



Australian Government

Department of Education, Employment
and Workplace Relations

Higher Education Participation and Partnerships Program (HEPPP) 2010 Progress Reporting Pro Forma

This form is to be completed by eligible universities that received HEPPP funding in 2010.

The deadline for reporting is 5.00pm EST 1 August 2011.

Name of university	
Name of contact officer	
Designation of contact officer	
Email address	
Telephone number	

Note: Contact details are collected so that DEEWR can contact you about this form. These details will not be disclosed without your consent, unless required by law.

The Higher Education Participation and Partnerships Program (HEPPP) supports the government's ambition to have 20 per cent of domestic undergraduate enrolments at university be people from a low socio-economic status (SES) backgrounds by 2020. The HEPPP aims to increase the historically poor record of people from low SES backgrounds accessing and participating in higher education.

The primary purpose of the Reporting Pro Forma is to understand how funding is being utilised in achieving the government's low SES ambition. It will also satisfy departmental and provider accountability for the expenditure of public monies.

The information obtained from this report will also be used to:

- assist in preparing the Institutional Performance Portfolio
- inform the government's triennial compact discussion with universities and the annual review of individual compact agreements
- contribute to the evaluation of HEPPP.

Please note: Estimated financial figures may be used if actual values would be difficult to disaggregate or calculate.

Please provide an electronic copy of the completed form to: equity@deewr.gov.au

A **signed hard copy** of the completed form is also required. Please send to:

HEPPP Program
Equity and Indigenous Programs Unit
Quality, Indigenous and Equity Branch
Department of Education, Employment and Workplace Relations
GPO Box 9880 (LC: C50MC9)
CANBERRA CITY ACT 2601

If you require assistance in completing the form, or have any queries please email equity@deewr.gov.au or contact Craig Cornwall on (02) 6240 8282.

Please note: The format of the 2010 Reporting Pro Forma may be subject to change in future years, as required.

QUESTIONS

Please read each question carefully.

NOTE: You will be asked to report on your activities for both Component A - Participation and Component B - Partnerships for 2010.

Q.1 How do HEPPP activities undertaken in 2010 align with your university's equity planning in relation to widening participation of people from low SES backgrounds in higher education?

Why we're asking

The department is interested in and expects your HEPPP activities to complement your Equity Plan and assist in achieving the government's ambition to increase the total number of people from low socio-economic status (SES) backgrounds to access and participate in higher education.

Please also indicate how the HEPPP funds have assisted you to expand or enrich your pre-2010 efforts/programs.

Your response

Component A - Participation Reporting

Q.2(a) How much of your Participation funding did you spend in 2010?

Why we're asking

It is important to ensure transparency of public monies. Responses should include information on rollover amounts for your university.

Please complete the table below.

Please also provide details of what Participation funding was spent on Partnerships initiatives.

Your response

Component	Allocation (\$)	Spent (\$)	Rollover (\$)
Participation			
Participation funding spent on Partnerships activities (\$)			

Q. 2(b) In 2010, what activities did your university undertake with HEPPP Participation funding?

Why we're asking

Your response will assist us to identify what activities are being undertaken with HEPPP funding and ensure transparency of the expenditure of public monies.

Please identify any institutional scholarships, whether funded by your resources, other grants, or through HEPPP funds, that have been awarded and their cost.

Please complete the table below and add extra rows as required.

Your response

Activity title	Objectives of activity	Rationale of activity <i>Why did you choose to undertake this particular activity?</i>	What progress have you made toward achieving the objectives of the activity? <i>Outline both qualitative and quantitative data collected to measure the performance of this activity.</i>	Cost (\$) <i>Provide estimates of expenditure.</i>

Component B - Partnerships Reporting

Q. 3 How much of your Partnerships funding did you spend in 2010?

Why we're asking

It is important to ensure transparency of public monies and to identify, if possible, other sources of funding that have assisted with your Partnership programs. Responses should include information on rollover amounts for your university.

It is anticipated that that HEPPP funding will be used to supplement or complement your existing programs to assist low SES people access and participate in higher education, and we are seeking an indication of the true cost of such programs.

Please indicate, using actuals where possible, any other funding received to assist with the Partnership programs .

Your response

Component	Allocation (\$)	Amount spent (\$)	Rollover (\$)
Partnerships			
Other funding			

Q. 4 In 2010, what activities did your university undertake with HEPPP Partnerships funding?

Why we're asking

Your response will assist us to identify what activities are being undertaken with HEPPP funding and ensure transparency of the expenditure of public monies.

Please complete the table below and add additional rows as required.

Please also provide details of what Participation funding was spent on the Partnerships activities.

Your response

Activity title	Objectives of activity	Rationale of activity <i>Why did you choose to undertake this particular activity?</i>	What progress have you made toward achieving the objectives of the activity? <i>Outline both qualitative and quantitative data collected to measure the performance of this activity.</i>	Cost (\$) <i>Provide estimates of expenditure.</i>

General Comments

Why we're asking

We are interested in feedback from our stakeholders. If you wish, please feel free to provide other information, insights and/or suggestions

Your response

Declaration

I declare that:

- I am authorised by the university to sign this form on its behalf; and
- To the best of my knowledge, the information that I have provided in this application is true, correct and accurate in all particulars.

I understand that:

- The provision of false or misleading information or the making of false or misleading statements to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth).
- If any actual or potential conflict of interest arises, I must notify the Commonwealth immediately in writing of the facts giving rise to the actual or potential conflict of interest and to take such steps as the Commonwealth may require so as to resolve or otherwise deal with any conflict of interest that may arise.

Title	
Given name	
Surname	
Position	
Signature	
Date	