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| progress report |
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| **Report Date** | **SHORT COURSE TITLE** | **Prepared By** |
| **Date** | **Project** | **Name** |

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| Status Summary |
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*Note: A Progress Report is an interim milestone occurring between the Inception Report and the Final/Completion Report milestones. The Progress report is to be submitted at a time agreed between the Learning Service Provider (LSP) and the AAAEP-P. Normally, the Progress Report would provide information on course delivery and coaching (using AAAEP-P outline), attendance by course component and coaching provided and draft outlines of Re-Entry Action Plan (REAP) topics (group or individual), and advice on any revisions/amendments to training plan. The report should set out any amendments to the proposed training arrangements arising from the outcomes of the pre-course competency assessments and seek agreement to any proposed changes to the course delivery or deliverables.*

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| introduction  |  | | --- | |  |  (Please describe the activities covered by this progress report.)Please reference any attachments to this progress note that are used to provide additional details on the progress of the short course)(Attachment 1 – calendar of activities covered by this note)(Attachment 2 – brief outline of activities against the design and training /coaching timetable)GENERAL  |  | | --- | |  |  Please provide a short summary of each of the activities undertaken in the delivery of the course and progress to date. |
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| **ACTIVITY** | **COMPLETED (%)** | **COMPLETION DATE** | **NOTES** |
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| Budget Overview |
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| **category** | **spent** | **% of total** | **On Track (Y/N)** | **notes** |
| Program Fees |  |  |  |  |
| Reimbursables |  |  |  |  |

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| Risk and issue history |
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| **issue** | **ASSIGNED TO** | **DATE** |
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| **ACTIONS TAKEN AND RECOMMENDATIONS TO MITIGATE RISKS**  (Please describe any issues and actions taken to mitigate risks, revisions in the course design or training or coaching timetable)  Add any recommendations/feedback from course participants. |
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Signed:

(the Progress Report should be signed at least in hard copy)

[Name]

[LSP Team/Role]