

Institute name
 Institute address etc (Perhaps letterhead)

(Name of Institute)
Vocational Training Assistance Grant
(Agreed name of project/program)

Feedback for The Xanana Vocational Education Trust.

It is suggested that the following tasks be completed and submitted to the Trust as a means of verifying the Program. Dates, Task descriptions, Means of verification, etc are indicative only and should be modified to suit the Program being supported.

Good feedback will encourage possible continuation of support for the Program, particularly if associated donors have provided specific funding for the Program.

Date: (example only)	Task: (indicative categories only)	Means of verification	Responsible Person:	Sign upon completion:
Nov 2006	Acquire course equipment and materials and or capital items	Send a letter/email to the Trust when equipment/capital items purchased. The letter should include details of the following specific capital items/equipment nominated in the Request for Assistance: <ul style="list-style-type: none"> • Item 1.... • Item 2.... • Any other significant items purchased <i>*Please include photos if possible</i>		
Dec 2006	Maintain a system to record student attendance, achievement of course competencies and work experience.	Complete Appendix 1, and post to the Trust.		
Jan 2007	First Interim progress report	Complete Appendix 2, and post to the Trust.		
March 2007	Second Interim progress report	Complete Appendix 3, and post to the Trust.		
May 2007	Project Report	Complete Appendix 4, and post to the Trust.		
Aug 2007	Student Performance Report & Evaluation	Complete Appendix 5, and post to the Trust.		
Nov 2007	Final Report & Project Evaluation	Complete Appendix 6, and post to the Trust. Also select 5 students to		

		complete Appendix 7 and post to the Trust.		
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The Trust will endeavor to provide feedback upon receiving each component from the Institute.

Appendix 2 – First Interim Progress Report

Number of students presently enrolled (as supported by the Trust):

**Send an updated copy of Appendix 1 if necessary*

List the subjects which will be part of the course:

List some practical experience components planned for the students:

Are there any problems which have been encountered that affect the project?

List some work placement arrangements that have been made, but not necessarily taken, (include the location, number of students and type of work to be undertaken):

Any comments about the equipment/capital items purchased with Trust donations?

Please comment on the purchase of (specific items requested), and the plan for management/use of them:

How will the use of the capital items/equipment be incorporated into, or affect the students course?

Any other comments from the Institute:

**Please include photos and perhaps student contributed comments with the form if possible*

Appendix 3 – Second Interim Progress Report

List some subjects the students have begun to study:

List some practical experience the students have gained so far:

Comment on student attendance rates:

Are there any problems which have been encountered that affect the project?

List some work placement arrangements that have been made (include the location, number of students and type of work to be undertaken):

**Attach a second page if insufficient space here*

Are there any comments from the students?

Have the students begun to use the equipment/capital items purchased with Trust donations? If so, please comment:

Please comment on the current productivity of the (capital items/specific purchases):

Any other comments from the Institute: (For example, any modifications to the course)

**Please include photos with the form if possible*

**Please include copies of some selected relevant student assignments*

Appendix 4 - Project Report

Please write a short report on the status of the project (not more than one page).

-Include comments about the use of equipment/capital items purchased, and how this has assisted in meeting the aims of the (Agreed name of Project).

-Include comments about the future of the project, and any limitations. Identify issues to be resolved and possible assistance from the Trust.

-Please refer to the Letter of Agreement document and ensure all responsibilities/commitments have been met.

-Include photos and student (see below) and possibly teacher and employer comments also.

Evidence of work placement co-ordination.

Select 5 students and ask them to write a short assignment about their practical work experience (not more than one page each).

Students should comment on the location of the work, the tasks completed, any difficulties they had, and any possible future employment opportunities they perceive. Photos are good.

Appendix 6 - Final Report & Project Evaluation

Please write a report on the success of the (Agreed name of project/program) Project (not more than two pages).

Include comments about:

- student pass rates
- practical experiences of the students
- use of the equipment purchased with Trust donations
- possible future involvement of the Trust
- use of the specific capital items/equipment
- employment of the students after graduation.

Appendix 7 - Graduate Interview Form

Please select 5 students to complete the following:

Name:

Age:

Home town:

Description of course undertaken at the (Name of Institute) - (list subjects):

Please describe nature of practical experience gained during the course:

Please comment on participation in (particular nominated activities):

Please describe work undertaken as part of your (minimum xx days) practical work placement:

What work would you like to do after completion of the course?

Are employed now? If yes, please describe the location and type of work. If no, go to the next question.

Are you presently seeking employment? If yes, please comment on how you are looking for work, and how the (Name of Institute) is assisting you.