

## Annual Plan - overview

### What is an Annual Plan?

The Annual Plan, completed in Term 4, is the final piece of the Quality Improvement Framework for the year. The reflections and collaborative discussions completed throughout Terms 1 to 3, including the Annual Review process, will enable you to define what activities and programs will best serve your unique community in the coming year.

As with all good plans, your Annual Plan will be a starting point and will evolve as the year progresses. Completing the Annual Plan in Term 4 gives you a solid framework to start the next school year knowing what your focus is and how you will develop your hub.

Hub leaders will complete the Annual Plan with support from their support coordinator and principal.

### What do I include in the Annual Plan?

Your Annual Plan will include the details of your planned activities or programs for each of the National Community Hubs Program (NCHP) four key areas: engagement, early years, English and vocational pathways.

To complete your Annual Plan, there are **two** resources to guide you:

**Outcomes and objectives** – this document details the NCHP outcomes and objectives. Activities or programs run in the hub should link back to one of the four key areas. Select the most appropriate objective which aligns with the program delivered in your hub.

**Annual Plan form** – this is split into the four key areas - engagement, early years, English and vocational pathways - with a form to be completed for each activity within the program area. For example, if you plan to run a playgroup and a toy library for your early years program area, you will complete a planning form for the playgroup activity and a planning form for the toy library activity.

You can complete the forms either online or by printing them out and writing your information in. Simply tick the information in each category area that relates to the activity you are planning. The categories that you will need to complete for **each** activity are:

**Activity name** – Choose the name of the activity and give a brief description of what it is, who it is aimed at and how many sessions per week it will run.

**Need for the activity** - Why are you running the activity? Was it requested by families or identified in community consultation? Was it suggested by the school, service provider or did you get funding to run the activity? Select the main one or two reasons.

**How will you promote the activity?** - How will potential participants hear about the program? Select the channel/s that you will use to advertise the activity.

**Team members** - Write down the team members who will run the activity. These will include the facilitator, other staff and volunteers.

**Partner organisations** - List any services involved in delivering the activity.

**Outcomes** - Select the outcomes the activity is working towards (you can choose up to three objectives). See Outcomes and Objectives table for full descriptions.

**Resources required** - List any resources you will need (equipment, books, art supplies, food). You might want to include information on budget and costs.

**When will this program run?** - Select which school terms the activity will run in.

**How will you intend to run this program during COVID restrictions?** - Select how the program will continue if restrictions limit access to the hub.

**In what way are you measuring the impact of the program?** - Select the data you will use to reflect on the quality and impact of the activity.

**Any comments or considerations when planning, implementing and evaluating this program?** - Please add any further information that may help when reviewing your programs over the year.