**ACFE BOARD CAPACITY AND INNOVATION FUND – Round 10**

**PRIORITY LEARNER COHORTS**

**FINAL REPORT**

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| **CONTACT DETAILS** |
| Organisation: |  | Project Manager: |  |
| Project Title: |  | Phone: |  |
| Project Aims: |  | Email: |  |
| Primary Priority Learner Cohort: |  | Final report prepared by:  | (name) |
|  |  | Final report prepared on:  | (date) |
| 1. **INTENDED PROJECT OUTCOMES -** *You have previously identified what you intend to achieve by the end of this project in the final Output & Outcome Summary Report (Question 17 in your application) – this section requires you to provide an update on the status of these OUTCOMES*
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| **INTENDED PROJECT OUTCOMES***insert the OUTCOME from your Output and Outcome summary report.*  | **ACTUAL OUTCOMES (includes achievement of targets and milestones)** *Summarise the outcomes you achieved through the project. If any outcomes were not achieved, please provide explanation, and any unintended outcomes.* |
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| 1. **INTENDED PROJECT OUTPUTS -** *You have previously identified what you intend to achieve by the end of this project in the final Output & Outcome Summary Report (Question 17 in your application) – this section requires you to provide an update on the status of these OUTPUTS*
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| **INTENDED PROJECT OUTPUTS***insert the OUTPUTS from your Output and Outcomes summary report.*  | **ACTUAL OUTPUTS***List the outputs developed through the project including an explanation if any outputs were not achieved and additional outputs* |
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| 1. Provide an overview of how your project has met the aims of the CAIF10 fund:
* Maximise learner participation, equity and access to high quality programs
* Support Pathways to further education and employment
* Demonstrate the effectiveness, socio economic value and impact of pre-accredited training
* Respond effectively to identified needs in local communities
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| 1. What were the key findings of your project in relation to improving learner engagement, participation and attainment for the Priority Learner Cohort/s?
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| 1. What challenges and/or obstacles did you encounter in the delivery of your project and what actions you took to address these?
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| 1. Provide details of how you will ensure the project outcomes and benefits for learners will be sustained beyond the end of the project (including delivery of newly developed courses in subsequent years).
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| 1. Do you have any recommendations or suggestions for the ACFE Board or Regional Council in relation to the improved engagement of the Priority Learners Cohorts?
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| 1. How could this project inform other Learn Local organisations or the vocational education and training sector in engaging with the Priority Learner Cohort?
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| 1. List Attachments. These must include any outputs that you identified would be developed through the project in your initial application. Please attach a copy of all resources and other outputs that were developed. (for example – program and pathways documents, best practice guidelines, case studies, assessment tools, resources to support learning delivery, reports, documented models, Course Plans, MoU’s.
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| 1. Describe any tools, equipment or other materials that were purchased for the project and how they will be used after the project is finished.
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| 1. List any matters that are outstanding, what actions are required and who is responsible. This should include, for example, any outcomes yet to be achieved, outputs not yet delivered, fulfilling training commitments that are still outstanding, etc.
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| 1. Please outline how your project aligned with the CAIF 10 objectives (please refer to the CAIF 10 guidelines)
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| 1. **FINANCIAL ACQUITTAL**
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| **INCOME** |
| ACFE Board Capacity & Innovation Fund grant | **$** |
| Income provided by Organisation and/or Partners (financial contribution) | **$** |
| In-kind contributions provided by Organisation and/or Partners  | **$** |
| Income generated through other sources | **$** |
| **Total project income** | **$** |
| **NB: Please keep receipts for all expenditure. Any underspend needs to be negotiated and formally document and approved by the DET financial delegate.** |
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| **EXPENSES** |
| **ITEM** *(remove or add line items as required)* | **Budgeted Amount ($)***Insert original budget amounts from project application, against the relevant expense category* | **Actual Expenditure ($)** |
| Administration Expenses | **$** | **$** |
| Catering Expenses | **$** | **$** |
| Equipment Expenses | **$** | **$** |
| Hire of Facilities | **$** | **$** |
| Materials & Supplies Expenses | **$** | **$** |
| Operating Expenses | **$** | **$** |
| Staffing Expenses - Project Manager | **$** | **$** |
| Staffing Expenses - Project support | **$** | **$** |
| Staffing Expenses - Other | **$** | **$** |
| Other Expenses | **$** | **$** |
| **Total Project Expenditure** | **$** | **$** |
| **UNSPENT FUNDS TOTAL** | **$** (The Department will provide advice on the return of funds) |
| 1. I certify this acquittal of funds and declare that the information contained in the report is true and correct and that all records and receipts for expenses have been retained by the above organisation.
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| **Manager/Committee of Management/Accountant** Print full name: ………………………………………………………………Position in organisation: …………………….…………………………….Phone: …………………………………………...........................................Signed: ……………………………….……………………………………..Date: / /  | **Project Manager**Print full name: ……………………………………………………………..Position in organisation: ………………………………………………….Phone: …………………………………………..........................................Signed: ……………………………….……………………………………Date: / / |