

The Association of Graduates in Early Childhood Studies would like to acknowledge both the Bunurong/Boon Wurrung, and Wurundjeri people as the Traditional Custodians of the Lands on which we are located in Melbourne. We pay our respects to their Elders past, present and emerging. We also acknowledge the Aboriginal language groups across all of Victoria, whose lands we provide funding for specific projects around Early Childhood Education. We acknowledge their history, their people, and their stories. As an Association we will work together for reconciliation, a process that starts with the acknowledgement of true Aboriginal and Torres Strait Islander histories and cultures of Australia, and will always value the contribution to our community and culture, the experiences of Aboriginal and Torres Strait Islander peoples, their families, communities and their stories.

AGECS Strategic Planning Activities Overview

Introduction

Following the AGECS 100 Year Anniversary in 2022, AGECS initiated a strategic overhaul under the presidency of Sarah O'Donnell, who was elected in the 2022 AGECS Annual General Meeting. The previous AGECS President, Alannah Dore, had navigated AGECS through the Covid-19 pandemic and the planning for the 100-year anniversary of AGECS. In this time AGECS went through several organisational changes, including the engagement of two contractors for administration and events. Sarah was Vice-President during these processes. Once she stepped into the president role, she recognised that having survived the global pandemic, the ECEC landscape had irreversibly changed and that AGECS needed to adapt to this new context. Her goal for AGECS during her presidency was to reconsider organisational goals to reinvigorate the AGECS Council and ensure that as an organisation AGECS remained relevant to the ECEC community. This involved a number of different projects and activities, that overlapped in order and purpose, which will be referred to as the AGECS strategic activities.

This document attempts to provide a chronological and contextual overview of the AGECS strategic activities associated with the initial development of a five-year strategic plan, which began in 2022. However, this is difficult, as the process was not a straightforward or linear one. Please note, the intention is not to provide details that are covered in the documents being discussed, those documents should be read in conjunction with this overview. These documents are:

AGECS Strategic Plan 2022–2027

Early Childhood Professional and AGECS Member Profile Report

Community Engagement and Consultation Survey Report

Development of the Strategic Plan

Melissa Eastwood was engaged as consultant and facilitator for the development of a strategic plan. This was proposed by Sarah O'Donnell and approved at the May 2022 Council meeting. The process involved an in-person meeting (held at the MGSE 100 Leicester Street building), and two online meetings over the period of two months from June–August 2022 (for more details please see the annotated timeline below). Melissa generated a strategic plan based on the discussions between Council members, and data she collected between meetings via a survey. This was an iterative process, with the plan adapting after each meeting. During this period Melissa shared multiple documents with AGECS executive, including working versions of the strategic plan after each meeting, and workshop notes from each meeting. These documents are stored under the file pathway Engagement – AGECS Strategic Plan – Action and Strategic Plans from Melissa Eastwood.

Melissa shared her versions of the final documents to Council on 22nd August 2022. These included: AGECS Strategic Plan 2022–2027, AGECS Action Plan and AGECS Final Workshop notes. These documents were intended as drafts for AGECS Council to then workshop into a final product. This process was delayed for multiple reasons, including proceeding with some of the action plan projects and some internal administrative processes taking priority, and as such they remained untouched until mid-2023.

Publication of the Strategic Plan

The final draft of the Strategic Plan sat with AGECS Council for an extended period of time, roughly August 2022 until June 2023. The final draft was written by Melissa Eastwood for AGECS to use as a base for Council to use to develop an in-depth document, but there were many other organisational changes taking place at the same time. Council did not approach the finalisation of the documents, including consultation with AGECS Committees Fellowship Advisory Committee and the RAP Committee, until mid-2023. Due to this extended time there were multiple factors that impacted this process, primarily changes to Council. Specifically, there were a number of new Council members at the 2022 AGM who did not participate in the strategic planning meetings. This meant that they inherited a document that they had limited contribution to, and not as clear understanding of the process that led to the goals comprising the document. This had both benefits and limitations, in that they were able to act as fresh eyes and perspectives on language and concepts, but this also meant more time and care needed to be dedicated to the process, extending the date of publication even further.

It was decided in August 2023 that the annual planning meeting would again be dedicated to the strategic plan activities. However, due to other projects proceeding whilst this was paused, there were multiple strategic activities that had to be addressed

in this meeting, including the results of the ECP and AGECS member profile report and the creation of a Community Engagement Project committee.

Before this meeting, it was important that the AGECS RAP Committee had an opportunity to provide feedback to Council on the Strategic Plan 2022–2027. Prior to their October RAP Committee meeting, the committee were sent the draft document, so that they could offer feedback during the meeting. The RAP Committee members present were Leanne Sumner, Ash Williams-Tchen, Maree Wiggins, Nichola Marriott, Sandra McCarthy-Wilson and Alex Heard (minute taker and EC). There was an emphasis on the perspectives and opinions of the RAP Committee Aboriginal Ambassadors Leanne Sumner and Ash Williams-Tchen. Their feedback was that there needed to be explicit emphasis on diversity, equity and inclusion, clear mention of Reconciliation and some language changes, regarding themes and values.

This feedback was documented, and presented to Council at the October Council Meeting. The changes were accepted and during this meeting the AGECS Strategic Plan 2022 – 2027 was officially adopted by AGECS Council.

Sarah O'Donnell was required to write a message to introduce the document, and once this was authored, the document was uploaded to the website.

Enactment of the Strategic Plan 2022–2027

Between the drafting and publication of the Strategic Plan 2022–2027 AGECS Council approved the initiation of a number of strategic actions that were mentioned in the draft. This began with the contracting of Melissa Eastwood to assist Engagement Coordinator Alex Heard with the Early Childhood Professional and AGECS Member Profile Report, which paved the way for the AGECS Community Engagement and Consultation Survey. This next section will provide context around the development of these documents.

Early Childhood Professional and AGECS Member Profile Report

The first actions that were taken following the strategic planning meetings, was the Early Childhood Professional and AGECS Member Profile project. It was recommended by Melissa, following the strategic planning, that in order to be able to plan for AGECS activities, understanding exactly who the AGECS member base is, as compared to the general ECEC population, was of the highest importance. This process was initiated in November 2022, but the first meeting between the participants, mainly the Engagement Coordinator Alex Heard, and Melissa Eastwood, was not scheduled until March 2023. Melissa acted as coach and mentor for Alex, who undertook the research and authored the report. The two met for multiple in-person workshops, and connected for one hour catch ups between these in person meetings where necessary (see detailed Timeline).

The report was based off findings from the Australian National Early Childhood Education and Care Workforce Census 2021, AGECS membership data as sourced from Memberpress, and supplemented with findings from a short survey of AGECS members. The research began in March 2023, and then report was finalised in August 2023, at the annual Planning Meeting. This report and the recommendations that came from the findings of the report provided a guideline and rationale for the consultation with the ECEC community, which was conceptualised as the Community Engagement and Consultation Survey.

Community Engagement and Consultation Survey

It was a mandate of Sarah O'Donnell's presidency that AGECS needed to listen to the voices of the ECEC community and base AGECS activities on the feedback received. This was an underlying theme of all AGECS activities, including the ECP and AGECS Member Profile Report, which was considered as a precursor to the development of a clearer engagement of the community via a large-scale survey. In many emails this entire process was referred to as the Community Engagement Project, including the name of the committee who oversaw the project.

A Community Engagement Committee was formed in the August Planning Meeting, to oversee the creation of the survey. This committee included Council members Sinead O Conaill, Melissa Adam and Emma Boag, and contractors Alex Heard and Liz Potter.

The Community Engagement Committee met twice for two-hour meetings. The first meeting the committee discussed the general information AGECS wanted to capture with the survey. After the second meeting Alex Heard drafted the survey, which was then sent to the committee before the second meeting. The survey was reviewed at the second meeting, and it was proposed that before sending it to Council for feedback and endorsement, feedback from the RAP Committee on questions pertaining to Aboriginal and Torres Strait Islander cultures and peoples and their data, should be sought. This aligned with a RAP Committee meeting in which the RAP Committee were also going to review the AGECS Strategic Plan draft. Following this meeting, held on the 2nd October, the survey was sent to Council via email for feedback.

In late September the draft survey was sent to Council for feedback. Minor adjustments were made based on Council feedback including the addition of some response choices to questions about professional learning topics. An online motion (via SurveyMonkey) was made to approve the survey for publication in early October. Council was given five days to respond to the motion. Of the 9 Council Members who responded to the survey, all voted in favour.

Once approved the survey was shared across multiple platforms. This included Council members sharing their own networks, on the AGECS social media accounts, on the front page of the website and via AGECS newsletter inForm. This generated 221 responses.

The report on the survey findings can be found at www.agecs.org.au/reports.

Budget

There were two separate engagements of Melissa Eastwood's services for this project.

In addition to this, there are other budgetary considerations to keep in mind. First, many contractor hours that went into the project, which were significant but not specifically logged. Additionally, the AGECS free membership incentive for participating in the survey can also be considered, which had a value of \$1850.00. Whilst this is not an out-of-pocket cost, it is a loss of potential income. However, it is possible that a number of those who signed up for the free membership would not have signed up at all for a reduced cost membership or regular cost membership. Inversely, many people in the survey reported having never heard of AGECS before, and they would have potentially paid for membership if AGECS appeared to be a relevant organisation for them.

Ultimately, we cannot know, however we do know that fewer than 25% of respondents opted in for the free membership incentive.

Timeline

2022	Action	Project
9 th May	Council passed a motion to engage Melissa Eastwood as a consultant and facilitator of the strategy planning process.	Strategic Plan
30 th June	First strategic planning meeting (in person at Level 4 100 Leicester Street, Carlton).	Strategic Plan
5 th July	Second strategic planning meeting (online via Zoom).	Strategic Plan
15 th August	August Planning Meeting utilised as third and final strategic planning meeting (online via Zoom).	Strategic Plan
21 st August	Melissa Eastwood sends final drafts of Action Plan, Strategic Plan and workshop notes.	Strategic Plan
14 th November	Alex Heard (Engagement Coordinator) contacted Melissa Eastwood to initiate next phase of the strategic plan.	Community Engagement Project – Profile report

2023	Action	Project
2 nd February	Melissa Eastwood sends proposal for implementation of the Action Plan.	Community Engagement Project – Profile report
22 nd March	Melissa Eastwood and Alex Heard meet to plan logistics of the implementation of the action plan.	Community Engagement Project – Profile report
3 rd April	Melissa and Alex conduct a half-day workshop (in person at Level 4 100 Leicester Street, Carlton).	Community Engagement Project – Profile report
15 th May	Community Engagement Project committee meeting (online via Zoom).	Community Engagement Project – Profile report
28 th August	Annual August Planning Meeting utilised as Strategic Plan meeting (online via Zoom).	Strategic Plan
September	Early Childhood Professional and AGECS Member Profile Report approved by Council for publication.	Community Engagement Project – Profile report
11 th September	Community Engagement Committee meet to plan survey.	Community Engagement Project – Survey
25 th September	Community Engagement Committee meet to finalise draft survey (online via Zoom).	Community Engagement Project – Survey
2 nd October	RAP Committee reviewed Strategic Plan draft and offered input (online via Zoom).	Strategic Plan
	RAP Committee reviewed Community Engagement and Consultation Survey draft and offered input (online via Zoom).	Community Engagement Project – Survey
4 th October	Survey sent to Council for feedback.	Community Engagement Project – Survey
12 th October	Community Engagement and Consultation Survey approved by Council (via SurveyMonkey motion) and opened to responses from the ECEC community.	Community Engagement Project – Survey
23 rd October	Strategic Plan v3 formally approved as the AGECS Strategic Plan for publication.	Strategic Plan
11 th November	Reports page added to website to share published reports, including Strategic Plan 2022-27 and ECP and AGECS Member Profile Report.	

29 th November	Community Engagement and Consultation Survey closed	Community Engagement Project - Survey
2024	Action	Project
24 th February	Council Meeting strategy for PL provisions in 2024 based on report	Community Engagement Project - Survey
February	Community Engagement and Consultation Survey report published	Community Engagement Project - Survey

Appendices

The following items are screenshots that contain information that provides contextual information for the strategic activities of the AGECS Council and contractors. There is no particular order or direct mentions in the body of the overview.

		PASSED
12.3	Marketing and promotions	Sarah provided information regarding Melissa Eastwood as a potential facilitator for the Strategy Plan process, together with an outline of Melissa's proposed structure and costs: Phase 1 – Visioning (\$4,000), Phase 2 – Making the Vision Real / Developing a strategic plan (\$4,000), Phase 3 – Heading in the right direction / Reflective Practice/evaluation framework (\$4,000). The preparation of a Marketing and Promotions plan will be developed as a later stage of the Strategy Plan: The Way Forward. Melissa has suggested a contact who could add value as part of this process. Motion: That Council approve the appointment of Melissa Eastwood as Facilitator for a Council Strategy event to be held from late May/June 2022. <i>Moved: Sarah O'Donnell</i> <i>Seconded: Wendy Grenfell</i> PASSED ACTION: Liz to liaise with Melissa to proceed with the Strategy Plan process, with a strategy session to be held possibly on a weekday during term break.
12.4	Date for AGM	At the last meeting Council moved "That the 2022 AGM be held online." Discussion held regarding date and time. ACTION: Liz to investigate the possibility of surveying members for their preferred time for the AGM on Monday 07/11/2022 either 5pm – 6.30pm or 7pm – 8.30pm. Motion: That the AGECS AGM be opened with a Welcome to Country delivered by a Victorian-based Aboriginal Elder". <i>Moved: Alannah Dore</i> <i>Seconded: Nichola Marriott</i> PASSED ACTION: AGECS Aboriginal Consultant AJ Williams-Tchen will book an elder in for November AGM 2022.
13	Correspondence	Motion: That the inwards correspondence be received, and the outwards correspondence be endorsed. <i>Moved: Sarah O'Donnell</i> <i>Seconded: Sandra McCarthy-Wilson</i> PASSED
14	Online motions (Survey Monkey)	The AGECS Council motion: appointment of E Boag and J Fitzgibbon to AGECS Council

		CARRIED
16.5	Strategy Plan	Sarah led a Council discussion recapping that Melissa Eastwood was engaged to manage the strategic plan process based on a Simon Sinek model of strength-based leadership and business. The process including Council thinking about what makes a good educator, why people join AGECS, what we're doing well and the things we can do to provide support to the ECE community. It highlighted that there are different opinions about where we're at, what we're good at, how we're spending our time and how our future is looking. Council members endorsed that it was a great process, especially agreeing that we cannot do everything for everyone, but instead need to streamline and focus on what we're good at, as the ECE community including Council members are overwhelmed and can't keep working like this. AGECS Council needs to act as the brains trust with contractors undertaking the work. Both new and more long-term Council members alike found the process clarifying. However, the key outcome was the need for community engagement – when was the last time we asked our community what they want. We received key data from the grants process: the 100 Years of Excellence grants were for up to \$5000 and AGECS fully or partially funded the 32 projects that fitted the criteria from the 48 applications. Whereas the Fellowship Grant for \$10,000 got 3 applications and applicants struggled to write the submissions. 100 year grants were for practical projects, whereas the Fellowship is about personal leadership which educators find harder. Educators don't have a lot of faith in themselves and that they're worthy of a fellowship. It was suggested that the language that AGECS uses in the grants might put people off applying. While there is a need to support educators, and younger educators aren't getting the same kind of training and support as in the past, we don't know what support AGECS can best provide until we ask. Community engagement will provide a clear direction, opportunities for relationships with other partners, and define what's possible. We're trying to be everything to everyone but not sure who we actually cover; are we supporting after school care, family day care, still an unknown for us. We haven't surveyed our community and been clear about what they want. Two parts moving forward: 1. Community engagement – need to engage with members and non-members. A lot of people don't know AGECS exists or its purpose. We need to be quite considered about who we're getting feedback from. Feedback options such as:

		• trifold flyer that people can take to centres as a promotion, which is currently all word of mouth. • We can target cluster managers and local government, with AGECS linking ECE organisations. • PSFOs going back to educators and asking what do you want. • Asking new graduates (1 in 2 of whom will not be there in 5 years, with retention rates predicted to worsen due to less course preparation and employment stressors) what they think they need, then a couple of years later ask what did you actually need. • Department has links with new graduates, utilise those connections. • Research options include focus groups, surveys, graduates, teachers. We need a multi-pronged approach, pick 2 or 3 products or services and do them really well, not engage in a scattergun approach. 2. Refresh and clarify the AGECS business model. As Melissa understands AGECS, Sarah recommends that Council engage Melissa as a consultant to guide AGECS through next stage with Alexandra empowered to undertake the work. Council agreed to ask Melissa for a quote, using the funds set aside for the marketing budget as we will hold off on marketing until this engagement phase is completed. A small group of Council might form a committee to manage this project with Alexandra. Part of the engagement to ask about timing of grants – ask educators when would suit them. Wellbeing grants to be included on December agenda. Ideas discussed included: • We could feed data back to AEU. • People need to understand where AGECS sits in service system. • After Sarah and Alexandra's meeting with FKA, the concept of AGECS becoming an information hub/repository/almanac. Collate available resources that are easily sourceable, something that doesn't exist. There are currently lots of resources but not easy to find. However, issues with keeping resources updated. • Use 100 year grants as research data. Ask those people why they applied; next year they will give a very short evaluation. Engage Trustees and provide feedback about their grant processes. • Council members are a data resource based on their centre visits and educator engagements. Discussion concluded that Council can't commit to anything until we've asked our educators what they want – do they want us to educate or advocate. At this point we can only guess.
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(Minutes – Council Meeting)

(10.10.2022)

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15.3	Strategic Plan	Sarah and Alex met with Melissa Eastwood who has been asked to provide a formalised quote and proposal for how to progress in next 6 months for the February meeting which will be shared with the Trustees. We will use 2023 for information gathering and data collection on who our membership is and could be. Melissa will work closely with Alex from February 2023 suggesting how the process will work. Once we know who our members people are and what are their needs, we can move to the next planning for delivery stage.
15.4	Meeting schedule	Liz outlined the new Finance Committee meeting process: first half of meeting to discuss income, then the Executive to continue to review expenditure. The Finance Committee minutes will be circulated with Council meeting agenda papers, giving Council much stronger idea of how finances are tracking quarter by quarter. In the past, the planning meeting has been held in August. From 2023, the Program Manager, Engagement Coordinator and Executive will develop a draft budget to be discussed by the Finance Committee in February, before being reviewed by Council in February. Council will then have time to consider with budget being adopted in April. This means that Council needs to think about planning earlier in the year to fit in with the budget. Council's financial decisions will be transparent, made on strong information, and records kept well.

		for circulation to Council members with the minutes.
16.2	Strategic Plan	Review of Melissa Eastwood quote for Year One Action Plan – Consultation. Sarah can go back to Melissa and negotiate the quote. Melissa's work includes running and modelling a session, then mentoring Alex in how to continue further sessions, weekly check-ins with Alex, and providing help feeding through the data. The project will be conducted over a 6 month period. Council agreed that this is not to be a cost-cutting exercise as the project will provide information to guide AGECS into the future – how we can best support our community and what our members want from us. Motion: That Council accept Melissa Eastwood's quote for the next stage of the Strategic Plan and that Alex engage with her to start the project. <i>Moved: Sandra McCarthy-Wilson</i> <i>Seconded: Helen Baker</i> CARRIED ACTION: Sarah to ensure the contract with Melissa includes the provision that only Melissa's actual time will be charged rather than quoted times. ACTION: Alex to check with Melissa if we have permission to rebrand the documents, then circulate them to Council. ACTION: Engagement Coordinator to rebrand the Year One Action Plan document and use the Mission and values in social media and on website and to send to new members.

Meeting closed: 7.03pm

Next meeting

Monday 24th April 2023 from 5pm – 7pm: Budget adoption

(Minutes – Council Meeting)

(27.02.2023)

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3	AGECS Strategic Plan	Maree	Notes from RAP Committee Meeting on strategic plan: - More emphasis on diversity/inclusion - Thoughts on specific activities/actions (learning resources) - Alex explained the overall relationship between Strategic Plan and Survey - Inclusion of reconciliation as a specific point Recommendations: Swap advance and connect. And add 'inclusion' to mentions of diversity. "Remain responsive to diversity, inclusion and equity". Add a sentence about reconciliation to the strategic <u>themes</u> preamble (Ash and Leanne to write) Rename 'strategic themes' to '<u>values</u>'? Or include values in some way.
4	AGECS Community Engagement Consultation Survey	Maree	<i>The AGECS Community Engagement Consultation Committee have created a survey for the Victorian ECEC community. Originally it was hoped that a representative from the Aboriginal Ambassadors would be able to attend the meetings and help develop the survey. The committee would appreciate any feedback, or</i>

(Minutes – RAP Committee Meeting) (02.10.23) (2)

14.6	Fellowship Grant Committee	Written report provided by Coral Campbell was circulated with the agenda. Motion: that the Fellowship Program for Leadership and Change Policy and Procedure V3 be adopted. <i>Moved: Wendy Grenfell</i> <i>Seconded: Sandra McCarthy-Wilson</i>
14.7	Engagement Report	Written report circulated with the agenda. Community Engagement update: 126 responses to date. Survey will close near the end of the year. Action: Alex to provide "one last opportunity to participate" notification to members and ECEC community.
14.8	Draft Strategic Plan	With input from the RAP and Fellowship Committees, the Strategic Plan has been finalised. Council acknowledged the particular contribution of Aunty Leanne and the Aboriginal ambassadors in providing holistic feedback, which considered inclusion of first nations' children, children with additional needs and children from refugee families. Council acknowledged the Strategic Plan is a legacy for Sarah. Motion: that the draft Strategic Plan (V3) be formally endorsed as AGECS's Strategic Plan. <i>Moved: Sarah O'Donnell</i> <i>Seconded: Sue Emmett</i>
14.9	Upcoming events for Council members to register	AGM – Monday 20th November 2023. Presentation at 5pm, AGM at 6pm. Quorum is 20 members. Action: Council members to encourage teachers in their networks to come to hear Robyn Papworth.
14.10	Accept reports	Motion: that all reports be received and endorsed. <i>Moved: Sarah O'Donnell</i> <i>Seconded: Sue Emmett</i>
15	General Business	
15.1	Additional items for business	None.
15.2	Liza Farquhar resignation	Liza emailed on 12/10/2023 to formally resign from the AGECS Council and Warrawong Advisory committee. A replacement is required for Warrawong Advisory Committee, to provide a link between the Warrawong Advisory Committee and Council. Time commitment is approximately 5 hours once a year, including approx. 2 hours to review approx. 50 applications. Warrawong meets in person over lunch to finalise the grants. ACTION: Liz to email Warrawong Advisory Committee members to join Council.
15.2	AGM and 2024 Council	Nominations to 2024 Council. https://agecs.org.au/join-the-council/

With Thanks

INVOICE #2022011

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INVOICE:

AGECS

PO Box 12163,
A'Beckett Street,
Melbourne VIC 8006



DESCRIPTION	DAYS	PRICE	TOTAL
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PHASE TWO & THREE | VISION & ACTION PLAN

Getting ready	2	\$3,000	
Facilitation of the Workshop - 30 June 2022	1	\$2,000	
Write up	2	\$3,000	

not including GST

PAYABLE TO:

Melissa Eastwood
BSB: 033-395
ACC: 338583

AMOUNT DUE: \$8,000



BLOSSOM & GATHER
Melissa Eastwood
Abbotsford, VIC 3067
Australia

0438 347 385
melissa@bigcloud.net.au

Proposal

AGECS

Year One Action Plan Consultation

February 2023

Background

In 2022 AGECS developed its strategic vision and action plan. Year One Action Plan is unique; and responds to the identified need to focus on the foundations of AGECS Mission:

1. Connecting with Early Childhood Professionals, better understanding their needs and experiences
2. Refreshing and clarifying AGECS Business Model
3. Offering one to two products or services for the community

Within scope of this proposal is the first action (with scope to incorporate action 2).

Purpose

The purpose of the work undertaken through this proposal would be to coach and mentor AGECS to:

1. Initiate, implement and report on the year one action plan.

Aim

This proposal sets out three key aims for consideration:

1. To understand the profile of early childhood professionals; undertake research and report on key characteristics of the Early Childhood profession.
2. To undertake consultation with early childhood professionals; to better understand their needs, expectations, and experiences.

The following aim has not been costed or incorporated into this proposal. The final aim could be completed as part of this work if required but would be at additional cost.

3. (if required) to address the additional 4 goals for Year One in the Action Plan, namely:
 - a. Membership: clarify who AGECS serves, and the AGECS membership model
 - b. Policies and Processes: Child safety requirements, continuous improvement process and/or other policies as identified
 - c. Marketing strategy and communication plan: prepare marketing and communication project brief
 - d. Review and Refresh AGECS strategy and Action plan: based on Year One findings

Outcomes

Key outcomes from this work set out in this proposal would be:

1. AGECS has a current understanding of the key characteristics of the Early Childhood profession (ECP Profile) in a documented format.
2. AGECS has a current understanding of the needs, expectations, and experiences of Early Childhood Professionals in a documented format.
3. Membership: AGECS has a clear statement of who it serves, and the AGECS membership model

Proposal

This proposal is to be read in conjunction with the Action Plan.

To achieve the goals detailed above, this proposal is set out in two phases:

STAGE	METHOD	TIMELINE
PHASE 1 PROFILE EARLY CHILDHOOD PROFESSIONALS		
1 Project Establishment The goals of this stage are to: • Scope the project plan for developing a profile of Early childhood professionals • Define key metrics, methodology, outputs	Getting ready think tank • Melissa and Alex ½ day workshop • Melissa to prepare think tank session • Alex to arrange location and take notes including metrics and plan	February 2023
2 Implementation The goal of this stage is to: • Conduct desk top research seeking to understand the characteristics of early childhood professions, as scoped out in the project establishment.	Coaching and Support • Alex undertakes and completes the research • Melissa available for advice, guidance • Weekly check in session (online or in person) • Melissa available throughout week for email questions or check in	February 2023 (2-3 weeks)
3 Write up and Share The goals of this stage are to: • Document the current profile of the early childhood profession in an informative, useful manner. • Share the findings with the identified key stakeholders.	Coaching and Support • Alex to write up findings • Melissa to review and provide feedback • Alex to share/present phase 1 findings with AGECS (could be at meeting with Melissa available to assist Alex)	February – March 2023 (1-2 weeks)

STAGE	METHOD	TIMELINE
PHASE 2 CONSULTATION WITH EARLY CHILDHOOD PROFESSIONALS		
4 Phase 2 Scoping and Initiation The goals of this stage are to: • Scope the project plan for consultation with ECP • Define key metrics, methodology, outputs, cross reference with visioning-strategy session information • Develop an agreed and achievable consultation project plan	Consultation think tank • Melissa and Alex ½ day workshop • Melissa to prepare think tank session • Alex to arrange location and take notes and write up project plan	March 2023
5 Implementation The goal of this stage is to: • Conduct consultations with a range of ECP.	Coaching and Support • Alex undertakes and completes the consultation • Melissa available for advice, guidance • Weekly check in session (online or in person) • Melissa available throughout week for email questions or check in • (if focus groups and/or interviews are used as a method in the consultation, Melissa can participate in focus groups)	March - May 2023 (6-8 weeks)
6 Write up and Share The goals of this stage are to: • Document the consultation findings in an informative, useful manner. • Share the findings with the identified key stakeholders.	Coaching and Support • Alex to write up findings • Melissa to review and provide feedback • Alex to share/present phase 2 findings with AGECS (could be at meeting with Melissa available to assist Alex)	June 2023 (2-3 weeks)

STAGE	METHOD	TIMELINE
PHASE 3 CLARIFY MEMBERSHIP MODEL		
7 Phase 3 Consolidation and review of findings The goals of this stage are to: - Consolidate the findings from the visioning workshops in 2022 and the findings from the implementation of the action plan year 1 in relation to AGECS membership model - Define and who the target customer is for AGECS - Clarify membership model - Develop an agreed statement of customer and membership (and model)	AGECS Workshop - Melissa workshop - Alex to arrange location and take notes and write up workshop - Melissa to facilitate workshop with AGECS with assistance from Alex	June/July 2023
8 Write up and share The goals of this stage are to: - Document the customer, membership and model in an informative, useful manner. - Share the findings with the identified key stakeholders.	Coaching and Support - Alex to write up findings - Melissa to review and provide feedback	June/July 2023 (2-3 weeks)

Quote

As this work is based on coaching and support, the proposal is set out based on a regular time. This should align with the above project phases, using:

- Monthly 1/2 day think tank and/or focus groups, consultations
- Weekly check in sessions

Timeline	Details	Hours	Cost
Phase 1 PROFILE EARLY CHILDHOOD PROFESSIONALS			
February 2023	½ day think tank	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in this phase</i>	6 hours	\$1,500
Phase 2 CONSULTATION WITH EARLY CHILDHOOD PROFESSIONALS			
March 2023	Scoping and initiation – Consultation Think Tank	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in March (have factored in public holiday)</i>	6 hours	\$1,500
April 2023	Mentoring, assisting with consultation focus groups/interviews	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in April (have factored in public holiday)</i>	6 hours	\$1,500
May 2023	Mentoring, assisting with consultation focus groups/interviews	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in April (have factored in public holiday)</i>	6 hours	\$1,500
June 2023	Finalisation of findings, reporting, AGECS workshop	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in April (have factored in public holiday)</i>	6 hours	\$1,500
June/July 2023	AGECS Workshop and planning	1 day	\$1,500
	Weekly check-in <i>Based on 3 additional weeks in April (have factored in public holiday)</i>	6 hours	\$1,500
	TOTAL		\$18,000

Payment terms

A quarterly invoice will be prepared for hours completed in the quarter (January to March (first quarter issued 31 March 2023); April to June (second quarter issued 30 June 2023), July to September (third quarter issued a project completion or end of September, which ever is the sooner) with the balance to be paid within 14 days.