# Completion and Annual Reports

## Victorian Schools Animal Ethics Committee

Schools must submit a **Completion Report** within one month of the actual completion of their project.

For projects with a duration of over one year, you must submit an **Annual Report**. This should be done within one month after the end of each year (e.g., 31 August 2021, for a project that began on 31 July 2020). Please note that if, during a project, you intend to make any changes to a proposed project, you must submit an **Amendment to the Project Form** that must be approved by VSAEC prior to the changes being enacted. Access to this form can be found on the Department website: [Teaching with Animals’](https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/animalscompletion.aspx).

### PROJECT OVERVIEW:

**School Information**

SPPL Number:

School Name:

Teacher/Applicant Name:

Principal Name:

**Project Application Details**

Title of Project:

Approval Reference Number:

Application Approval Date:

**Year Level:**

**Proposed Commencement Date:** (DD/MM/YYYY format)

**Proposed Completion Date:** (DD/MM/YYYY format)

|  |  |  |
| --- | --- | --- |
| **Animal species** | **Number of animals approved** | **No. of animals used** |
|  |  |  |

**Project description:**

### PROJECT DETAILS:

1. Please select the type of report you are making: **Completion Report / Annual Report**
2. If this is a **Completion Report**, please select the status of the project: **Completed / Cancelled**
3. Please also state the actual commencement and completion dates of the project:

**Actual Commencement Date:** (DD/MM/YYYY format)

**Actual Completion Date:** (DD/MM/YYYY format)

1. If this project has been cancelled, please state the reason for cancellation and use ‘N/A’ for the questions below if a question does not apply.
2. Describe the project educational outcomes and any realised benefits to students.
3. Describe what worked well or is working well in this project.
4. What could have been managed better?
5. Describe animal welfare and wellbeing in your project. What was the impact of the activities on the animals? Were there any adverse events and, if so, how were they managed?\*

*\*If there has been an Adverse Event (unexpected and not in the best interests of the animal), you are required to submit an* [*Adverse Event Report*](https://animalcare.eduweb.vic.gov.au/home/AdverseEventRegistrationForm.aspx) *within five working days through the Approval and Reporting System.*

1. Describe what has happened to the animals now that the project has concluded (**Completion Report** only).

### DECLARATION:

* I declare that the information provided above is accurate.
* A Principal-class employee at my school has approved this report.

|  |  |
| --- | --- |
| Name of Teacher: |  |
| Signature of Teacher: |  |
| Name of Principal-class employee: |  |
| Date (dd/mm/yyyy): |  |

|  |  |  |
| --- | --- | --- |
| *For administrative use only* | | |
| Document name: | Approval date: | Date of next review: |
| Completion / Annual Reports | 5 July 2021 | 5 July 2023 |