://www.safe-t1.net.au)) – a website containing online, multimedia and print-based teaching and learning resources as well as information about young workers and occupational health and safety (2008 – 2011)
- *VCAL Road Safety Literacy and Numeracy Units* for VicRoads (print and on-line) (2007 & revised 2011)
- 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, e.g. Scene Savers (interactive CD Rom), Map reading for emergency services personnel (interactive CD Rom), Community Safety Toolbox
- Certificates in General Education for Adults (CGEA) online website
- Basic skills in the Cybercentre (website) – an access and equity Toolbox
- 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 workshops related to applied learning pedagogy, practice and assessment to secondary school teachers – including about the Victorian Certificate of Applied Learning (2003 – 2011)
- Language, literacy and numeracy train the trainer for Australian Training Network, Jobs Australia (2011)
- Delivery of TAA units, Swinburne University of Technology – TAFE (2007)
- Professional development, mentoring and support for teachers and trainers at Swinburne University of Technology – TAFE, related to delivery of training, assessment, working with industry, etc. (2005 – 2007)
- Project manager with active participation in the statewide VCAL professional development and learning program to support the implementation of VCAL (2003 & 2004)
- Professional development and teacher training – applied learning 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).

### **Research**

Projects have included:

- Development of workforce profile and model of operation for social model of aged care (2008)
- Numeracy in the workplace, NCVET funded project (2006/7)
- Analysis of the Australian data from the International Adult Literacy Survey (2002)
- Use of the Internet with adults with low levels of literacy (2003-4)
- 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.

### **Major publications**

- An I opener: use of the internet with adults with low levels of literacy*, 2004. CAE Press, Melbourne
- Brush up on your skills (joint author) literacy and numeracy website* (revised 2004). TAFE frontiers, Melbourne
- 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
- Music, gigs and concerts*, 2001. TAFE frontiers, Melbourne
- Newspapers*, 2001. TAFE frontiers, Melbourne
- PIAAC Literacy: A Conceptual Framework*, OECD Education Working Papers, No. 34, (joint author with Jones S, Gabrielsen E, Linnakylä P, Megherbi H, Sabatini J, Deutsches Tröster, M & Vidal-Abarca E.) 2009. OECD Publishing  
[http://www.oecd.org/officialdocuments/displaydocumentpdf?cote=edu/wkp\(2009\)13&doclanguage=en](http://www.oecd.org/officialdocuments/displaydocumentpdf?cote=edu/wkp(2009)13&doclanguage=en)
- Placement Assessment and RPL*, 1999 & revised 2002. TAFE frontiers, Melbourne (joint author)
- SAFE-T1: workplace health and safety resources for young workers and their teachers* ([www.safe-t1.net.au](http://www.safe-t1.net.au)), 2008 – 2011. VALA
- SAFE-T1 Starter – resources for young workers and their teachers*, 2011. VALA, Melbourne
- Thinking beyond numbers: Learning numeracy for the future workplace* (joint author with B. Marr), 2007. NCVET, Adelaide
- Workforce redesign in aged care*, 2008, Swinburne University of Technology – TAFE, Hawthorn, Vic
- 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 & 2011 (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
- "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
- "SAFE-T1: Resources for young workers and their teachers", 2011, *Australian Career Practitioner*, Vol 22 Issue 4, Summer 2011, p. 18
- "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.