Adult Community Education
Project Report

All organisations with a Skills SA funded Adult Community Education project are required to complete and return this project plan and risk plan.

Organisation:

Project name:

FAA Number: JF-

Project Plan

Provide the following information for each course in the ACE project.

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| **Course 1 name:**  |
| 1. What are the aims of the course?
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| 1. What strategies are you using to ensure that participants are engaged from enrolment and supported through to completion?
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| 1. What is the most challenging part of the course? What will be done to avoid or address these challenges?
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| 1. What lessons were learnt from previous years? How will you apply these learnings?
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| 1. How will you manage progress of the course and keep it on track?
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| 1. What will be the measures of success?
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| **Course 2 name:**  |
| 1. What are the aims of the course?
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| 1. What strategies are you using to ensure that participants are engaged from enrolment and supported through to completion?
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| 1. What is the most challenging part of the course? What will be done to avoid or address these challenges?
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| 1. What lessons were learnt from previous years? How will you apply these learnings?
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| 1. How will you manage progress of the course and keep it on track?
 |
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| 1. What will be the measures of success?
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|  |

Risk Plan

Describe the risks associated with the project, the likelihood of them occurring and their potential impacts, and mitigation strategies. Risks to be addressed include:

* insufficient participant numbers and not being able to fill the contracted number of training places
* not completing the training on time
* likelihood of fewer than 70 per cent of participants achieving an ACE pathway outcome
* risks and obstacles to the project’s success
* impacts on project delivery and timing due to COVID-19.

Include additional risks associated with this project.

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| **Risks** | **Risk level** | **Mitigation strategies/action** |
|  | Low |  |
|  | Moderate |  |
|  | High |  |