

Corporate Performance Reporting Site

Ethnic Affairs Priorities Statement Project - User Manual

Corporate Performance Reporting Site 2009



User Manual for reporting information online

Ethnic Affairs Priorities Statement

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INTRODUCTION

The Corporate Performance Reporting (CPR) site allows corporate performance collection of information across the department.

This document gives you a brief overview of how to login and use the CPR site. For further information you can download the 'User Manual' and training video for the Corporate Performance Reporting (CPR) from the secure home page. To do so, click on the Online Training tab button on the top right hand corner of the page.

Corporate Performance Reporting (CPR) Site - Public Home Page

The screenshot shows the public home page of the Corporate Performance Reporting (CPR) site. At the top, it displays the NSW Department of Education and Training logo and the site title. Below this is a navigation bar with a 'Home' link. The main content area is divided into two columns. The left column contains a 'Login Here' link, a 'Username:' label with an input field, a 'Password:' label with an input field, a 'Login' button, a 'forgotten password?' link, a 'Help Documents' link, and a 'How To Guide' link. The right column contains the title 'Corporate Performance Reporting', a welcome message, a description of the site's purpose, a 'New to the site?' section with instructions on how to create an account, and a link to watch a training video on how to create an account.

NSW Department of Education and Training Corporate Performance Reporting	
Home	
Login Here	Corporate Performance Reporting
Username: <input type="text"/>	Welcome to the Corporate Performance Reporting (CPR) site.
Password: <input type="password"/>	This site is used to collect information used in corporate performance reporting and annual reporting.
<input type="button" value="Login"/>	New to the site?
forgotten password?	Type your windows login username and password in the login window and the system will take you through your account setup.
Help Documents	Watch the training video on how to create an account
How To Guide	

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Accessing the Corporate Performance Reporting site

To access the Corporate Performance Reporting site you will need to go to the following internal web address:

<https://detwww.det.nsw.edu.au/ecmcfs/cpr/index.cfm>

To login, you will need enter your username and password, then click the Login button. If you are new to the site, enter your Windows login user name and password and the system will take you through your account setup.

If you have forgotten your password, click the [Forgotten password?](#) link. You will then be asked to enter your Username. Once entering this, click Send and your password will be emailed to you automatically from the system. Please note that if you are entering your Windows login, you will receive an email directing to you the IT Help Desk as Windows passwords are not stored on the CPR site.

The image shows a login form with two callout boxes. The first callout points to the Username and Password input fields and the Login button, containing the text: "Enter your Username and Password here". The second callout points to the "forgotten password?" link, containing the text: "If you have forgotten your password click here and you will see the below screen".

The image shows a screenshot of the "Forgotten your password?" page. The page title is "NSW Department of Education and Training Corporate Performance Reporting". Below the title is a "Home" link. The main content area has two columns. The left column contains a "Login Here" link, a "Username:" label with an input field, a "Password:" label with an input field, a "Login" button, and a "forgotten password?" link. The right column contains the text: "If you are using the CPR site to manage your password the system can send you a password.", "If you are using windows login integration then CPR will not store your password.", and "If you are unsure how you are managing your password, you can enter your username below and your account details will be emailed to you." Below this text is a "Username:" label with an input field and a "Send me my details" button. At the bottom of the page are "Help Documents" and "How To Guide" links.

Enter your username and click send

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After Logging In

Once you have logged in, you will be taken to the secure home page. There are some elements of the secure home page that you will always see as below.

The screenshot shows the secure home page of the NSW Department of Education and Training Corporate Performance Reporting system. The page features a blue header with the department name and a navigation bar with links for Home, Projects, Reports, and My Profile. A callout box labeled 'Main menu' points to the navigation bar. In the top right corner, there is an 'Online Help ?' button with a callout box that says 'Click here to access help documents and training videos'. Below the navigation bar, there is a breadcrumb trail starting with ': Performance', with a callout box labeled 'Breadcrumbs (location of where you are on the site)'. In the top right of the main content area, there is a 'Logout Joe AAAACitize' link with a callout box that says 'Click here to log out'. In the center of the page, there is a 'Session time remaining' indicator with a callout box. At the bottom left, the session time is shown as 'Session time remaining: 1:29:47'. At the bottom, there is a copyright notice and a support link 'Support: phone 9561 8888 or 9561 8553, or send an email' with a callout box that says 'Click this link to email Support and note their phone number'.

Your session time is one and a half hours and after this time, your session time will expire and you will be logged out automatically. You will see the time you have remaining at the bottom left hand corner.

If you can see that your session time is about to run out, you can reset your session time by either saving your work or navigating to somewhere else in the site e.g. click on one of the menu items in the blue bar at the top of the page.

Due to session expiry we recommend that you Save and Save often.

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Secure Home Page

The secure home page displays your approval level, the current collection status, latest news about the site, relevant help documentation including the latest version of the user guide and a glossary of icons.

The screenshot shows the secure home page of the NSW Department of Education and Training Corporate Performance Reporting system. The page features a blue header with the site name and navigation tabs for Home, Projects, Reports, and My Profile. A green bar indicates the user's approval level as 'General Manager'. The page includes sections for Latest News, Current Collection Status, and links to help documentation and a glossary of icons. Callout boxes provide instructions on how to use these features.

The green bar indicates your approval level and the icon that will prefix all collection items that you are to update

Click here to view help documents and training videos

Click here for a glossary of icons

Click on the link of the current collection you want to view

NSW Department of Education and Training
Corporate Performance Reporting

Home Projects Reports My Profile

Online Help ?

: Performance Logout Joe AAAACitizen

Latest News

Your approval level: General Manager

[Currently no news]

Welcome Joe AAAACitizen to the Corporate Performance Reporting (CPR) site.

CPR News Archive

The coloured bar above with the circular icon on the left indicates your approval level and the icon that will prefix all collection items that you are to update.

CPR Support Materials

To change project access permissions of accounts you have authorised please go to *My Profile*.

Corporate Performance Reporting Site User Manual

Current Collection Status:

Online Collection of EAPS (September 2008) - collection running until 24 October 2008

Glossary of icons

Session time remaining: 1:29:38

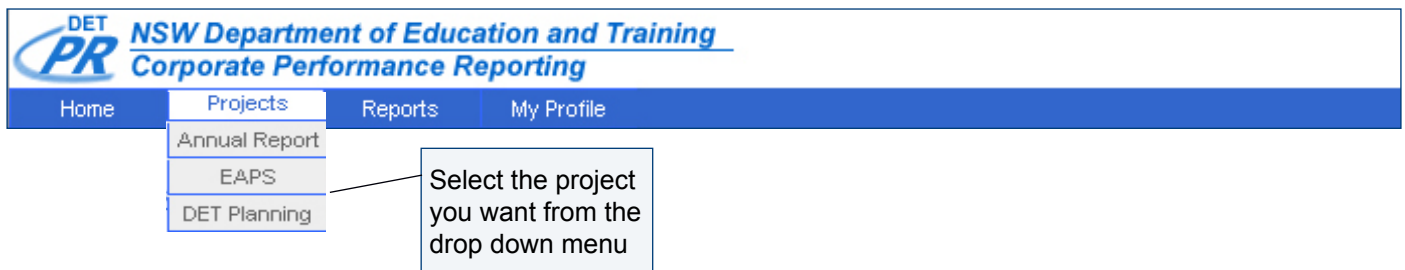
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About Projects

To access the DET Annual Report project, roll-over Projects on the menu bar and select Annual Report from the drop down. The projects available are the Annual Report, DET Planning (Planning & Reporting) and Ethnic Affairs Priorities Statement (EAPS).

The projects available to you on your drop down menu will vary depending on what projects you have access to. If you do not yet have access to EAPS, please contact your authorising officer.



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ETHNIC AFFAIRS PRIORITIES STATEMENT COLLECTION PROCESS


What is a Collection?

Collections are the method of collecting information for projects through the CPR site. Collections are edited and approved by the assigned levels of approval until final sign off at the end of the Collection. The date that the collection closes is displayed at the end of the collection description and is the date when all content for the collection should be approved to the System Manager (see below).

EAPS Collections

After logging in, you will be taken to the secure home for the Corporate Performance Reporting Intranet site.

This welcome page informs you of your level of approval and displays a list of the collections currently in progress and those that will commence within the next week.

This icon  indicates that the collection is in progress.

The date that the collection closes is displayed at the end of the collection information.

This icon  indicates that the collection is pending and will commence within the next week.

When a collection is pending, the start date for the collection is displayed at the end of the collection text.



Shows the approval status is set to the Directorate level.



Shows the approval status is set to the General Manager level.



Shows the approval status is set to the Office of DDG level.



Shows the approval status is set to the System Manager level.



Shows that commitments have been completely approved and are ready for reporting.

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When you click on the collection link text from the CPR home or project home page, you will see a list of indicators to report against the plan for last years strategy and a list of indicators to report against the plan for next years strategy.

Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.

You can sort the list of strategies by clicking on the Icon and Responsible headings that are underlined.

The screenshot shows the NSW Department of Education and Training Corporate Performance Reporting interface. The page title is 'Online Collection of EAPS (test 2) (September 2009)'. The navigation menu includes Home, Projects, Reports, and My Profile. The main content area displays a table with the following structure:

Approval Level	<u>Responsible Unit / Directorate / Office</u>	Report for 2009	Plan for 2010
	<u>Curriculum K-12, Schools</u>	11 strategies	2 strategies

Additional details from the screenshot include: 'Logout User aa-Demonstration', 'Session time remaining: 1:29:37', and 'Support: phone 9561 8689 or 9561 8087, or [send an email](#)'.

In the EAPS collection we ask you to report against a plan informed by those submitted by regions, Institutes and state office directorates last year.

Reporting is:

- Selecting relevant strategies and indicators
- Writing achievements
- Writing emerging issues

Planning is:

- Selecting the outcomes, strategies and indicators

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EAPS Collection pages for Directorates/Regions/Institutes

The Current Collections page has six tabs relating to the activities of EAPS:

- Planning & Evaluation
- Program and Service Delivery
- Staffing
- Communication
- Funded Services
- Case Study from current year

When you open the collection pages for an area of responsibility in the department you will see this screen. You will see the list of indicators from last years plan at the top of the page under the header row with - Report Against Plan 200X and Area of Responsibility i.e. Disability Programs. This enables a person who is working over more than one directorate/region/institute to know what they are working on at the time.

You will see the level of approval for each report against an indicator. You will see the list of indicators from last year's plan at the top of the page under the header row with - Area of Responsibility i.e Apprenticeships and Traineeships and report against 2009 plans.

This icon indicates what level of approval each indicator is at

These tabs relate to the activities of EAPS

Back

Print

Word

Planning and data

Education programs and services

Staffing and Professional Learning

Communication

Funded Services

2009 Case Studies

Select all

[Back to responsibility list]

Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.

Curriculum K-12 - report against 2009 plans

Approval

Indicators from 2009 Plan

Directorate and business unit plans include strategies and outcomes that meet the learning needs of students and staff from culturally and linguistically diverse backgrounds.

Copy to 2010

Edit

(Change/ edit the report)

Strategy [Not Edited]	Achievements	Emerging Issues
Planning and evaluation activities address cultural diversity issues		

Last updated: 22-09-09

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Report Against Last Year's Plan

For the previous year's report, you will see a description of strategies and indicators. Select relevant strategies and click on the edit button to take you to a new screen where you can delete indicators not relevant to your area of responsibility.

Click on the edit button next to relevant strategies to select relevant indicators

The screenshot shows a web interface for reporting. At the top, there are navigation tabs: 'Back', 'Print', and 'Word'. Below these are several greyed-out tabs: 'Planning and data', 'Education programs and services', 'Staffing and Professional Learning', 'Communication', 'Funded Services', and '2009 Case Studies'. A blue bar contains a 'Select all' checkbox and a '[Back to responsibility list]' link. Below this is a paragraph: 'Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.' A yellow bar indicates the current report: 'Curriculum K-12 - report against 2009 plans'. Under 'Approval', there is a red circle and the text 'Indicators from 2009 Plan'. A 'Copy to 2010' button is visible. An 'Edit' button (orange) is highlighted with a callout box. Below the 'Edit' button is a table with three columns: 'Strategy [Not Edited]', 'Achievements', and 'Emerging Issues'. The first row of the table contains the text 'Planning and evaluation activities address cultural diversity issues'. At the bottom, it says 'Last updated: 22-09-09'.

Strategy [Not Edited]	Achievements	Emerging Issues
Planning and evaluation activities address cultural diversity issues		

You will then see the following screen with the intended strategy, outcomes and indicators from last years plan.

Note that the activity area tabs are greyed out when providing a report against the plan so you will need to save the work and use the "[Back to activity area list]" in order to return to the list and re-activate the tabs.

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The Achievements section allows you to supply information on any achievements. Please supply information in this section using past tense.

The Emerging Issues section allows you to supply text which outlines issues in achieving outcomes.

When you have finished, click the Save button to save your work.

View the Strategy, Outcome & Indicators from last years plan here

Number	Strategy	Outcome	Indicator
1	Planning and evaluation activities address cultural diversity issues	Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.	Directorate and business unit plans include strategies and outcomes that meet the learning needs of students and staff from culturally and linguistically diverse backgrounds.

Add achievements to the indicator here using past tense

Add any emerging issues in achieving outcomes here

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Plan For Next Year

To create your plan for next year, click on the green Copy to 2010 button from those strategies choose strategies in the report against the plan which are relevant to your area of responsibility.

Click on the Copy to 2010 button to create a plan for next year

Back Print Word

Planning and data [Education programs and services](#) [Staffing and Professional Learning](#) [Communication](#) [Funded Services](#) [2009 Case Studies](#)

Select all [\[Back to responsibility list\]](#)

Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.

■ Curriculum K-12 - report against 2009 plans ■

Approval **Indicators from 2009 Plan**

● Directorate and business unit plans include strategies and outcomes that meet the learning needs of students and staff from culturally and linguistically diverse backgrounds. **Copy to 2010**

Strategy [Not Edited]	Achievements	Emerging Issues
Planning and evaluation activities address cultural diversity issues		

Edit (Change/ edit the report)

Last updated: 22-09-09

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You will see 3 areas in which text appears once you have chosen your strategies. These are for the Strategy, the Outcome and the Indicator/s.

The outcome and strategy should remain unchanged.

The indicators for the strategy may be changed by deleting any not relevant for your area of responsibility.

When you are done, click on the Save button to save your work.

Click here to save your work

Enter your strategy number here. The strategy number is used to sort the order that the strategies will appear in the plan for each activity area.

The screenshot displays the NSW Department of Education and Training Corporate Performance Reporting interface. At the top, there is a navigation menu with 'Home', 'Projects', 'Reports', and 'My Profile'. Below this, there are buttons for 'Back', 'Save', 'Print', and 'Word'. The main content area is divided into sections: 'Approval' (with a red status indicator), 'Strategy Number' (with a dropdown menu showing '1'), 'Strategy' (with a rich text editor containing the text 'Planning and evaluation activities address cultural diversity issues'), 'Outcome' (with a rich text editor containing the text 'Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.'), and 'Indicator(s)' (with a rich text editor containing the text 'Directorate and business unit plans include strategies and outcomes that meet the learning needs of students and staff from culturally and linguistically diverse backgrounds.').

Callout boxes on the right side of the interface indicate where text appears:

- Strategy appears here
- Outcome appears here
- Indicators appear here

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Current Collections

EAPS Case Study

Regions and Institutes are required to complete an EAPS Case Study. This is optional for other areas of the Department.

In completing the case study, please select an initiative that the Department could use to highlight good practice in education and training for cultural diversity conducted by your region/institute/directorate.

Click on the 200X Case Studies tab to open the Case Study screen.

You are required to provide details of the initiative, within a 300 word limit, under each of the headings; Title, Intended outcomes and associated indicators, Description, including strategies implemented, target group/s, timeframe and partners, Outcomes achieved, Expenditure, Contact person.

The screenshot shows a web-based reporting form for '2009 Case Studies'. The form is titled 'Curriculum K-12 - 2009 EAPS Case Study' and includes a 'Back to responsibility bill' link. The form is divided into several sections, each with a text area and a rich text editor toolbar. Callouts point to the following sections:

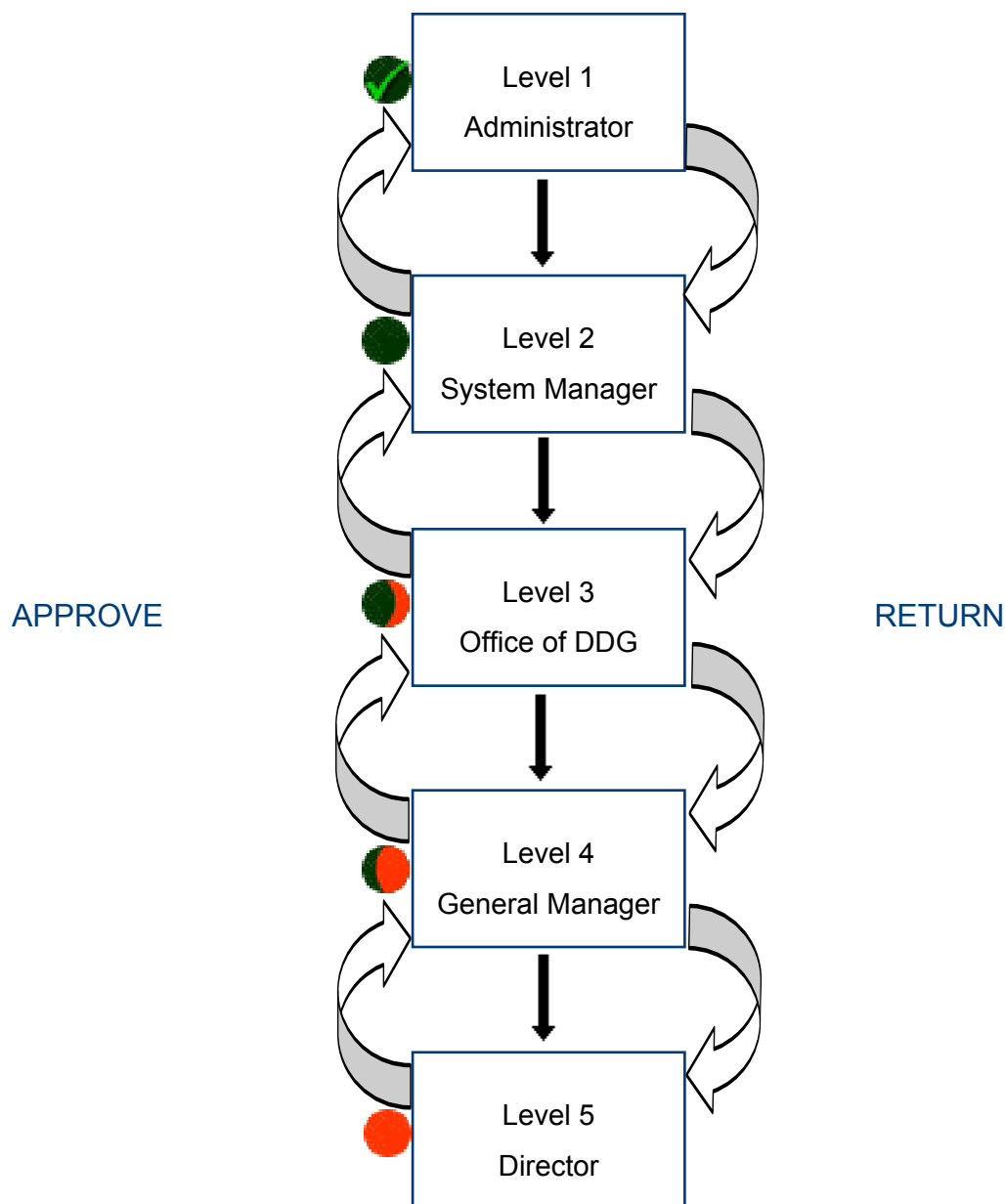
- Title:** Enter the title here
- Intended outcomes and associated indicators:** Enter the Intended outcomes and associated indicators here
- Description, including strategies implemented, target group/s, timeframe and partners:** Enter the description, including strategies implemented, target group/s, timeframe and partners here
- Outcomes achieved:** Enter the outcomes achieved here
- Expenditure:** Enter the expenditure here
- Contact person:** Enter the contact person here

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THE APPROVAL PROCESS

The stages of approval and returns for Collections is as follows:



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Approve Content For EAPS

The strategies requiring your approval are highlighted in green and have the approval icon for your approval level.

Approval can be performed on one strategy at a time or you can also approve multiple strategies.

To approve an individual strategy. Click on the strategy's Edit button.

Click the Edit button to open

The screenshot shows a web interface with a top navigation bar containing buttons for 'Back', 'Approve', 'Return', 'Print', and 'Word'. Below this is a menu with 'Planning and Data' selected, and other options like 'Education Programs & Services', 'Staffing & Professional Learning', 'Communication', 'Funded Services', and '2009 Case Studies'. A blue bar contains 'Select all' and '[Back to responsibility list]'. The main content area has a heading 'Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.' Below this is a yellow bar for 'State Training Services - report against 2009 plans'. An 'Approval' section shows a red circle icon and a checkbox. The text reads: 'Indicators from 2009 Plan Directorate and business unit plans include strategies and outcomes that meet the learning needs of students and staff from culturally and linguistically diverse backgrounds.' A 'Copy to 2010' button is present. Below is a table with three columns: 'Strategy [Not Edited]', 'Achievements', and 'Emerging Issues'. The 'Strategy' column contains the text 'Planning and evaluation activities address cultural diversity issues' and is highlighted in green. An 'Edit' button is located to the left of the table.

Click the Approve button on the toolbar to approve the strategy.

Click the Approve button to approve the strategy

The screenshot shows the same web interface as above, but with the 'Approve' button in the top navigation bar highlighted in blue. The '2009 Case Studies' menu item is now selected. The main content area has a heading 'Approval' followed by a yellow bar for 'State Training Services - 2009 EAPS Case Study'. Below this is a text area with the following content: '[NA] Regions and Institutes are required to complete an EAPS Case Study. This is optional for other areas of the Department. Not Saved In completing the case study, please select an initiative that the Department could use to highlight good practice in education and training for cultural diversity conducted by your region/institute/directorate. Please provide details of the initiative, within a 300 word limit, under each of the headings below.' There are two text input fields: one for 'Title' and one for 'Intended outcomes and associated indicators'. At the bottom, there is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, undo, redo, and other editing functions.

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To approve multiple strategies, stay on the page with the list of strategies for your approval, tick the check boxes above the Edit button and then click the Approve button on the toolbar.

You can also use the Select All button to select all of the strategies and then click on the Approve button on the toolbar.

Once the strategy has been approved, you will no longer be able to edit the field and the approval icon will change.

The screenshot displays a web interface for reporting information. At the top, there is a navigation bar with buttons for 'Back', 'Approve', and 'Return', along with 'Print' and 'Word' options. Below this is a menu with categories: 'Planning and Data', 'Education Programs & Services', 'Staffing & Professional Learning', 'Communication', 'Funded Services', and '2009 Case Studies'. A 'Select all' button is visible next to the 'Planning and Data' category. The main content area shows a list of strategies. Each strategy entry includes an 'Approval' section with a radio button and a 'Copy to 2010' button. Below the approval section is an 'Edit' button (with a pencil icon) and a table with columns for 'Strategy [Not Edited]', 'Achievements', and 'Emerging Issues'. A callout box points to the 'Select all' button with the text 'Click here to select all of the strategies'. Another callout box points to the 'Edit' button and the radio button with the text 'Tick the check boxes to select the strategy for approval'.

If a strategy has been approved by a level below you e.g. a directorate, and you feel that the strategy is not relevant, you can remove the strategy by using the delete button

The screenshot shows a close-up of the toolbar and the top part of a strategy entry. The toolbar includes buttons for 'Back', 'Save', 'Approve', 'Return', 'Delete', 'Print', and 'Word'. Below the toolbar is a menu with categories: 'Planning and Data', 'Education Programs & Services', 'Staffing & Professional Learning', 'Communication', 'Funded Services', and '2009 Case Studies'. A 'Back to activity area list' link is visible. The main content area shows a 'Strategy Number' field with the value '1' and a 'Strategy' field with a rich text editor. A callout box points to the 'Approve' button with the text 'Click here to Approve the strategy'. Another callout box points to the 'Delete' button with the text 'Click here if you do not wish to approve the strategy'. A third callout box points to the 'Delete' button with the text 'Click here to delete the'.

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ETHNIC AFFAIRS PRIORITIES STATEMENT PROJECT PAGE

From the home page of the Corporate Performance Reporting Intranet site, or from any other page on the site, click on the EAPS link from the drop down menu.

This will take you to the EAPS section of the CPR site.

From here, you can view the status of plans and reports online, run reports to a word document, and view the supporting documentation and notes for the EAPS system.

You can also see what collections are available to you and their current status.

The screenshot shows the 'EAPS Online Collection Project' page. It features a navigation bar with 'Home', 'Projects', 'Reports', and 'My Profile'. Below the navigation bar, there are three tabs: 'EAPS Home', 'Activity Areas', and 'Corporate Goals'. The 'Activity Areas' tab is selected. The main content area includes a 'Support Materials' section with links for 'EAPS instructions on the content' and 'EAPS User Manual'. There is also a 'Current Collection Status' section with a link to 'Online Collection of EAPS (September 2009)'. Callout boxes point to these links and other elements on the page.

Click here for instructions on the content of EAPS reports and plans

Click here to view the EAPS activity areas

Click here to view the Corporate Goals

Click here for the latest version of this document

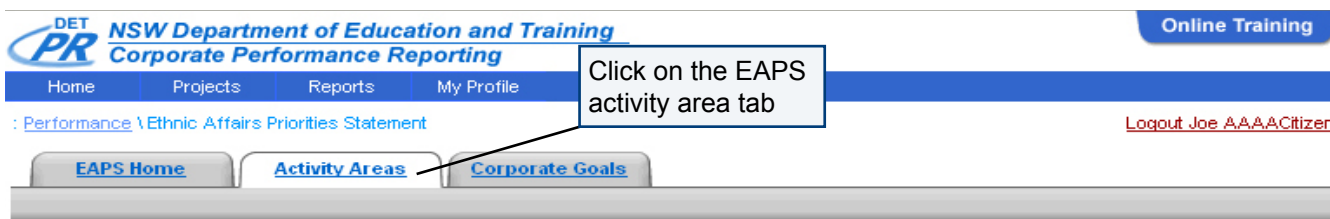
Click here to view the current Collection

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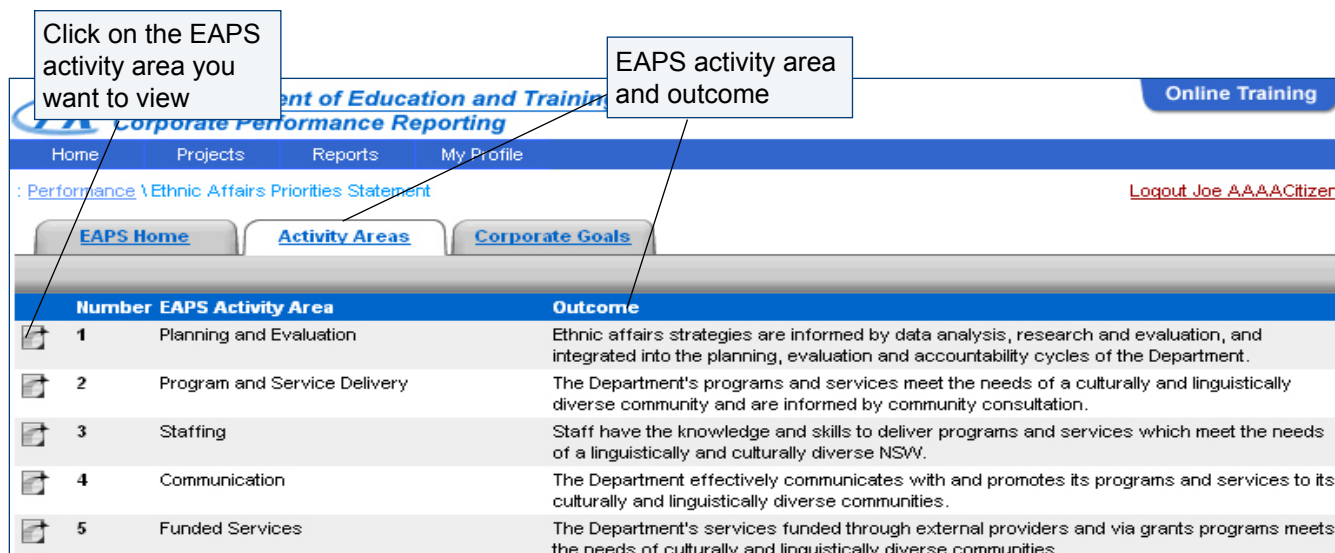
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EAPS - Activity Areas

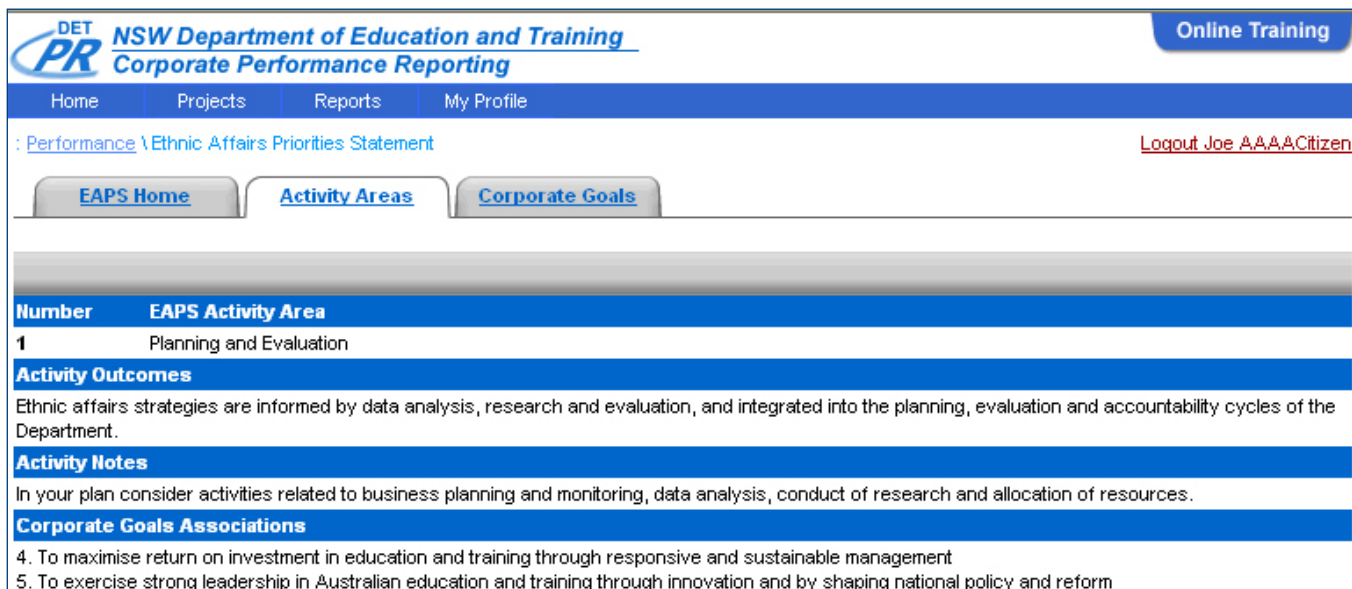
Click on EAPS Activity Areas tab to see a list of the activity areas in use, a description of them and how they relate the DET Corporate Goals.



You will then see the following screen. Note that these Activity Area names and Outcomes are those reflected in the tabbed headings and content of the Collection page. Click on the activity area you want to view.



You will then see this screen. From here you can view the Activity Outcomes, the Activity Notes and the Corporate Goals Associations.



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View the Reports

To access the EAPS reports, go to the Reports section of the menu bar from any page on the site. Here you will see a list of available reports and a brief description of them.

The online report contains all the information that was available in the Collection Page; by Activity Area, each strategy is listed along with its indicators, achievements, and emerging issues. The report covers all the activity areas.

NSW Department of Education and Training
Corporate Performance Reporting

Home Projects Reports My Profile

Online Help ?

Logout User
aa~Demonstration

Click on the view icon to open the report selection page.

Report Name	Report Description
Corporate Performance Reporting (CPR) Site	
User Accounts	Provides information about current active user accounts and their access to projects
Annual Report	
Annual Report	Runs the annual report from the system
Ethnic Affairs Priorities Statement	
EAPS Collection Status	Provides a snapshot of the collection process for EAPS
EAPS Plans	EAPS Plans for ethnic affairs initiatives within the Department.
EAPS Reports	EAPS Reports against the plan from the previous year.

Running Reports

Click on the report you would like to run.

Click on the view icon to open the report selection page.

Report Name	Report Description
Corporate Performance Reporting (CPR) Site	
User Accounts	Provides information about current active user accounts and their access to projects
Annual Report	
Annual Report	Runs the annual report from the system
Ethnic Affairs Priorities Statement	
EAPS Collection Status	Provides a snapshot of the collection process for EAPS
EAPS Plans	EAPS Plans for ethnic affairs initiatives within the Department.
EAPS Reports	EAPS Reports against the plan from the previous year.

Click on the report you want to run

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EAPS Plans

Specify the year, activity areas and region. The report output can run to another web page or directly to a Word document. Click on the Run Report button when you have selected your report. (If you get an “Untrusted Source” message, just reply “Yes” to accept it.) This allows the headers and footers of the report to be downloaded.

The screenshot shows the 'View the EAPS Plan' interface. It includes a breadcrumb trail 'Performance \ Reports' and a 'Close Window' link. The 'Report Parameters' section contains:

- Plan Year: 2010 (dropdown)
- EAPS Activity Areas: All Activity Areas (dropdown)
- Directorate/ Institute/ Region Parameters:
 - Responsible: (radio button selected) with a list box containing 'ALL RESPONSIBLE', 'STRATEGIC PLANNING AND REGULATION', 'Apprenticeships and Traineeships', and 'DET New Apprenticeships Centres'.
 - Portfolio(s): ALL PORTFOLIOS (dropdown)
 - Region(s): ALL REGIONS (dropdown)

 The 'Report Layout' section has buttons for 'Webpage' and 'Word Doc'.

EAPS Report Sample

EAPS ACTIVITY AREA 1: Planning and Data		
Intended EAPS Outcome:	Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.	
DET Corporate Goal:	To maximise return on investment in education and training through responsive and sustainable management To exercise strong leadership in Australian education and training through innovation and by shaping national policy and reform	
Strategies	Outcomes	Indicators
Apprenticeships and Traineeships		
Data relating to gender, indigenous status, country of birth and language spoken at home is collected from all individuals seeking to establish an apprenticeship or traineeship. Participant data relating to apprentices and trainees is maintained in the IVETS database.	Participant data for apprentices and trainees will be collected, managed and provided to inform to program, planning and evaluation.	The provision of reports to stakeholders as requested.

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EAPS Reports

Reports against the plan from the previous years.

Specify the year, activity areas and region. The report output can run to another web page or directly to a Word document. Click on the Run Report button when you have selected your report. (If you get an “Untrusted Source” message, just reply “Yes” to accept it.) This allows the headers and footers of the report to be downloaded.

EAPS Report Sample

The screenshot shows a web application interface for generating reports. At the top, it says 'NSW Department of Education and Training Corporate Performance Reporting'. Below that, there's a breadcrumb 'Performance \ Reports' and a 'Close Window' link. The main heading is 'View the EAPS Report'. Under 'Report Parameters', there are dropdowns for 'Report Year' (set to 2009) and 'EAPS Activity Areas' (set to All Activity Areas). The 'Directorate/Institute/Region Parameters' section has three radio buttons: 'Responsible' (selected), 'Portfolio(s)', and 'Region(s)'. The 'Responsible' dropdown is open, showing options: 'ALL RESPONSIBLE', 'STRATEGIC PLANNING AND REGULATION', 'Apprenticeships and Traineeships', and 'DET New Apprenticeships Centres'. The 'Portfolio(s)' dropdown is set to 'ALL PORTFOLIOS' and the 'Region(s)' dropdown is set to 'ALL REGIONS'. Under 'Sections of Report', there are two checked checkboxes: 'Report Against Plan' and 'Case Studies'. At the bottom, there's a 'Report Layout' section with two buttons: 'Webpage' and 'Word Doc'.

Select your report criteria and the output you would like and then click the Run Report button

EAPS ACTIVITY AREA 1: Planning and Data		
Intended EAPS Outcome:	Ethnic affairs strategies are informed by data analysis, research and evaluation, and integrated into the planning, evaluation and accountability cycles of the Department.	
DET Corporate Goal:	To maximise return on investment in education and training through responsive and sustainable management To exercise strong leadership in Australian education and training through innovation and by shaping national policy and reform	
Actual Strategies*	Achievements	Emerging Issues
Apprenticeships and Traineeships		
Planning and evaluation activities address cultural diversity issues		
Research is conducted and data analysed to enhance the Department's capacity to meet the needs of its culturally and linguistically diverse schools		
Resources are allocated to deliver education outcomes for LBOTE students and communities		
Industry Programs		
Planning and evaluation activities address cultural diversity issues		

User Manual for reporting information online

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SUPPORT

You can access help documents and training videos for the projects that you have access to by clicking the 'Online Help' tab button on the top right corner of every page.

NSW Department of Education and Training
Corporate Performance Reporting

Home Projects Reports My Profile

Online Help ?

: Performance

[Logout User](#)
[aa~Demonstration](#)

Online Support

The Corporate Performance Reporting site is supported by Planning and Innovation.

Following are the manuals that you have access to:

CPR Support Materials

- [Corporate Performance Reporting Site User Manual](#)
- [Glossary of Icons](#)

Annual Report Support Materials

- [Annual Report 2008 Responsibilities List](#)

Ethnic Affairs Priorities Statement Support Materials

- [EAPS instructions on the content](#)
- [EAPS User Manual](#)

Planning and Reporting Support Materials

Training Videos

- [Create Accounts](#)
- [Forgotten Your Password?](#)
- [Manage Your Profile](#)
- [Manage Authorised Accounts](#)

EAPS videos

- [Annual Report Videos](#)

[Overview of Annual Report Project](#)

Planning and Reporting videos

- [Planned Actions](#)

[Directorate Actions](#)

Should you require further support with the Corporate Performance Reporting (CPR) site please contact support by phone or email. The contact details are:

PHONE 9561 8087 OR 9561 8689














EMAIL cpr@det.nsw.edu.au

Planning and Innovation strive for continuous improvement and welcome your feedback on the CPR site.

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GLOSSARY OF ICONS

-  Indicates the collection that is currently running and the finishing date.
-  Indicates the collection that has not started, but will be commencing in the next week.
-  Shows the approval status is set to the Directorate level.
-  Shows the approval status is set to the General Manager level.
-  Shows the approval status is set to the Office of DDG level.
-  Shows the approval status is set to the System Manager level.
-  Shows that commitments have been completely approved and are ready for reporting.
-  Displays the detail of the item in a list of records.
-  Expand a section to view more detail.
-  Contract a section to view less detail.
-  Roll your mouse over the question mark for helpful hints.
-  Displays a calendar to assist with date selection.
-  Sorts the order of a list in either ascending or descending order.

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GLOSSARY OF TERMS

Term	Description
Activity Areas	Areas for planning and reporting on the EAPS project: <ul style="list-style-type: none">• Planning and Evaluation• Program and Service Delivery• Staffing• Communication• Funded Services
Achievements	Achievements against the indicators from the strategy.
Case Studies	Regions and Institutes are required to complete an EAPS Case Study. This is optional for other areas of the Department. In completing the case study, an initiative that the Department could use is selected to highlight good practice in education and training for cultural diversity conducted by your region/institute/directorate.
Emerging Issues	Issues in achieving outcomes as outlined by the indicator.
Indicator	Used to measure the success or progress of each strategy and the degree to which outcomes have been achieved. A number, response or other quantifiable value.
Outcome	Proposed outcome for each operational strategy.
Strategy (intended and actual)	The operational strategies to be implemented to support achievement of the EAPS outcome in each EAPS activity area