

# LEARNER WORKBOOK

Unit 19 – Writing Effective Reports in  
RSAS



RSAS Training Strategy Project 2018



## Activity 1: Discussion

Time required: 5 to 7 minutes

### Instructions:

- a) Review the RSAS Reporting template
- b) What type of things would you expect to see in this report each fortnight?
- c) Write these things on butcher's paper as a team

## Remote School Attendance Strategy (RSAS) Provider Fortnightly Report

<b>Reporting period Fortnight starting</b>	This report is due by <b>Monday close of business</b> , the week following the activity period; once completed please send this report to: <a href="#">xxxxx and xxx</a>  If you have any questions please contact your RSAS contact officer, xxxxxx
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### SECTION 1: AGREEMENT DETAILS

School Name	
RSAS Provider Name	
RSAS Provider – Contact Officer Name	
Contact Officer phone/email details	

<b>I certify the information contained in this report is a true and accurate record:</b>			
Name of Authorising Officer			
Signature		Date	

### SECTION 2: STAFFING

**No. employed as on the last day of this reporting period.**

	Coordinator	Mentor	School Engagement Officer	Other (Example: Casual SEO/Mentors)	Staff absences during the fortnight.
Target					
Target (FTE)					
No. employed					
No. of non-Indigenous positions					

### RSAS staffing

	Agreed target	Number employed as on the last day of this reporting period	Comments / Employees in the pipeline

### RSAS Staff Hours and absences

Week 1 (27 February – 3 March)							Reason for staff absences during the fortnight
	Coordinators/Mentors			School Engagement Officers/Other			
	No. on duty	Total no. of hours worked	No. of absences	Number on duty	Total no. of hours worked	No. of absences	
Monday							

Tuesday							
Wednesday							
Thursday							
Friday							
<b>Week 2 (6-10 March)</b>							
	<b>Coordinators/Mentors</b>			<b>School Engagement Officers/Other</b>			<b>Reason for staff absences during the fortnight</b>
	Number on duty	Total no. of hours worked	No. of absences	Number on duty	Total no. of hours worked	No. of absences	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Have any staff left? YES  NO  If yes, please provide details:

Fortnightly	Coordinator	Mentor	School Engagement Officer	Other:	Reason for Leaving
No. of Exits					Have progressed to new employment opportunities YES <input type="checkbox"/> NO <input type="checkbox"/> If no, provide details:

### SECTION 3: ATTENDANCE ACTIVITY

Did the Governance Committee or related Committee meet during the previous fortnight? YES  NO

<b>If yes, provide outcomes and other details. If no, please state reason/s?</b>
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Was RSAS delivered as per the Attendance Activity Plan section “Daily Activities”? YES  NO

<b>If no, outline how the daily activities have changed (100 or fewer words)</b>

**Top 5 current long term strategies (Refer to Longer-term strategies in the Attendance Activity Plan)**

	Strategy	Actions	Comments
1.			
2.			

3.			
4.			
5.			

**SECTION 4: QUALITATIVE INFORMATION**

<b>Top good news (100 or fewer words)</b>
<b>Challenges for the fortnight and what is being done to overcome them (100 or fewer words)</b>
<b>Are there any upcoming challenges and what is being done to prepare for them (100 or fewer words)</b>
<b>Any additional comments (100 or fewer words)</b>

## SECTION 5: SCHOOL HOLIDAY REPORT

(Include RSAS Team school holiday organised activities as well as any training RSAS staff may be undertaking)

**\*\*Not applicable for this reporting period\*\***

	Activities Undertaken/ Planned	Comments
1.		
2.		
3.		
4.		
5.		

PM&C Use Only	
Funding Agreement Manager:	
Signature	Date



## Activity 2: Discussion

Time required: 10 - 15 minutes

### Instructions:

- a) Consider the scenarios below.
- b) What information would be useful and relevant in a RSAS report?
- c) Work as a team to write up dot points for a report considering:
  - a. **What** is happening in the community that relates to RSAS
  - b. The **impact** of it on school attendance and RSAS
  - c. The **action** being taken or that could be taken by the team that relates to RSAS

#### Scenario 1

The RSAS team has recently met with Council and community Elders. At this meeting, there were a range of issues discussed including housing issues, upcoming visit from the health service and school attendance. The RSAS team gave an update on their work including news about an upcoming rewards challenge being set with the older children. At the meeting, an Elder noted that a family had returned to town and that they weren't sure if their kids were attending school. The RSAS team noted that they would call in on the family in the next few days.

#### Scenario 2

The RSAS team recently held a school BBQ to celebrate the end of term. The event was attended by community members, parents and other service providers. Children with good attendance were rewarded with certificates and icy poles.

At the event the Night Patrol team provided some suggestions on afternoon and evening activities that might be relevant to some of the children who were playing at the basketball court during the evening. The RSAS team also became aware that a new sport and recreation officer had started with the PCYC recently. The upcoming Council elections were also a topic of discussion at the event.

#### Scenario 3

Royalties time is coming up in the community. The RSAS team understands payments will be made in the upcoming fortnight. They expect this will have an impact on school attendance, with families travelling out of community to town. The team has started a programme of conversations with the community on the importance of staying in community for school until the end of the semester and have attended several community meetings on the topic.



## Activity 3: Discussion about completing your RSAS report

**Time required:** 15 minutes

### Instructions:

- a) Discuss how you will all contribute to RSAS reports each fortnight
- b) What process will you put in place as a team to complete the report?
- c) How will you share information in the report with each other?
- d) How will you get and share feedback from PMC?

It may be useful to consider the following activity on butcher's paper as a team:

Report Activity	Responsibility
<ul style="list-style-type: none"><li>Who: Who is responsible for the report overall. Who is responsible for contributing to it?</li></ul>	
<ul style="list-style-type: none"><li>How: How are reports updated? How do they get the information? How will we improve reporting? How can we streamline processes?</li></ul>	
<ul style="list-style-type: none"><li>What: What will each team member contribute?</li></ul>	
<ul style="list-style-type: none"><li>Where: Where do we save the reports? Can we access them?</li></ul>	
<ul style="list-style-type: none"><li>When: What are the internal timelines for pulling information together?</li></ul>	
<ul style="list-style-type: none"><li>How can we improve reporting?</li></ul>	





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