

Schedule of Compliance Activities for Approved Panel of Providers for 2017

Activity	Description	Proposed Milestones	Due
1. Program and price register	Establish a verified list of programs and prices offered by providers	Negotiate changes in prices and program descriptions a The list is available to schools on learn link	Term 1 Term 2
2. WHS Audits	Audits of Flexible Learning Centres operated by members of the APP to verify compliance with <i>Work Health and Safety Act 2012</i> and DECD WHS policies	All Flexible Learning Centres operated by non-DECD service providers will be audited. A follow up audit will be scheduled at 30, 60 and 90 day interval to ensure that any non-compliance has been addressed.	Term 1 Term 2
3. Feedback	Advise providers about required actions for compliance with the Deed	Based on all desktop and site visit audits completed, allocate an identifier for the performance against the service standard	Term 3
4. Contract management meetings	Meetings groups of provider representatives to share information and receive feedback	A representative of each provider attends one of the two scheduled meetings	Term 3
5. Desktop Audits	Maintain an updated database with all details related to the ability of provider to offer required services in compliance with the Deed of Agreement	Request panel members to provide update on details of personnel and services agreements with schools	Term 3
6. Site visits	KPI audit of all case management services program providers	Assess performance against KPIs	Term 3 Term 4
7. Feedback	Follow up with Providers about required actions for compliance with the Deed	Close action items from feedback on all audits completed	Term 4

Strategic projects
Monitoring activities
Capacity building

