Workload reduction action plan (WRAP)

WORKLOAD
WRAP
REDUCTION

— ACTION PLAN —

A key strategic priority as part of the Education NT Strategy is to develop and implement an Education Management Program (EMP) to support school operations specifically relating to administrative tasks. The implementation of this system will support the priority and actions of the Workload reduction action plan.

Efficient administrative processes and teacher workforce support

Improve the efficiency of administrative processes to support teachers to maximise their focus on student learning. This will be achieved through enhancing access to professional learning and continuing to streamline processes to support delivery of education including meeting the needs required for students with disabilities.

- **Priority Action 1.1: Build on current enhanced excursion processes by exploring an online form with pre-filled options and the integration of selectable liability certificates from frequently visited locations.**

- Action 1.2: Review the use of the Professional Learning System (PLS) and eLearn calendar to ensure a streamlined approach for submitting, reviewing, approving and recording professional learning requests for all agency professional learning offerings.

  - Action 1.2.1: Promote and inform teachers of the benefits and process for utilising the existing PLS to enable them to extract learning logs to meet Teacher Registration Board (TRB) requirements.

- Action 1.3: Review challenges related to accessing allied health and Student Wellbeing and Inclusion Programs (SWIPs) services and explore additional approaches to address long term challenges (such as high vacancy rates).

  - Action 1.3.1: Introduce a ticketing system to the SWIPs request process to enhance transparency and communication, providing schools with updates. Consider alternative ways to improve efficiency, including automation.

- Action 1.4: Review current documentation requirements and processes for students with disability, challenging behaviours and/or learning needs. Continue to educate and inform purpose and legal requirements which underpin processes.

  - Action 1.4.1: Include consideration of the administrative workload relating teachers and schools meeting their obligations under the Disability Standards for Education in the Enterprise Agreement (EA) negotiations.

- Action 1.5: Engage a workforce planning consultant to work with schools to ensure their workforce meets business operational needs, including benchmarked generic positions (example Operations Manager) to streamline access to additional roles.

- Action 1.6: Review policy for parent reporting with a view of simplifying the administrative burden by providing a contemporary approach which is clear, informative, objective and aligns with the national requirements.

- Action 1.7: Build on the current myPerformance project to streamline the process to manage Professional Growth Plans through an online system and ensure consultation processes is not burdensome for teachers.

Communication clarity, purpose and protocols

Establish clear communication protocols to support principals and teachers by providing a better understanding of the purpose and impact of required tasks. Provide schools with a best practice model and resources to support communicating with families.

- **Priority Action 2.1: Identify upcoming and review existing non-teaching tasks, beginning with mandatory training, to assess their purpose and relevance. Communicate to schools on the estimated completion times, due dates, rationale, and the potential positive impact on students and staff members.**

- Action 2.2: Develop a consistent messaging approach for all corporate communication with schools to ensure that all requests for non-teaching tasks (example school survey) are set out with clear purpose, timeline, due date, rationale, and consideration of impact on students and/or staff.

- Action 2.3: Develop resources to support communication with families, including protocols of engagement, minimum requirements, frequency guidelines, and sample templates.

  - Action 2.3.1: Explore and assess user-friendly platforms to enhance interactions.
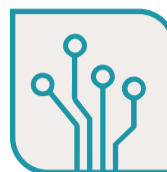
Technology accessibility to improve efficiency

Enable easier access to educational resources and equipping schools with integrated, user-friendly technology solutions to enhance operational efficiency.

- **Priority Action 3.1: Promote the use of eLearn to access approved online websites for educational resource.**

  - **Priority Action 3.1.1: Review existing whitelisting restriction in consultation with DCDD, teachers and school leaders to determine a list of sites that can be made available in the immediate future.**

  - Action 3.1.2: Review the department's approval process with school leaders and teachers, for accessing restricted educational resource and consider how to fund and streamline submission approvals in a timely manner.

- Action 3.2: Provide expertise advice, support, and training to schools to empower them with best practice user-friendly technology platforms via eLearn that facilitate seamless sharing and organisation of resources and best practices.

- Action 3.3: Investigate how national and international school systems are successfully implementing Artificial Intelligence (AI) solutions to reduce administrative burden, analysing case studies, best practice and lessons learned.

  - Action 3.3.1: Involve teachers and students to explore their current use to inform the development of guidelines in the use of AI and advanced technology solutions.

- **Priority Action 3.4: Create tailored communications, with regular updates for teachers and school leaders about the Education Management Program (EMP) project, including a brief description of what the proposed platform will entail and how it will streamline and reduce administrative burden.**

Streamlined curriculum resources and collaborative processes

Provide access to ready to use curriculum resources and lesson plans which can provide efficiencies for teacher planning. Fostering communities of practice and collaborative practices can address shared challenges and maximise the impact of expertise across schools, regions, and system.

- Action 4.1: Expand on the availability of high quality, comprehensive curriculum guides and materials catering for the diverse range of needs in NT classrooms through eLearn. Strengthen communications for teachers to access these materials and timelines for release of upcoming materials.

- Action 4.2: Harness the expertise of Highly Accomplished and Lead Teachers (HALT) and strengthen networks through professional associations and community of practice to maximise collaboration between; teachers, schools, schools and the system, for consistent approaches for curriculum implementation, planning and pedagogical practices.

Continuous improvement through assessment of workload impact

Introduction of new initiatives to improve efficiency, incorporating an assessment of workload impact.

- Action 5.1: Through effective consultation with school stakeholders, evaluate the Australian Institute for Teaching and School Leadership (AITSL) school workload reduction toolkit and collaboratively decide on the most relevant and pressing areas from the seven topics. Contextualise the toolkit for the Northern Territory and determine a plan and timeline for training and use as appropriate.

- Action 5.2: Adapt the AITSL school workload reduction toolkit to develop an 'opt in' internal workload audit toolkit for schools, which include a checklist of essential department reporting standards to ensure schools have a clear understanding of the departments baseline expectations. The toolkit should allow schools to review, evaluate, prioritise and de-implement administrative tasks.

  - Action 5.2.1: Develop a process to support schools to utilise the internal workload audit toolkit, including training and professional development.

EDUCATION NT
ENGAGE GROW ACHIEVE

NORTHERN TERRITORY GOVERNMENT