

PROJECT NAME
AFAC LEARNING AND DEVELOPMENT STRATEGY



Progress Report No: 1
Date: 28 July 2010
Prepared by: S Lunardi

SUMMARY	
Financials	<input type="checkbox"/>
Schedule	<input type="checkbox"/>
Issues & Risks	<input type="checkbox"/>

What has been delivered since last report:

- All AFAC member agency strategic/corporate plans have been collected. Work has commenced to review their contents and to analyse each AFAC member agency's strategic directions and priorities for learning and development*
- A draft questionnaire has been prepared for distribution to key target groups within the AFAC member agencies. Questions within the draft questionnaire are designed to capture:*
 - learning and development needs across the AFAC membership*
 - an overview of how learning and development is currently structured, funded and managed*
 - existing internal and external partnership arrangements for the provision of learning and development*
 - process by which lessons learned and research are incorporated into training programs*
 - process by which agencies are managing skills maintenance*
 - priorities for professional development in emergency management and other capability areas*
 - portability arrangements and lateral entry*
 - use of technology to support learning and development*
- A briefing paper has been prepared for the September Council to seek direction and input from the members on their strategic directions and priorities for learning and development.*
- A briefing paper has been prepared for the AFAC Workforce Planning Group and input will be sought from the Group at their meeting to be held 9 August 2010.*

What is being planned for next period:

- Brief Council at the September meeting and resulting feedback from Council, Workforce Planning and Learning and Development Group be used to refine the questionnaire.*
- Redesign the draft questionnaire according to agreed target groups and based on feedback received from Council and the Workforce Planning Group*
- Distribute questionnaire, collect responses, analyse and summarise findings into a draft report.*
- Validate report findings and recommendations.*

Issues:

- The final report needs to focus on the directions and priorities that are best addressed at a national level and not direct agency business.*
- The report needs to focus on a 'whole of the organisation approach' and not just defined functional areas.*
- Current demands for the review of the Public Safety Training Package may impact on meeting some deadlines.*

Consultation:

Meeting conducted with AFAC CEO, AFAC Manager Strategy, Operations Managers and Workforce Planning Group Manager to discuss the project, strategy and the draft questionnaire.

Financials

Phase	Planned Budget:	Actual To Date:	Estimate At Completion:
1	\$	\$	\$
2	\$10,000	\$0	\$10,000
Total	\$10,000	\$0	\$10,000

Schedule

Phase	Milestones	Status	Base Start	Actual Start	Base Finish	Actual Finish
1	1. Collect all AFAC member agency strategic/corporate plans have been collected	Completed	July 2010	5 July 2010	28 July 2010	28 July 2010
1	2. Prepare a draft questionnaire	Drafted	May 2010	3 May 2010	End July 2010	
1	3. Prepare a briefing paper for Council to seek direction and input on strategic directions and priorities for learning and development.	Drafted	9 July 2010	6 August 2010	12 August 2010	
1	4. Prepare a briefing paper for Workforce Planning Group to seek direction and input on strategic directions and priorities for learning and development.	Drafted	26 July 2010	26 July 2010	26 July 2010	26 July 2010
1	5. Prepare a briefing paper for Learning and Development Group to seek direction and input on strategic directions and priorities for learning and development	In progress	26 July 2010	29 July 2010	12 August 2010	
1	6. Redesign the draft questionnaire according to agreed target groups and based on feedback received from Council and the Workforce Planning Group		30 Sept 2010		15 Oct 2010	
2	7. Prepare and disseminate the questionnaire/s		22 Oct 2010		29 Oct 2010	
2	8. Collect and analyse responses		26 Nov 2010		28 Jan 2011	
2	9. Produce draft report and recommendations		25 Feb 2011		18 March 2011	
2	10. Validate report and recommendations		1 April 2011		End May 2011	

Variations to the project:

At this stage there are no variations to the project scope.

Project Management Contact

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<i>Project Manager: S Lunardi</i>

<i>Project Team: TBC</i>
