



Australia Awards

Inception Report
Short Course Title

Learning Service Provider
Date



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Abbreviations

1 Introduction

<Provide a brief explanation of the background to the provision of the short course. Tender, ToR etc> (delete explanatory instructions from completed report)

2 Executive Summary

<Summary of the key points of the Inception Report>

3 Short course overview

<Summary of the course design and delivery methodology. Provide course infographic for uploading to Australia Awards website>

3.1 Course Structure

<Specify the competencies and/or related module structure of the course>

3.2 Key elements of the course

<Specify the competency elements or learning outcomes of each course module>

3.3 Period of Short Course Implementation

<Specify the proposed dates and location of course delivery by module including coaching and on-line support, roles of agency supervisors and management in learning support>

4 Course Coordination

4.1 LSP Team

<Provide a brief summary of the relevant experience and competency of team members. Advise if there are changes to team structure from what was previously specified in tender proposal>

4.2 Coaches

<Provide details on experience and skills of proposed coaches, both on-line and local coaches. Advise whether course design requires agency mentors and training of mentors>

4.3 LSP Support Team

<Provide details of administrative support arrangements for the provision of the course, including sub-contracting of local service providers. This should include Gender Equity, Disability and Social Inclusion (GEDSI), monitoring and evaluation (M&E) and Welfare support>

5 Work Plan

<Provide a work plan setting out the key dates, events and milestones for the design and delivery of the course>

6 Agency Consultation

<Summarise the agency consultation arrangements and outcomes including the names of agencies, officers consulted, concerns raised, outcomes sought, commitments made and relevant background including Organisation Training Needs Assessment outcomes for each agency or agency work unit>
<Summarise the participants selection process based on the pre-competency assessment result>

7 Pre- Course Competency Assessment

<Specify the assessment indicators for each competency or module and the proposed competency assessment methodology, including self-assessment, list of assessment instruments and assessment validation process. Attach instruments uploaded to the Program website for participant selection>

- Discuss the summary of the pre-assessment results in terms of over-all competency, strengths, and areas for improvement
- Present the summary of pre-competency assessment results per participant in a table format

Name of Pax	Competency1	Competency2	Over-All BIAS Score
Pax1	2	3	2.5
Pax2	3	4	3.5

8 Contextualisation to Agency and Participant Needs

<Provide advice on how the course design and delivery arrangements have been contextualised to meet agency needs and participant assessment outcomes>

9 Coaching Plan

<Provide a coaching plan setting out the responsibilities of each coach assigned to support participant learning, including the roles of agency mentors>

10 Managing Risks

<Set out a risk management matrix identifying potential risks to successful course design and delivery and strategies to address those risks>

Appendices

A.1 Agency consultation – agenda and participants visited

A.2 Pre-course Competency Questions and Assessment Results

A.3 Detailed Training Program

A.4 Participants List