

Capital Assistance Project Assessment Presentation Guidelines



1. Use either one PDF document or one PowerPoint presentation for your complete presentation.

Do not attempt to use different documents in your presentation. It can make the presentation difficult to follow if the presenter tries to switch between a web page, a word document, a PDF, photos and then the online application and back to a photo.

Bring all your material together into one presentation as either a PDF or a PowerPoint.

Your presentation will be shown via projector on a large screen in the QCEC Boardroom. Your presentation must be legible via this medium for all in the room. If your presentation cannot be read clearly, it is challenging for the Assessment Committee to complete the assessment of your project.

2. Where is the school?

Don't assume that all members of the Assessment Committee will be familiar with the school.

In your presentation, please use a map to show the location of the school in Queensland.

In your presentation, please use a map or aerial photo of the town or suburb to show the location of the school and the location of other schools in the town or suburb. Show all surrounding primary and secondary schools and state, Catholic and Independent schools.

3. Describe the town or suburb

Provide an overview of the town or suburb. Show the population and significant features of the town or suburb. For example, major industry or employers.

4. Describe the school and the school community.

For example, how old is the school? Are there any unique features of this school and its community that the Assessment Committee should know?

5. Discuss the reason for and describe this capital application.

6. Discuss the enrolments at the school.

The presentation should show the enrolments table as included in the application. Is there anything unique about the current enrolment characteristics at your school- ATSI, NCCD, NESB etc.?

7. Is this project addressing changes in demographics, enrolments or student characteristics?

The presentation should describe how the project will address:

- a shortfall in facilities to meet the needs of the current student population or
- projected changes in the size and/or composition of student population over the next five years and beyond or
- responds to changes in the characteristics of students

8. Describe links between the educational planning of the school and this project.

The presentation should describe how the project:

- reflects current Commonwealth and State objectives, priorities and innovations
- aligns with and supports the school's, and where appropriate the school system's curriculum offerings, teaching and assessments

9. Provide a clear reconciliation of the number of teaching spaces at the school now and the number at the completion of this project.

The presentation should detail how the number of teaching spaces aligns with the Capital Assistance Guidelines.

10. Are all other numbers and size of building facilities of the school in line with the Capital Assistance Guidelines?

11. Describe the master plan for the school site.

Describe how the master plan links to the overall school strategic or school improvement plan?

What do the master and strategic plans look like at the end of this project?

What would be the next steps of the master plan that the school would be looking to complete in the future?

12. What is the Element Description of this element of the project?

The presentation should work through all the aspects of each element independently from subsequent elements. Time has been allocated to discuss each element as if it is a separate project in its own right.

Discussing two or more elements of a project at the same time will make it more difficult for the Assessment Committee to understand the respective need for each element.

13. Step through the plans for this project.

Start with an overview of the school site.

The plans should be clear for the Assessment Committee to be able to distinguish between existing buildings and planned demolition, refurbishment or construction for this each element of the project.

Discuss any specific issues that might be considered unique to the plans for this site — for example, the topography or an easement.

14. Photographs of the areas of the school affected by this project.

The presentation should show photographs to help describe the issues that the project is looking to address.

15. Describe the infrastructure planning aspects of this project.

The presentation should describe how this project:

- balances the need for new construction, renovation, addition, and/or major improvement, and the adequacy of existing facilities
- produces a build/design solution that is fit for purpose
- provides value for money

16. Describe how this project addresses each of the assessment criteria?

17. Any other items?

Are there any other issues that the Assessment Committee should be aware of with this school and this project?