**Workforce and Training Innovation Fund (WTIF)**

**Progress Report**

**Opportunity number here**

**Milestone number here**

**Project name here**

**Organisation name here**

**Date here**

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**PROGRESS REPORT**

The purpose of this report is to record tasks, output and outcomes since the previously submitted progress report*.* This report is to be submitted with defensible and comprehensive evidence required that demonstrates the milestone and deliverable is complete.

**Key Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KM ID** | **KEY MILESTONE** | **Output Metric** | **Target** | **Actual COMPLETED** |
| *1 Example* | *Training Resource/s* | *Endorsed QA Product* | *100%* | *15%* |
| *2 Example* | *Pilot Training* | *Training and Assessment Strategy* | *100%* | *35%* |
| *3 Example* | *Recruitment* | *Contracted Learners* | *100%* | *10%* |
| *4 Example* | *Procurement of infrastructure/product* | *Commissioned* | *100%* | *5%* |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |

**TRAINING**

**Training Delivery** *(if a pilot program is a deliverable)*

|  |  |  |  |
| --- | --- | --- | --- |
| **COHORT / GROUP** | **PERIOD** | **Target** | **COMMENTS** |
| *Example: South-West* | *Week 4 of 12 Weeks* | *Week 6 of 12* | *Workplace was not available for two weeks due to shut down.* |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |
| *Clearly indicate the number of students enrolled/participating and if they are new learners, upskilling workers, transitioning/career changers* | | | | |

**TRAINING RESOURCES & EQUIPMENT**

**Endorsed / Commissioned**

***Please note:*** Endorsed relates to the training resources that have been endorsed by the developer and meets the VET Shared Learning Resources (VSLR) Guidelines, *and*

Commissioned relates to equipment that has been purchased, installed and is operational as part of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE** | **STATUS** | **DUE DATE** | **COMMENTS** |
| *Example: Virtual Reality Module 1* | *User Tested*  *Quality review Completed* | *August 2023* | *Evaluation and Survey from learners was positive.*  *Project resource committee signed off first module as fit for purpose*  *Resources met VET Shared Learning Resources Guidelines* |
| *Example: Procure and commission boat* | *Invoice paid and boat on site* | *Feb 2023* | *Boat now fit for purpose for training* |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |
| < enter free text here> | < enter free text here> | < enter free text here> | < enter free text here> |

**COURSE ACCREDITION** *(if applicable)*

**Status**

|  |
| --- |
| < enter free text here> |

**BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Budget** | **Actual** | **Variation** |
| Non-salaries |  |  |  |
| Salaries |  |  |  |
| Total |  |  |  |

|  |
| --- |
| **Explanation of variance if any exists** |
| < enter free text here> |
|  |

**Issues:** Outline issues which may have occurred since the last reporting time: ie change of project manager, equipment delays.

|  |
| --- |
| < enter free text here> |