

This checklist is provided to assist schools in delivering a C2C program.

Step	Action	Check
1	Gain & maintain awareness, comfort and commitment from the school community to participate in C2C programs. This could involve presentations, publications and initial use of the C2C website.	
2	Identify a member of the school leadership team (minimum Deputy Principal) to actively advocate the program and to maintain active membership of the NAMIECC leadership group.	
3	Identify and establish support for key teacher/s to develop and deliver the school program and be a representative on the C2C Key Teachers Group.	
4	Establish a school-based C2C Teacher Group.	
5	Identify outcomes sought from the program.	
6	Map opportunities for delivery of C2C programs across curriculum and year levels. In particular, link to the PLP, projects and other components of Future SACE, plus scope for VET recognition.	
7	Recognise the designated year level for each type of C2C program.	
8	Evaluation of operational considerations--Site, Timetable, Staffing, Tours & Transport, Training & Support and Time Allowance (at least 10 project weeks after preparation)	
9	Provide professional development and support for participating teachers.	
10	Specific introduction of C2C to students.	
11	Lodgement of MOA with NAMIG, including an accurate nomination of student numbers and realistic budget. *	
12	Inform parents/guardians and obtain clearance for participation, travel and use of student images.	
13	Conduct & Submit Pre-program Surveys of students and staff. *	
14	Identification of chosen programs/projects and at least one full semester to stage the program/project.	
15	Ensure projects have transparent links to Advanced Manufacturing.	
16	Establish relationship with designated mentors and other partners through an introductory meeting and initial analysis of student concepts, followed by development of a meeting schedule for the duration of the project	
17	Ensure projects are structured to ensure that all participants experience all aspects of the Project Management Process and that student teams have a work schedule/time line established.	
18	Confirm & Complete tours, workshops and other training for students with C2C Coordination Team. *	
19	Advise NAMIG of any changes in participation levels.	
20	Complete & Present projects, including reports/evaluations, for school-based and C2C Expo.	
21	Submit final participation details to NAMIG and reimbursement claims to NAMIG. *	
22	Conduct & Submit Staff and Student Post Participation surveys. *	
23	Conduct an internal review of the program to establish continuous improvement and to establish that C2C is not just an event but that it is part of an ongoing Curriculum & Career Development process.	
24	Use the school review and/or C2C Focus Groups to inform NAMIG.	
25	Formally thank mentors and other partners.	
26	Celebrate & Publicise the experience.	

* Designated milestones that generate reimbursement and/or additional support for participating schools.