

ASISTM Round 4 State/Territory Briefings Feb/March 2008

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Briefing meeting agenda

9.00 – 9.30	Registration (Curriculum Corporation)
9.30 – 9.40	Welcome and introductions
9.40 – 10.00	ASISTM Overview (Curriculum Corporation) <ul style="list-style-type: none">• Outline of the day• Identification of materials/handouts• Overview of what ASISTM is, and what it aims to achieve
10.00 – 10.30	Introductions and discussion (Curriculum Corporation) <ul style="list-style-type: none">• Co-ordinators introduce themselves and provide a brief overview of their project In project teams: <ul style="list-style-type: none">• Introduce and provide some background about themselves
10.30 – 11.00	Morning tea
11.00 – 11.30	Roles within the project and project communication (Curriculum Corporation) <ul style="list-style-type: none">• Identification and discussion about ASISTM personnel and project personnel roles
11.30 – 12.30	Project time <p>Projects work together to discuss</p> <ul style="list-style-type: none">• Project Proposal• Personnel within their project and their specific roles• Communication• Project activities and milestones
12:30 – 1.15	LUNCH
<p style="text-align: center;">For the afternoon projects will reconvene.</p> <p style="text-align: center;">For approximately 20 minutes of this time (1.25pm – 1.45pm) the Project Coordinators will move to another part of the room to discuss their specific role and responsibilities and ASISTM program requirements. They will then return to their project and provide feedback on relevant areas.</p>	
1:15 – 2:15	Project time (Curriculum Corporation) <p>This session will follow on from the session before lunch and include activity and discussion about:</p> <ul style="list-style-type: none">• Your specific role in the project• Planning and contributing to activities• Identification of project aims• How to measure aims and achievements• Sustainability• Planning project celebration• Disseminating outcomes• Questions/issues about the broader ASISTM program and/or your ASISTM project. <p>The Project Coordinator session will include:</p>

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	<ul style="list-style-type: none">• Roles and responsibilities• Important processes• Advice for Project Coordinators• Funding Agreements• Budget/finances• Reports• Screening
2.15 – 2.30	Questions Projects questions – for Curriculum Corporation, DEEWR, other projects
2.30 – 3.00	Education support (Curriculum Corporation) Discussion about an education support person that could be linked to projects to provide additional educational guidance, including project task.
3.00 – 3.15	Summing up Wrap-up, summary comments or final questions
3.15 – 3.30	Clusters are invited to use the remaining time to continue planning or ask questions to the relevant CC/DEST/ACU staff
3.30	Finish <i>Remember to complete evaluations</i>