NSW Department of Education

Insert Title Here

A Presenting issue

In this box, insert text explaining the presenting issue. Use simple language to convey the nature of the challenge to be addressed.

B

In this box, insert text explaining the first action or set of actions that must be undertaken at this stage, as required by policy or law.

Explain in simple words:
- What action must be taken
- Who is responsible for taking this action [role]
- When must this action be completed
- If needed use B1, B2, B3 etc. to denote separate sequential steps

C

In this box, insert text explaining the second action or set of actions that must be undertaken at this stage, as required by policy or law.

Explain in simple words:
- What action must be taken
- Who is responsible for taking this action [role]
- When must this action be completed
- If needed use C1, C2, C3 etc. to denote separate sequential steps.

D

In this box, insert text explaining the third action or set of actions that must be undertaken at this stage, as required by policy or law.

Explain in simple words:
- What action must be taken
- Who is responsible for taking this action [role]
- When must this action be completed
- If needed use D1, D2, D3 etc. to denote separate sequential steps.

E Expected outcomes

Insert text here explaining expected outcomes, next steps, or additional interventions.

List key resources.

Required actions

Recommended actions

In this box, insert text explaining the corresponding actions you would recommend during this stage.

Note: This is may relate to best practice, helpful hints, contextual or supporting information [key contacts, phone numbers , websites]

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