

Indigenous Student Success Program 2019 Reporting and Acquittal requirements

The *Indigenous Student Assistance Grants Guidelines 2017* (the Guidelines), as amended in 2018, requires institutions to provide the following reporting documentation for the ISSP:

- A Performance Report. This should reflect on the performance data supplied at [Attachment B](#) and outline key strategies used to lift outcomes during the year. Performance reporting should demonstrate that the institution has met the conditions of eligibility for ISSP funding. The Performance Report template for 2019 is provided at Attachment C1.
- A Financial Acquittal which demonstrates that ISSP funding has been used according to the Guidelines and the *Higher Education Support Act 2003* and that estimates the other funds the university has contributed towards lifting Aboriginal and Torres Strait Islander student and staff outcomes. The Financial Acquittal template for 2019 is provided at Attachment C2.
- a copy of the Audited Financial Statements that you provide to the Department of Education and Training at the time and in the form required by the *[Australian Higher Education] Financial Statement Guidelines 2014*.

The Financial Acquittal must be signed by the Chief Financial Officer or an internal auditor (for most universities) or an external auditor (for universities not reviewed by a government auditor-general). Following the recommendation of the institution's Indigenous Governance Mechanism, the Vice-Chancellor or their delegate must sign the 2019 Certification.

Changes to the 2019 reporting templates

The Department has revised the reporting templates in line with feedback received as part of the 2018 Post-Implementation Review of the ISSP. The changes reflect requests from the sector to simplify the reporting tables and provide additional guidance on how to complete the template.

Submitting the Performance Report and Financial Acquittal

There is no page limit to the package. It is intended to be a summary of activity rather than an exhaustive account of all activities undertaken over 2019.

The ISSP Guidelines require the Performance Report and Financial Acquittal for 2019 be provided to the Department of the Prime Minister and Cabinet by **Thursday, 30 April 2020**. This can be scanned and sent electronically to ISSP@pmc.gov.au. The Department is very happy to receive draft reports for review to ensure consistency in approach amongst the sector.

Once the Department is satisfied that the reporting requirements have been completed and that 2019 ISSP funds have been spent in accordance with the Guidelines and the Act, the documents should be published on the Institution's website along with the information supplied at [Attachment B](#) to this letter. Website links to the Performance Report and Financial Acquittal should be e-mailed to ISSP@pmc.gov.au before July 2020 when the second ISSP payment for the 2020 grant year is due.