

# 1. Project #1 for ACEDD: to describe all 'Environmental' award programs and research in Australian Universities

## Tasks, deliverables, outcomes and situation at 03 February 2012

The tasks to be undertaken for each of the cells in the above scheme are set out in Table 1 with the deliverables and outcomes identified for each.

**Table 1 Tasks, deliverables and outcomes for a project to describe all 'Environmental' award programs and research in Australian Universities**

#	Task Description	Deliverables	Proposed Outcomes	Situation at 03 February 2012	Budgeted Cost	Outlay at 03/02/2012
1.	Identify all environmental, environment-related and sustainability award programs offered across all Australian universities: undergraduate; postgraduate coursework; and higher degree research.	Tables of all Australian universities showing undergraduate & postgraduate 'environmental' & 'sustainability' award programs.	Recommendations for extending communication amongst university staff involved in environmental work.	Deliverable included in the first progress report tabled at Cairns meeting in 2011. Outcome occurring through ongoing discussion and networking amongst ACEDD members at meetings and	\$1200	\$1200
2.	Describe all of these identified award programs in terms of: named specialities; duration (equivalent full-time study; modes of delivery; study patterns; and entry and exit pathways for students.	Summary tables detailing (as in the task description) the delivery of environmental and sustainability programs; coursework and HDR.	Identification of areas of common or complementary interest as a basis for possible collaboration and / or sharing of resources.	Most of the deliverables included in the first progress report; modes of delivery, study patterns and entry and exit pathways for students not included – these are varied but within this diversity there is known commonality across the universities.	\$1600	\$400
3.	Describe enrolment patterns for the period 2005 to 2010 for all of these identified award programs in terms of EFTS & Head Counts.	Summaries of recent trends in the student enrolment numbers in environmental and sustainability programs.		Many (most?) universities (i.e. VCs) are unwilling to divulge actual student numbers publicly; consequently it was decided not to proceed with this level of detail. However, an analysis of DEEWR data for aggregate graduate completions for the decade 2001 to 2010 will be presented at the Lismore meeting in April 2012.	\$3200	\$2500
4.	Describe the demography of students enrolled (2005 to 2010) in terms of: age; gender; status (full-time or part-time) and liability (CS or IFP).	Summaries of recent trends in student cohorts in environmental and sustainability award programs.	Forecasting of possible future enrolment trends and marketing opportunities.	As above most universities regard these data as commercially in confidence, so it was decided not to proceed with this.	\$4800	\$3600
5.	Describe the number and levels of staff.	Summaries of staff & interests.	Identification of areas of common or complementary interest as a basis for possible collaboration and / or sharing of resources.	As above; data from DEEWR is ambiguous	\$1200	\$0
6.	Identify and describe field stations.	Descriptions of field stations.		Dr John Merrick is working on these two parts with a report to be given at the Lismore meeting in April 2012.	\$800	
7.	Describe the environmental, environment-related and sustainability research being undertaken in terms of: FoR & grant income.	Summaries of environment-related and sustainability research analysed by FoR & grant income.			\$2400	\$1340
8.	Identify possible sources of funding for a second project on graduate skills and employer needs in relation to professional work environmental work.	List of possible grants available in 2011 – 2012 and collation of guidelines and application forms.	[Completed application for funding to an appropriate agency]	The second project was approved and funded by ACEDD concurrently with this project – see the summary for it.	\$800	\$0
<b>TOTAL</b>					<b>\$16,000</b>	<b>\$9040</b>
	Travel and accommodation costs Printing and CD costs	Printing and travel and accommodation costs were to be paid by ACEDD over and above the consultancy costs – see the project proposal approved by ACEDD. Richard Horsfield has absorbed travel and accommodation costs of \$638.35 paid by him for the Cairns meeting which he was unable to attend due to a cancelled flight.		Production of CDs Printing of reports Travel & Accom.	\$200 \$619 \$0	<b>\$819</b>

## 2. Project #2 for ACEDD: to describe graduate skills and employer needs for professional 'environmental' work

### Tasks, deliverables, outcomes and situation at 03 February 2012

The tasks to be undertaken for each of the cells in the above scheme are set out in Table 2 with the deliverables and outcomes identified for each.

**Table 2 Tasks, deliverables and outcomes for a project to describe all 'Environmental' award programs and research in Australian Universities**

#	Task Description	Deliverables	Proposed Outcomes	Situation at 03 February 2012	Budgeted Cost	Outlay at 03/02/2012
0.	Preparation of funding proposal	Funding proposal	Approval for project	This project proposal was prepared, submitted and approved concurrently with the first project. with	\$1600	\$0
1.	Identify all environmental, environment-related and sustainability job advertisements through Internet sites such as: seek; NRMjobs; Environmental jobs network; CareerOne; Envirojobs; environmentjobs; WorkCircle; etc.	Summary tables of currently advertised environmental jobs throughout Australia sorted into different categories such as management, planning, science, education etc.	Raw data for task #2	Completed and included in the first progress report tabled in Cairns '	\$1200	\$1200
2.	Analyse all identified jobs in terms of: location (State, urban and regional); and sector.	Summary tables and charts showing the numbers and categories of environmental and sustainability sorted by locations and sectors.	Identification of areas of the need for graduates with environmental & sustainability qualifications – as a guide for future development of award programs.	Completed and included in the first progress report tabled in Cairns '	\$2400	\$2400
3.	Analyse a representative sample of advertised jobs to determine the required: qualifications; specialist / disciplinary knowledge and skills; and generic capabilities.	Summary descriptions and tables of qualifications; specialist / disciplinary knowledge and skills; and generic capabilities required by employers for professional environmental or sustainability work.	Specification of specialist / disciplinary knowledge and skills; and generic capabilities will provide the basis for: <ul style="list-style-type: none"> <li>The evaluation of the content of existing environmental and sustainability award programs.</li> <li>The future development of new subjects / unit and award programs to meet anticipated employment needs in professional environmental and sustainability work.</li> </ul>	Completed and included in the first progress report tabled in Cairns '	\$3200	\$2560
4.	Identify and survey / interview a representative sample of employers of 'environmental' graduates			This was not pursued – earlier research done over the last five years by ARIES and the GSE (in funded projects within Macquarie University) revealed data essentially the same as found in published job advertisements).	\$4800	\$0
5.	Describe the existing and attempt to forecast the potential employment market for 'environmental professionals' in all sectors, in terms of: numbers and locations; and required specialist / disciplinary knowledge and skills, and generic capabilities.			The forecast of potential employment market for 'environmental professionals' in all sectors is better left to individual universities informed from the results from Task 2 above of the needs and opportunities in their region.	\$1200	\$2240
<b>TOTAL</b>					<b>\$14,400</b>	<b>\$8400</b>
	Travel and accommodation costs	Printing and travel and accommodation costs were to be paid by ACEDD over and above the consultancy costs – see the project proposal approved by ACEDD.		Travel to Canberra	\$55	
				Accommodation in Canberra	\$149	<b>\$204</b>

### 3. Project #3 ACEDD: the development of a Learning and Teaching Academic Standard for environment & sustainability

#### Tasks, deliverables, outcomes and situation at 03 February 2012

The tasks to be undertaken for each of the cells in the above scheme are set out in Table 3 with the deliverables and outcomes identified for each.

**Table 3 Tasks, deliverables and outcomes for a project to describe all 'Environmental' award programs and research in Australian Universities**

#	Task Description	Situation at 03 February 2012	Budgeted Cost	Outlay at 03/02/2012
0.	Definition of Narrow and Detailed Fields of Education that might be included in a putative 'Environment and Sustainability' Broad Field of Education (a possible online survey of ACEDD members will be funded from funds remaining in the other ongoing project)	Exploration of the Fields of Education classification used by DEEWR for reporting student and staff data and of the research classifications used by the ABS to report R&D in Australia. An important task for ACEDD to continue.	\$1600	\$400
1.	Desk top review of the thinking on ALTC standards across all relevant disciplines (from Task 0).	Completed and included in Preliminary Report at Lismore in April 2012	\$1200	\$1200
2.	Current expectations of TEQSA for Teaching and Learning Standards	Completed and included in Preliminary Report at Lismore in April 2012	\$2400	\$1600
3.	Liaison with TESQA about how ACEDD can be recognised as the body to undertake the Environmental Studies, Environmental Science; Sustainability programmes etc; and determine the best way to be involved in the process	Preliminary contact made by Steve Turton with a view to exploring ACEDD's involvement and the possibility of obtaining a grant from the Office of Learning and Teaching (which has now assumed the granting responsibilities of ALTC).	\$3200	\$600
4.	Formulate recommendations for the kind of standards that will be appropriate for environmental and sustainability studies, drawing on the ALTC environmental engineering accreditation project process analysis (led by UniSA)	Completed and included in Preliminary Report at Lismore in April 2012; actual learning and teaching and their core Threshold Learning Outcomes have not yet been drafted; pending decision on applying for a grant as in §3 above.	\$4800	\$600
5.	Preparation and presentation of Interim Report at Lismore meeting of ACEDD in March 2012	First draft completed and sent to John Bailey and Steve Turton for comment	\$1200	\$1200
		Administration and Communication	\$800	\$300
		Printing of Interim report	\$600	
		Travel and accommodation for Lismore meeting	\$800	\$800
		<b>TOTAL</b>	<b>\$13,800</b>	<b>\$6700</b>

### 4. Summary and reconciliation of Richard Horsfield's Invoices with Budgeted costs and outlays at 03 February 2012

	Budgeted Cost	Outlay at 03/02/2012	Expenses outside budget	Invoice #138	Invoice #139	Invoice #141	Unspent funds from projects	Comments
<b>Project #1</b>	\$16,000	\$9040	\$819 <sup>1</sup>	\$4340	\$1100	\$3600	\$6960	John Merrick is still to be paid \$1880 to complete Tasks 7 & 8
<b>Project #2</b>	\$14,400	\$8400	\$204 <sup>2</sup>	\$4020	\$4380(+ \$204)		\$6000	ACEDD may wish to pursue a survey / interviews of employers
<b>Project #3</b>	\$13,800	\$6700	NIL			\$6700	\$7100	This may be used to prepare a grant application or, failing receiving a grant, to complete the LTAS on its own account with these funds.
<b>TOTALS</b>	<b>\$44,400</b>	<b>\$24,140</b>	<b>\$1023</b>	<b>\$8360</b>	<b>\$5684</b>	<b>\$10,300</b>	<b>\$20,060</b>	The \$204 for Canberra may have been paid from Project budget; see footnote 2.

<sup>1</sup> This is the cost of preparing CDs and printing reports, they were invoiced separately by other parties.

<sup>2</sup> This is cost of travel to and accommodation in Canberra; included in invoice #139.

Richard S Horsfield  
Environmental Mgt and Training  
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Putney NSW 2112  
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# Tax Invoice

Date	Invoice No
22/03/11	138

Bill To
Australian Council Of Env. Deans and Directors

Description	Amount
Consultancy Work up to the 22nd March 2011 GST Free	8,360.00
Please pay into the following Bank Account BSB: 112879 Acc No: 025179262	Total \$ 8,360.00



