

## **Curriculum vitae**

Barbara Goulborn, Curve Projects P/L

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## Overview

Barbara Goulborn provides services in curriculum design and technical and business writing for public and private sector organisations. She has worked in a diverse range of industries, from tropical cyclone forecasting to microfinance, and can work independently or in collaboration with the client.

Barbara has extensive experience in developing vocational education and training curriculum and resources and writing content for print, CD-ROM and online business documents and publications. Her qualifications include an honours degree in sociology from The London School of Economics and a Postgraduate Certificate in Education (Leeds University).

## Skills

### Developing courses and resources

Barbara designs and develops curriculum and resources for print and electronic/online publication from vocational entry-level to graduate certificate level:

- competency units and courses for national accreditation
- national Training Package-related materials
- organisation-specific professional development.

### Writing and editing

Barbara can research, design, write, edit and format work-related documents such as manuals, procedures, guides and websites. Her skills include:

- developing structure and writing content for print, online or CD-ROM documents and publications
- evaluating the readability of existing technical texts and translating them into Plain English to make them user-friendly
- editing and proofreading the language and navigational structure of complex multiple documents such as web or CD-ROM files.

### Working across a range of sectors

Barbara is able to work across a range of sectors and with many different types of content. This range includes:

- business services
- community services and health
- emergency management
- engineering

- international education
- OHS
- training and assessment
- not-for-profit overseas development

#### **Using tools and technologies**

Barbara has advanced skills in use of Microsoft Word, especially in using and designing styles and templates. She can also develop web-based documents.

As well as designing document structure and writing content she can also format and edit texts to produce user-friendly Plain English documents and publications. This often includes applying an organisation's in-house style guide or using the Australian Government's *Style manual*.

*NB Examples of completed work can be seen on website  
[www.curveprojects.com.au](http://www.curveprojects.com.au)*

## **Educational qualifications**

### **B.Sc. (Hons) Sociology**

London School of Economics and Political Science, University of London, 1973

### **Postgraduate Certificate in Education**

University of Leeds, 1974

### **Royal Society of Arts Diploma in Teaching Literacy Skills to Adults**

Westminster College, London, 1979

## **Employment**

### **Curve Projects P/L**

*1998–(ongoing)*

Director and project consultant: curriculum developer, instructional designer, writer and editor.

### **Kangan Batman Institute of TAFE**

1985–98 Literacy and language teacher, and project officer (curriculum and resource writing) in the Learning Design Centre.

### **University of Melbourne Faculty of Education**

1994 and 1996 Part-time lecturer in adult literacy methodology and curriculum design.

### **Council of Adult Education Access Department**

1987–88 Program coordinator and professional developer.

### **Coburg Adult Literacy Group**

1985–86 Coordinator of literacy program and trainer of volunteer tutors.

### **Northern Institute of TAFE**

1984–86 Literacy and language teacher in TAFE college and community settings, e.g. hostel for Aboriginal young people.

### **Inner London Education Authority**

1974–82 Primary school teacher, specialising in language development. Literacy teacher in adult institutes and adult community education organisations.

## Teaching experience

### Adult education

20 years literacy and language teaching in TAFE colleges, industry and community, in Australia and UK, including Certificate in General Education for Adults (CGEA).

### Professional development

Delivery of training to adult and vocational education sector literacy teachers and curriculum developers, in Victoria, NSW, Queensland, SA, Tasmania and WA.

### University teaching

1994 and 1996: Developing syllabus and teaching University of Melbourne Graduate Certificate in Education subject *Adult literacy and basic education methodology and curriculum design*.

1995: Teaching RMIT Graduate Certificate in Industry Education and Training subject *Applying national competency standards to industry training*.

## Consultancy experience

### Selected examples

#### 2010

##### WorkSafe Victoria

Design, development and writing of electronic resource for inspectors transitioning to Group Leader management positions.

Development of Word template and icons for use in training publications.

##### Kangan TAFE/Australian Air Force Cadets

Working on Dept of Defence project to review Australian Air Force Cadet volunteer staff training program: focus groups in two states, development of survey, analysis of results and recommendations for improvements.

##### Pacific Black Box Inc

Worked with team to develop learning materials for participatory video workshops for NGO personnel in Solomon Islands.

##### Box Hill Institute, Centre for Blended and e-Learning

Designing and writing online resource: learning and assessment activities for TAE10 unit: TAELLN401A Address adult language, literacy and numeracy skills.

Designing and writing content for Box Hill online generic cross-Training Packages learning resources:

- Cultural diversity
- Communications

- OHS
- Customer service
- Work effectively
- Innovation

## **2009**

### **WorkSafe Victoria**

Development of self-directed workbook for WorkSafe inspectors, providing underpinning knowledge for Diploma in Government unit *Investigate possible breaches of workplace legislation*

### **VicHealth**

Development of curriculum for VicHealth course to prevent racial and ethnic discrimination and to promote diversity.

## **2008 –2009**

### **Box Hill Institute, Learning Design and Technology**

Design of workflow for multimedia educational product development.

Development of concept and navigational structure, instructional design, content writing and editing for Cert IV in Training and Assessment: online multimedia and print learning resources and training guides.

### **RMIT Engineering**

Instructional design and writing and editing for online learning packages for 13 subjects in the Vocational Graduate Certificate in Engineering.

## **2007**

### **Good Shepherd Youth and Family Service**

Developing units for national accreditation, researching content and writing related learning resources for No Interest Loans Schemes microfinance workers and committee members. Topics included governance, critical financial inclusion, promotion of programs and the loans process.

## **2006**

### **Innovation and Business Skills Australia (IBSA)**

Researching and writing content for IBSA publication: *Training Packages 101 for schools and technical colleges*, to support TAADES401A Use training packages to meet client needs.

Researching, developing and writing international education services Training Package qualifications for national accreditation:

- TAE70310 Vocational Graduate Certificate in International Education Services (formerly BSB70207)
- TAE50310 Diploma of International Education Services (formerly BSB50907)
- BSB30907 Certificate III in Business Administration (Education).

**Innovation and Business Skills Australia (IBSA)/Dept of Treasury**

Evaluating learning materials on financial literacy for listing on Department of Treasury website.

**2005**

**Department of Human Services, Victoria**

Communication project: designing and facilitating workshops in all DHS regions leading to the writing of internal 'Corporate messages' to inform communications and training in the Department.

**Consumer Affairs Victoria/VETASSESS**

Development and writing of facilitator and learner guides for Certificate IV in Property (21525VIC): Present and explain property reports (PDRE22A).

**2004**

**WorkSafe Victoria**

Writing content for CD-ROM on ethics and compliance, based on Diploma of Government units.

**2003**

**Australian National Training Authority**

Researching and writing content for Diploma of Vocational Education and Training (TAA04 Training and Assessment Training Package) learner and trainer resources for national publication:

- TAAASS501A Lead and coordinate assessment systems and services
- TAADEL503A Provide advanced facilitation to support learning

**Emergency Management Australia, Australian Government Attorney-General's Department**

Developing Graduate Certificate in Emergency Management: scoping, research, development of content and writing for accreditation.

## 2002

### **WorkSafe Victoria**

Developing and writing training materials for WorkSafe inspectors to address the new Code of Practice relating to prevention of bullying and violence in the workplace.

### **Victoria University/Victorian TAFE Association Inc.**

Development, writing and layout for Graduate Certificate in Vocational Education and Training (21205VIC) Assessment Kit on CD ROM. Assessors' guide, learner record book, resources, pathways, assessment ideas, assessment activities and resources for the modules:

- Teaching and learning practices
- Using technologies in VET
- VET policy analysis and implementation
- Research methods
- Educational planning and design
- Marketing and strategic planning.

## 2001

### **Department of Human Services, Child Protection**

Researching, designing and writing professional development publication *Safe from harm* to familiarise teachers and nurses with their role in prevention of child abuse and neglect. Available in print and as PDF file on DHS website. □ Also designing and editing induction training manual for new child protection workers.

## 2000

### **Bureau of Meteorology**

Advising tropical cyclone forecasters from relevant states and territories on development of competencies to inform their training and professional development programs.

### **National Assessors and Workplace Trainers Body**

Writing for print and CD ROM publication, and language advice on accompanying video, for *The evidence*, a resource on literacy and language factors in assessment of workplace competencies.

### **International Council for Local Environment Initiatives**

Evaluating national *Cities for Climate Protection* education and training program for local government environmental officers across Australia involved in an international program to reduce greenhouse gases.

**Melbourne Museum**

Researching, developing and writing adult education publications for the Museum's Forest Gallery environmental program. These are available on the Museum's website as PDF files.

**RMIT Business/Mandarin Oriental Hotel Group**

Researching, designing and developing an integrated learning framework for use in group hotels in Asia, Europe and US.

**1999****Alzheimer Association**

Researching, developing and delivering training program and publication about dementia for care workers in Supported Residential Services elderly care facilities.

**1998****Communitique**

Identifying competencies to inform training for attendant care workers for people with brain injury.

**Thornbury Women's Neighbourhood House**

Facilitating design of curriculum for volunteer program for Supporting Women in the Neighbourhood program.

## Referees

### **Meagan Browne**

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### **Michelle Sainsbery**

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