

**THE MINISTER FOR EDUCATION HERITAGE AND ARTS/PERMANENT SECRETARY**

**SUBJECT: APPROVAL FOR (INSERT POLICY NAME HERE)**

**1.0 PURPOSE**

1.1 To request that the Minister for Education, Heritage and Arts/Permanent Secretary approve *insert details of the policy you are seeking approval of here.*

**2. BACKGROUND/DISCUSSION** (outline the issues affecting this submission)

2.1 Your first paragraph should state what the policy is.

2.2 Outline any background, such as whether this is a new policy or a revised policy.

2.3 Explain what has changed, if the policy has been revised. If a new policy, explain why it has been developed. Include details about the issues you are seeking to address with this draft policy.

2.4 Explain who was consulted in the development of the policy. Attach a list of stakeholders consulted as an Annex.

2.5 Highlight any issues that arose during consultation and how you addressed them.

2.6 Confirm that stakeholders support the policy.

2.7 Outline your implementation plan and attach it as an Annex. Explain key dates in your implementation plan and what you will do if your implementation plan timelines cannot be met.

**3. MONITORING AND EVALUATION** (indicate the current situation and anticipated outcomes)

3.1 Note when the policy will be assessed for review and why you set this review date.

3.2 Explain that you will be providing stakeholders, including the Permanent Secretary, with a follow up report highlighting any implementation issues.

3.3 Note any other monitoring and evaluation issues relevant to your particular policy.

**4. FINANCIAL IMPLICATIONS** (include amount of money and source of funding)

4.1 Confirm whether funding is available, and from what allocation.

4.2 If funding is required, explain options for sourcing the funds and any necessary approvals.

**5. RISKS IDENTIFIED AND MITIGATION PROCESS PROPOSED**

5.1 Summarise the key risks you identified in your risk plan.

- Risk 1
- Risk 2
- Risk 3.

5.2 Explain whether the risks can be managed through the controls you have implemented or not. If there are risks which cannot be managed, raise them here and seek approval to either accept the risks or identify ways they can be managed, if approved by the Permanent Secretary.

## 6. RECOMMENDATION

It is recommended that the Minister for Education, Heritage and Arts/Permanent Secretary approve *insert details of the policy you are seeking approval of here.*

Endorsement	Name/Position	Sign	Date
Form prepared by			
<ul style="list-style-type: none"> <li>Supported</li> <li>Not supported and checked as correct</li> </ul>	<i>Please note that directors should only sign the submission if they completely agree with the contents. If a Director notices an issue which requires investigation the submission must be sent back to the officer who drafted it, for further review. Incomplete submissions must not be provided to the Permanent Secretary. Failure to resolve issues prior to submission to the Permanent Secretary will delay approval of your submission.</i>		
<ul style="list-style-type: none"> <li>Supported</li> <li>Not supported and checked as correct</li> </ul>			
<ul style="list-style-type: none"> <li>Supported</li> <li>Not supported and checked as correct</li> </ul>			

<b>Ms Alison Burchell, Permanent Secretary for Education, Heritage and Arts</b>	
<b>The recommendation is:</b>	
<ul style="list-style-type: none"> <li>Approved</li> <li>Not Approved</li> </ul>	
<b>Comments:</b>	
<b>Signed:</b>	<b>Date:</b>

**Hon Rosy Akbar, Minister for Education, Heritage and Arts**

**The recommendation in Paragraph 6 is:**

- **Approved**
- **Not Approved**

**Comments:**

**Signed:**

**Date:**