

## Testimonials



We have been working with DKS to capture Bulleen Heights School Memory using the Sustainable Excellence Framework. We have revised and 'Information Mapped' our Policies for consistency; captured and documented Processes to minimize variability and improve efficiency, and our Supporting Documents have been standardised and stored within the School Memory. System Thinking is now an integral part of our culture, with an understanding of best practice methodology for working 'ON' the system for continual improvement.

Processes are delegated for function and review, the staff have more ownership, the 'wheel' doesn't have to be reinvented and who does what, when and how is clearly defined and understood.

We are now able to optimise our time focusing on our core business of effective teaching for improved student outcomes.

Rose Walthers (Principal)



As a brand new school we were faced with some unique challenges! Dynamic Knowledge Solutions has supported us with the enormous task of creating worthwhile, authentic and user-friendly School Policies, Processes & Supporting Documents that people actually read and follow!

These have been documented in a School Memory that is accessible by all via our school's intranet. Our work, in conjunction with DKS is now effectively being used to support all staff in their everyday duties whilst reducing the amount of 'rework'.

Our documented Processes are ensuring that we fulfill our responsibilities comprehensively and consistently with clearly defined boundaries of who is responsible for what!

Amanda Ellaby (School Improvement)

## Our mission is to help you and your people ...

- ❑ **Improve student outcomes by delivering a documentation system that allows your staff to focus their time and skills on mentoring the next generation of global citizens**
- ❑ **Build your school's capability to achieve Sustainable Excellence in Education**
- ❑ **Capture or create your School Memory**
- ❑ **Organise it using Information Mapping® and Mind Mapping methodologies**
- ❑ **Minimise the variation in your processes**
- ❑ **Document it in a standardised format**
- ❑ **Make it available to all users via your Intranet**

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## Dynamic Knowledge Solutions



Helping you put the pieces together to see the whole picture

## Prepare your School for :

- ➔ **Sustainable Excellence**
- ➔ **School Audits**
- ➔ **Ultrinet Data / Content**
- ➔ **The National Curriculum**

[www.dksolutions.com.au](http://www.dksolutions.com.au)

**Dynamic Knowledge Solutions specialises in the development and delivery of School Memory Documentation Systems for :**

**→ School Audits**

- Systems Views
- Policies
- Processes
- Supporting Documents and Templates
- Strategic & Annual Implementation Plans

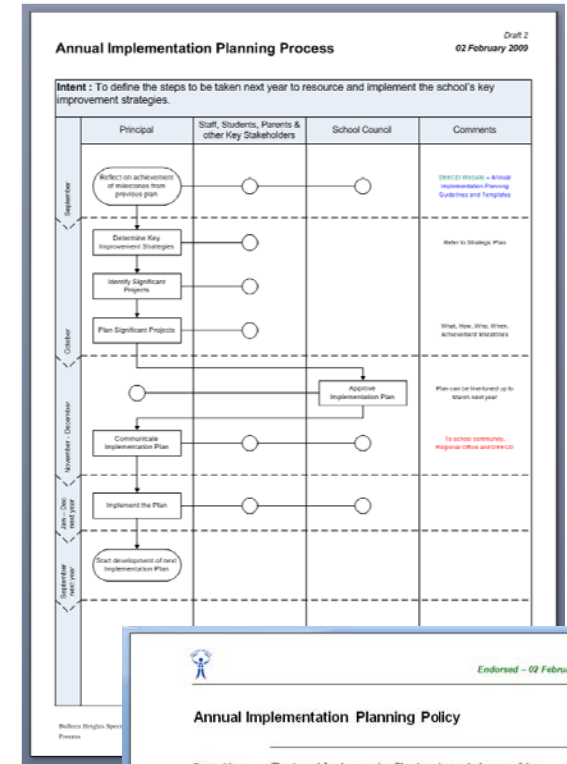
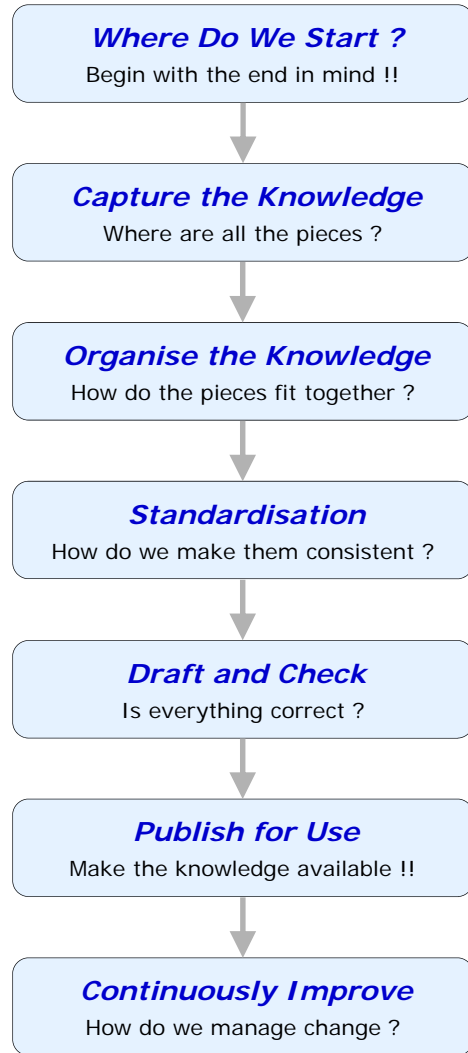
**→ Ultranet Readiness**

- Data Files and Content
- Planning Documentation
- Classroom Resources
- Handouts and Worksheets

**→ National Curriculum**

- A Knowledge Management Strategy and system that is flexible enough to effectively manage a smooth transition from your current situation to the National Curriculum

**Achieving Sustainable Excellence Documentation**



Example Process

Endorsed - 02 February 2009

**Annual Implementation Planning Policy**

**Preamble** The Annual Implementation Plan is an integral element of the Accountability and Improvement Framework. This Framework consists of processes for self evaluation, review, strategic planning and reporting.

**Aims** Annual Implementation Planning focuses on defining the steps to be taken next year to implement the school's key improvement strategies and the associated resources and achievement milestones.

**Design Principles** Annual Implementation Plans flow from the 4 year School Strategic Plan and meet the following design principles:

- Focus on student outcomes
- Emphasises improvement rather than compliance
- Enquiry based approach
- Recognition of school differences
- Uses resources to support improvement
- Strengthened collaboration
- Minimised administrative workload
- Shared responsibility

**Submission** An Annual Implementation Plan is submitted to the Regional Office each year. The Plan is to be signed by the:

- School Principal
- School Council President
- Regional Director (or nominee)

**Related Documents**

*Intranet Processes*

- Annual Implementation Planning Process

*External Links*

- Accountability and Improvement Framework for Victorian Schools
- Annual Implementation Planning Guidelines
- Annual Implementation Planning Templates

**Review Date** This Policy shall be reviewed by School Council by February 2011 or prior if deemed necessary.

Policy Authorised by School Council  
WARS005 - Annual Implementation Planning  
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Example Policy