Agriculture TAFE and Training Fund

Project Plan

# Section 1: Organisation Details

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| **Lead Organisation Name** |  |
| **Lead Organisation Type** | * Victorian TAFE * Registered Training Organisation (RTOs) holding a current Skills First VET Funding Contract * RTO who does not hold a current Skills First VET Funding Contract but has demonstrated experience delivering specialised training in agriculture in Victoria * Learn Local |
| **Lead Organisation Website** |  |
| **Lead Organisation Address** |  |
| **Primary Contact Person Name** |  |
| **Primary Contact Person Title** |  |
| **Primary Contact Person Email** |  |
| **Primary Contact Person Phone** |  |
| **Authorised Representative Name**  **(this person will sign, or delegate authority to sign, the grant agreement if application is successful)** |  |
| **Authorised Representative Title**  **(this person will sign, or delegate authority to sign, the grant agreement if application is successful)** |  |

## Partner Organisations:

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name | Type: school, industry association or community organisation | Involvement in the project | Key contact’s name, role & contact details |
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# Section 2: Project Description

## Project details

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| --- | --- |
| **Project Name:** |  |
| **Project Summary – to be used in departmental documentation and communications (max 150 words)** |  |
| **Project Delivery Location** | *Note which LGA/s the project will be delivered in.*  *If delivered Statewide or Online, note this.* |
| **Total Project Cost (ex GST)** |  |
| **Funding Amount Requested (Ex GST)** |  |
| **Project start date** |  |
| **Project end date** |  |

## Describe your project

Provide the project overview below (including rationale and objectives) (Max 500 words):

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If your project involves delivery of existing accredited course or training package, please provide the following:

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| --- | --- |
| **Qualification Code and Title** |  |
| **Number of Nominal Hours of Delivery** |  |
| **Number of Students** |  |

## Project Activities

Provide a timeline of project activities (including communication activities) from notification of successful application to completion of project. Please note there will be reporting expectations built into the project activities which will be specified in the grant agreement if application is successful.

| Activity | Date |
| --- | --- |
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## Expected outputs

Specify expected outputs, including numbers where possible (e.g. how many people are expected to be supported/involved in the project, number and type of events).

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## Expected benefits

Specify expected benefits of the project

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## Legacy Plan

Explain how ongoing and future costs associated with the project will be managed and how project benefits will be sustained once funding ceases. If the project involves curriculum design and delivery, active consideration should be given to the subsequent development of a credential accredited through the Victorian Registration and Qualifications Authority (VRQA).

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## Project Scaling

Explain how the project could be scaled if available funding is less than that required for the project to be implemented in full or if additional funding is available.

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# Section 3: Project Governance

Outline the proposed governance model of the project including structure, roles, responsibilities and governance process.

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# Section 4: Monitoring and Evaluation

## What data will be collected and what data collection tool/s will be used?

Explain how you will monitor the progress of the project and measure if the project has been a success. What does success look like?

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Please note, if your application is successful, the Department will work with you to determine appropriate data collection methods.

# Section 5: Risk management

Briefly describe the key risks and issues faced by this project and how these risks will be managed/mitigated

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| --- | --- | --- |
| **Key Risk** | **Risk Level (high, med, low)** | **Management strategy – what will you do to minimise this risk?** |
| *Add rows as needed* |  |  |