

Schedule 3 – Work Order Request

Under the Terms and Conditions of the Deed executed in relation to provision of Learning and Development Services (Standing Offer Number – SON3674124)

This Work Order Request (WOR) is issued by **the Department of Finance (Finance) (ABN 61 970 632 495)** as the Customer, under the Deed of Standing Offer for the provision of Learning and Development Services between the **Commonwealth Scientific and Industrial Research Organisation - ABN 41 687 119 230) (CSIRO)** and **[insert Contractor name] (ABN insert) (Contractor)**. No Contract (acceptance) is formed until the Work Order is executed.

3.1 Project Details

Item	Description	Details
1.	Deed No and Name of Service Requirement	Deed of Standing Offer No. 3674124 for the provision of Learning and Development Services.
2.	Reference Number	FIN-2025-26-00540
3.	Location	1 Canberra Avenue Forrest, ACT, 2603
4.	Estimated Contract Start Date	2 March 2026
5.	Project Representative	Name: Matt Ashes Position: Director - HR Address: 1 Canberra Avenue Forrest, ACT, 2603 Email: AFMStream@finance.gov.au
6.	Response Closing Time	5:00pm 13 February 2026
7.	Return Method	Quotations are to be addressed and delivered by the due date via DS4P.

3.2 Request Details

1.	Statement of Requirement	<p>In accordance with APPENDIX 1 – Categories of Services Offerings and Additional Terms the services requested are in accordance with the following category requirements:</p> <p>Face to Face and Blended Program (virtual/online)</p> <p>The full Statement of Requirement for this WOR is detailed in Annexure A – Scope of Requirements.</p> <p>Note: As part of the Statement of Requirements, include details of the required format of the response, mandatory requirements to be complied with, deliverables, milestone dates and service levels as applicable.</p>
----	---------------------------------	---

2.	Contract Term	<p>Contract End Date 31 December 2026</p> <p>Upon completion of the Services specified in this WOR, Finance may in its sole discretion extend the term beyond the initial term for further 2 period/s of 12 months on the same terms and conditions of this order by giving written Notice to the Contractor prior to the end of the initial term of this order.</p>
3.	Warranty Period	Note the Warranty Period of the particular service requirement. Note the Deed covers a 12 month warranty
4.	Referees (tick relevant)	<p><input type="checkbox"/> No referee contact details are required</p> <p>X The Contractor to provide contact details for at least two referees reflecting similar service requirement.</p>
5.	Payment - Charges	To be submitted in accordance with Attachment A – of Schedule 2 of the Deed of Standing Offer.
6.	Insurance Requirements <i>The Contractor is bound by the insurance amounts set out in Schedule 5, Item 7 unless specified within this Item 7 of Schedule 3.</i>	<p>The Contractor must take out, maintain and keep current during the Term and for six years after its expiration or earlier termination, the following insurances covering its liability arising out of this Contract:</p> <ul style="list-style-type: none"> i. Public and Product liability insurance with a limit of liability of not less than \$10 million for each and every event; ii. Professional indemnity insurance with a limit of liability of not less than \$10 million for each and every event and \$20 million in aggregate; and iii. workers compensation and employer's liability insurance required by law.
7.	Evaluation Criteria	<p>Responses will be evaluated in accordance with the Commonwealth Procurement Rules to determine the best value for money outcome for the Customer.</p> <p>The Customer will exclude from consideration any response that is received after the Response Closing Time, or that does not meet the minimum content and format requirements and the conditions for participation (if any) as set out in the Statement of Requirement.</p> <p>The Customer will evaluate the responses based on weighted and unweighted criteria.</p> <p>a) Weighted criteria are:</p> <ul style="list-style-type: none"> i. extent to which the potential supplier's response demonstrates fitness for purpose of the proposed goods and/or services. Evaluation will take account of the quality and flexibility of the proposal required to meet the Customer's requirement set out in this WOR; ii. extent to which the potential supplier demonstrates its capability and capacity to provide the requirement; and iii. extent to which potential supplier demonstrates its relevant experience and performance history with requirements of similar scale and scope.

		<p>b) Weighted criteria are weighed equally.</p> <p>c) Unweighted criteria are:</p> <ul style="list-style-type: none"> i. whole of life costs to be incurred by the Customer. Evaluation will take account of the quoted price and any costs that the Customer will incur as a result of accepting the potential supplier's response; ii. risks associated with accepting a response; and iii. value-adds offered in response that supports Government's policy outcomes, including but not limited to increasing Indigenous participation, environmental sustainability considerations, economic benefit to the Australian economy, and combatting Modern Slavery.
--	--	--

3.3 Contractor Response and Criteria

The Contractor to respond to each of the following Items.

1.	Contractor's Details	<p>[Insert Contractor Representative]</p> <p>[Insert Contractor Representative Position]</p> <p>[Insert physical address and postal address if different]</p> <p>[Phone Number]</p> <p>[Email Address]</p>
2.	Contractor's Address for Notices	[Provide email address or preferred address for notices]
3.	Subcontractors	[Insert proposed subcontractors if applicable]
4.	Service Charge Description	[The Contractor to insert Service Charges based on the Rates in Attachment A of Schedule 2 of the Deed of Standing Offer, where applicable, including for any expenses that would be invoiced. Service charge details can be submitted as part of the proposal as an attachment.]
5.	Contractor Personnel	[Insert names of nominated Contractor Personnel providing Services under this WOR. Contractor Personnel may be required to complete a Deed of Confidentiality and/or Conflict of Interest Declaration. The Contractor may be required to provide signed Deeds as part of its response to this WOR].

Annexure A - Service Requirements (Scope of Work)

The Department of Finance (Finance) is a central agency responsible for assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a lead role in advising the government on many of its strategic priorities, including providing advice to the government on optimal arrangements for the management and ownership of public assets.

In 2023, Finance led the establishment of an annual whole of government, cross - Australian Public Service (APS) agency effort to establish a Graduate Accounting and Financial Management (AFM) stream as part of the Australian Government Graduate Program (AGGP). The program will continue in 2026 with an intake of approximately 57 graduates across 22 participating agencies.

Finance is seeking to partner with a provider to design and deliver a series of (seven) technical learning and development modules for the graduate cohort specific to the needs of AFM Graduates working in the Australian Public Service. These modules will support AFM Graduates with the foundational skills they need to develop their accounting and finance skills in the APS and undertake further professional development, and is to be aligned to APS AFM Profession Capability Framework :

(<https://www.finance.gov.au/sites/default/files/2025-12/aps-accounting-finance-capability-framework.pdf>).

We are seeking a successful provider to design and deliver the following suggested modules:

Proposed Module	Outline	Learning Outcomes
Introductory Session	An overview of the program the cohort will undertake over the coming months.	<ul style="list-style-type: none">• Establish an understanding of the modules and expectations across the year.• An understanding of preparation and time requirement needed to complete the program.• Initial understanding of concepts and common ideas that will thread across the program.
Financial framework	The Australian Government has a financial framework within which it conducts its financial affairs. This session will give you a basic introduction to the framework.	<ul style="list-style-type: none">• Build knowledge of the financial framework and how it supports all financial matters of the entity.• Identify the topics covered in the <i>Public Governance, Performance and Accountability Act 2013</i> and supporting guidance.• Basic understanding of the budget and actual outcomes reporting processes.
Accounting 101	An overview of the accounting standards and the appropriation framework and their application to the Australian Government.	<ul style="list-style-type: none">• Develop an understanding of accounting concepts and how they apply to the public sector, including the specific requirements of the Australian Government.• Using cloud computing as an example, begin to apply legislative requirements

Proposed Module	Outline	Learning Outcomes
		<p>including accounting standards to resolve issues.</p> <ul style="list-style-type: none"> • Describe the types of appropriations and understand appropriation reporting in the financial statements of the Australian Government.
Budget 101	Introduction to the Australian Government's external budget process including legislation, policy and products.	<ul style="list-style-type: none"> • Gain an understanding of the overall Budget cycle and process. • Understand how the Department of Finance Agency Advice Units interact with different teams that work as part of the Budget process. • Develop an understanding of how the Government operates and the unique nature of funding arrangements.
Business Partnering	Introduction to business planning and communication of financial information.	<ul style="list-style-type: none"> • Gain an understanding of the internal budget process and monthly reporting cycle. • Gain the foundational skills to analyse, report and clearly communicate financial information to decision makers.
Data uses in finance roles	Introduction to how the Australian Government uses data, the importance of data governance and how to create compelling data narratives with visualisations to support government decision-makers.	<ul style="list-style-type: none"> • Develop an understanding of the data governance and data management landscape that APS staff work within. • Understand the role that principles and guidelines play in relation to collecting and using data ethically in the APS. • Outline key considerations when providing data and evidence to support decision making in government. • Describe the characteristics and value of data storytelling and visualisation for supporting evidence-based decision-making.
Ethics and integrity	Introduce the role that CFOs exercise in supporting system integrity, including by assisting individuals to comply with their duties, and enabling accountable authorities to meet their legal and ethical obligations.	<ul style="list-style-type: none"> • Gain a foundation for fulfilling your ethical obligations and navigating integrity issues as a new APS employee. • Understand what it means to comply with the fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

This program is anticipated to commence in late March 2026 upon commencement of graduates across all agencies. It is essential that modules, learning design and course content is tailored for

the operating environment, policies and legislation of the public sector, specifically the requirements of the Australian Public Service / Federal Government. The program is managed centrally by Finance with support of the APS Accounting and Finance profession on behalf of participating agencies (with Finance being the single point of contact).

Finance supports a flexible, inclusive and diverse workforce culture. As such, Finance is looking to adopt a program delivery approach that aligns and supports this culture. We are seeking a provider who can think outside the box, demonstrates innovation in learning design and can work in partnership with us to deliver a high-quality leadership development program.

Finance values a module type approach to program delivery. A blended learning approach using the experience, exposure and education model should be applied to these modules. It is expected that the module design will incorporate case studies, and APS technical experts (as guest speakers, coaches or champions).

Scheduling of the programs will be negotiated with the successful provider and be based on the requirements of the cohort. It is expected that part of the proposal, the provider will suggest modes of delivery and class sizes.

Delivery of the workshops will need to be flexible and may involve delivery using the Govteams platform (Microsoft Teams) and/or face to face. Face to face training is a key part of establishing relationships amongst the AFM Graduate cohort and may be delivered from Finance's main Canberra office (One Canberra Avenue, FORREST) or potentially other government department premises.

Deliverables

The Contractor will:

1. Work with Finance to meet the context and needs of participants including system requirements, academic experience, and availability to tailor the courses for delivery to entry level AFM APS staff located across Australia. This includes a preference to utilise Microsoft Teams for virtual sessions.
2. Deliver the courses to no more than 57 participants utilising dedicated, qualified personnel.
3. Utilise a mixture of contemporary online and distance delivery methods including but not limited to:
 - a. online eLearning
 - b. videos and webinar tutorials
 - c. online and printable training and assessment resources
 - d. face to face classroom style learning

Materials

The Contractor will:

1. Develop and provide electronic copies of all associated training materials to Finance.
2. Submit all course material to Finance for approval 14 days prior to course commencement.
3. Ensure training material will include examples, scenarios and background information relevant and tailored to meet the requirements of the participants and the system requirements of participating agencies. All information, activities and tools provided in the training program will be up to date and consistent with best practice.
4. Provide a guide to participants and the Finance which includes all relevant information to commence the course, including the session dates and time.

5. Provide Finance with access to any virtual delivery platform used by participants.
6. Issue a hard-copy certificate of completion to all participants upon satisfactory completion of the course no later than 4 weeks after final module.

Specified Personnel

We are seeking learning program designers and facilitators who can demonstrate:

- experience in designing, developing and delivering a course for Accounting and Financial Management graduates joining the APS via the AFM stream.
- experience in working with a diverse workforce.
- experience in delivering course programs in an environment utilising contemporary learning delivery channels.
- experience in delivering content via an online platform to a geographically dispersed audience.
- their capacity to deliver the required course during the period of the contract.
- their ability to customise the programs to meet agency and participant requirements.

Delivery and Acceptance

The Customer must accept or reject any deliverables under the Contract in accordance with the head deed.

Milestone Description	Delivery Location	Due Date
Course materials finalised and shared with Finance	One Canberra Avenue (OCA)	14 March 2026
Satisfactory delivery of each module, including return of assessments and feedback provided to participants and Finance	OCA	TBC, within one month of each module completion

Reports

During the term of the Contract the Contractor must provide the Customer with reports as set out in the table below:

Report Type	Detailed description	Due Date
Participant Progress Reports	Due after completion and of each module, progress reports will detail attendance and participation, grouped by agency. It will also provide overarching feedback on the cohort's progress and understanding of the content.	5:00 pm, two weeks post the due date of each module's assessment
Delivery Evaluation Report	Completion report reflecting successful delivery of contract	End of contract (Monday 6 January 2026)

Meetings

The Contractor will be required to attend meetings as follows:

Meeting Type	Position Required	Frequency	Mode
Initial Scoping Meeting	Program Manager, Finance Program Lead, Supplier Facilitator or equivalent	Once	Virtual
Scoping Meeting – progress update	Program Manager, Finance Program Lead, Supplier Facilitator or equivalent	Twice	Virtual
Project Meetings (including unit/course updates, key issue updates (e.g. student completion rates))	Program Manager, Finance Program Lead, Supplier Facilitator or equivalent	Cadence to be determined	Virtual

Standards

Potential Contractors must ensure that any goods and services proposed are capable of complying with all applicable Australian standards and any Australian and international standards specified in this Statement of Requirement. Potential Contractors should note that they may be required to enable the Customer, or an independent assessor, to conduct periodic audits to confirm compliance with those standards.

Web Content Accessibility

The Contractor must ensure that any website, associated material and online publications (where applicable) complies with the Web Content Accessibility Guidelines available at: <https://www.w3.org/WAI/intro/wcag>.

Key Performance Indicators

Below are the Key Performance Indicators, which demonstrate progress towards achievement of the Requirement.

KPI Category	KPI Description	Target/Measure
Course Delivery	Number of courses delivered on schedule	100% of courses delivered as per the agreed schedule
Participant Engagement	Participant attendance rate	95% attendance rate for all scheduled sessions
Participant Satisfaction	Participant satisfaction score	Average satisfaction score of 4 or higher
Assessment Completion	Percentage of participants completing assessments on time	90% of participants complete assessments by the due date
Certification Issuance	Time taken to issue certificates after course completion	Certificates issued within 4 weeks of final assessment

KPI Category	KPI Description	Target/Measure
Support Services	Response time for participant queries	Queries responded to within 1 business day
Reporting	Timeliness and accuracy of progress and evaluation reports	Reports submitted on time and with accurate data