# Australia Awards

# Completion Report for (Name of Short Course)

*Set out below is the basic information required for a short course Completion Report. Additional information may be required in the Milestone Table appended to the course contract. Please delete the instructions in this template when submitting the report.*

## I. Short Course Summary

Please provide a brief introduction to the Report summarising:

* Title of Short Course;
* Name of your LSP and any other partner LSP in delivering/managing this short course;
* Name of Australia Awards Partner Agencies who participated in the design and delivery of the short course;
* Date of short course (start/end dates);
* Milestone requirements for the Completion Report:

## II. Summary of Accomplishments

Briefly describe the short course, assuming the reader has no prior knowledge, including:

* Key components. Indicate objectives, key activities, implementation arrangements, key partners, and expected final outcomes;
* Names and positions of your LSP’s team members and contact details (append one-page summary of individual CVs including from local or Australian providers assisting in the delivery of the short course);
* Completion of Short course. Indicate time frames and briefly discuss reasons for any changes in agreed schedule;
* Outputs Produced. All outputs (course curriculum / course design (indicating expected outcomes, competencies that the program intend to improve and description of these competencies), presentation materials, learning manuals, reference materials, filled out monitoring and evaluation forms, participants’ outputs, draft Re-entry Action Plans, research reports etc.). Indicate whether these materials were produced with or signed-off by partner organisations (Annexes 1 and 2);
* Date of approval of final Outputs. Indicate the contract date when the Awards Program approved the training design submitted by the LSP noting any changes made.

## III. Relevance of the Short course

Discuss the background to this short course including:

* Course Development. How the need for the course was identified, the outcome of design consultations with partner agencies, the rationale for how the course was delivered, the LSPs role in the selection of participants were selected and how the course contributes to the broad objectives / plans / strategies of the participating agencies.
* Assessment and Certification. Discuss the assessment methodology, such as competency based assessment, formative or summative, such as those which would provide credit towards subsequent postgraduate study, potentially in the Australia Awards Scholarship program.

## IV. Effectiveness of Short course

Briefly discuss how the short course met the Terms of Reference and the needs of the partner agencies.

* Did this short course improve the individual competencies of the participants? Provide evidence of competency improvement.
* Discuss the competency areas such as broad subject areas or specific competencies used in the course as a basis for course design
* Discuss how the course was intended to improve the participants’ level of competency for each broad and specific competency area;
* Discuss how the course actually improved the participants’ level of competency for each broad and specific competency area. Provide concrete cases and direct quotes from participants / stakeholders to contextualise and support your discussion. Refer to the results of the pre-short course and post-short course assessment as a guide.
* Did this short course help improve the way the participants view Australia, Australians and Australian expertise? Kindly provide anecdotal or other types of evidence to support your answer.
* Participants’ rating of each resource person/facilitator
* Identify and discuss the factors that contributed to the completion of the short course and how these facilitated/hindered the achievement of the short course. Include those that are related to:
	+ Participating organisations
	+ Individual Participants
	+ AAAEP-P
	+ Your LSP and your other partner LSPs (if any)
	+ DFAT
	+ Others
* Using a scale of 1 to 4 (1 = Ineffective; 4 = Very Effective), rate the short course’s effectiveness in achieving its stated objectives. Include reference to participant’s’ feedback/ratings to justify the rating.
* In a table, Indicate the factors (risks) that may hinder the success of this short course in achieving its objectives and the measures you put in place to mitigate these risks;

## V. Gender Equality, Disability and Social Inclusion (GEDSI)

Noting the Australia Awards Program commitment to the mainstreaming of GEDSI matters in course design and delivery:

* Discuss how this short course addressed GEDSI in its design and implementation; and
* Discuss how this short course may be expected to contribute to addressing GEDSI issues.

## VI. Insights and Recommendations

Please summarise any insights or findings attained during the process of bidding, contracting, designing and delivering the course.

* Provide any recommendations (strategic and operational) to institutionalise gains from this short course;
* Indicate the top three (3) lessons learned in conducting this short course;
* Discuss whether the results of this short course could be delivered more effectively using other activities / modalities. What alternative activities would these be?
* Recommend how to improve the implementation of similar short courses in the future in terms of bidding and contracting, course design, course administration and course delivery.

***Reminders:***

*Please submit (where applicable) the matters listed below electronically (on a flash disk and upload it to the AAAEP-P website) as part of the Completion Report****.*** *Do not attach if already submitted in earlier Milestones:*

* *Participants’ competency rating – your LSP’s rating on the improvement in competency of each of the core participants and other observable/behavioural comments. (use pre-and post-short course assessment, the result should be included in the assessment of the participants)*
* *Team Directory and contact details- All team members engaged by your LSP in the conduct of the short course, including resource persons, facilitators, etc. (highlight their respective roles and duration of engagement and the evaluation by the participants on the individual performance of the team members of your LSP)*
* *Actual short course design (training, coaching designs) implemented (assumes that changes were done as the short course was implemented)*
* *Participants Directory - List of participants and contact details, including your LSP’s evaluation of their competency*
* *Results of any evaluation used, e.g., levels 1 and 2 of Kirkpatrick evaluation, etc.*
* *Process documentation, if required*
* *All documents/materials/handouts used*
* *Selected pictures/photos taken*
* *Signed off letters from the Awards Program, DFAT, and/or officer responsible in the partner organisation*
* *Signed Action Plans of the participants or organisation (soft/hard copy), is any*
* *At least two printed copies of approved major outputs (unless stated in the TOR/design specs to produce more copies), if required*
* *Softcopy of the printed outputs - both in editable version and Camera-ready version (PDF). The sign-off of the outputs must be included in the submission, if required*