

Briefing worksheet

Project Name:

Date of Evaluation:

POE Champion:

Category	Things to document if information is available.
Context, pedagogy and space	Briefly describe the physical character of the learning environment.
	Make a note of the numbers of students who typically use the space.
	Describe the pedagogical approaches used in the space.
The educational brief <i>If information is available briefly describe:</i>	The key priorities of the educational brief for the space.
	The process adopted to develop the educational brief - who was involved and how it was led.
Creating the space – the design <i>If information is available briefly describe:</i>	The project design process.
	How users of the facility were engaged.
Evaluation <i>If information is available briefly describe any measures previously identified to be used to evaluate the effectiveness of:</i>	The educational brief.
	Professional learning for the occupancy of the building.

(Note - The four categories identified align to categories set out by the QIS BGA to assist schools in providing their educational rationale for a project – see Justification template insert web link).

Activity 1 worksheet - Select, reflect and rate

Educational practice focus

Participant Name:

Project Name:

Date of Evaluation:

Theme	Rating	Comment
Thriving learners		
Pedagogy and curriculum		
Access and inclusion		
Diversity		
Wellbeing		
Community and belonging		
Feel free to develop your own statements of performance that define what your team collectively feel to be characteristics of a learning environment aligned to the theme.....		

Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Thriving learners

Effective design shapes environments that nurture personal growth, confidence, and success. This theme supports the exploration and evaluation of how spaces inspire curiosity, engagement, and holistic development, empowering learners to thrive.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment

Rating

Comment

Support the development of all learners?		
Encourage a student's sense of self, purpose and belonging?		
Prioritise the needs of all students?		
Offer recreational, circulation and spaces between classrooms and buildings designed to challenge students and help them develop new skills and learning?		
Have adequate line of sight for teaching and learning?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Pedagogy and curriculum

Learning spaces directly influence teaching effectiveness and student outcomes. This theme supports the exploration and evaluation of how spaces support diverse pedagogical approaches, enhance curriculum delivery, and foster dynamic learning experiences.

Participant Name: _____

Project Name: _____

Date of Evaluation: _____

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment	Rating	Comment
Support a student-centred approach?		
Enable varied, challenging and engaging learning experiences?		
Promote learning configurations for different pedagogical approaches?		
Offer adaptable spaces for a range of learning scenarios?		
Have adequate line of sight for teaching and learning?		
Promote engagement with Australian Curriculum General Capabilities?		
Do educators understand how to use learning spaces effectively?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Access and inclusion

Accessible and inclusive environments ensure every learner can fully participate and succeed. This theme supports the exploration and evaluation of how spaces remove barriers, accommodate diverse needs, and create equitable, welcoming learning experiences for all.

Participant Name: _____

Project Name: _____

Date of Evaluation: _____

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment	Rating	Comment
Enable participation for all students?		
Enable authentic choice for all learners?		
Remove attitudinal, physical, visual, sensory barriers?		
Entrance and circulation areas have enough space for safe movement?		
Support personal circumstances/personal care requirements?		
Offer access to external spaces to support choice?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Diversity

Schools should reflect and celebrate the diversity of their communities. This theme supports the exploration and evaluation of how spaces can foster culturally responsive, inclusive spaces that honour different identities, values, and perspectives, creating a sense of belonging.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment

Rating

Comment

Reflect the diversity within the community?		
Provide opportunities to develop knowledge of diversity?		
Reflect a process of co-design with parents/ carers, staff, and students?		
Create culturally sensitive and responsive spaces?		
Include wayfinding in multiple formats?		
Offer places for cultural artefacts and acknowledgements?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Wellbeing

Physical, mental, and emotional wellbeing are integral to effective learning environments. This theme supports the exploration and evaluation of how spaces contribute to comfort, safety, and positive experiences that support student and staff wellbeing.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1

Does the learning environment

Rating

Comment

Promote opportunities for social and quiet spaces?

Promote cultural and social/emotional safety?

Promote physical and emotional wellbeing?

Amenities positioned for easy access and supervision?

Have optimal learning conditions?

Provide easy access to outside natural environment?

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

Activity 2 worksheet - Expand the discussion

Educational practice focus

Theme:

Community and Belonging

Schools are vital community hubs that connect students, families, and the wider community. This theme supports the exploration and evaluation of how spaces foster collaboration, engagement, and meaningful relationships, strengthening a shared sense of identity and belonging.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment	Rating	Comment
Promote collaboration, participation and engagement with community?		
Promote sense of community and belonging within the school?		
Promote partnerships and networks?		
Offer comfortable spaces for parents/carers?		
Support use by community groups?		
Support access for parent/carer helpers?		
Support community events?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

Activity 2 worksheet - Expand the discussion

Physical design focus

Theme:

Responsiveness

This theme focuses on evaluating how well school spaces adapt to and support the needs of the community, rather than imposing rigid design solutions. This theme supports the exploration and evaluation of the flexibility and inclusivity of the built environment, and its alignment with the school's identity, values, and evolving requirements.

Participant Name: _____

Project Name: _____

Date of Evaluation: _____

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment	Rating	Comment
Align with school master plan and strategic plan?		
Provide adequately sized, comfortable external recreational space?		
Provide adequately sized, comfortable internal passive space?		
Include conveniently located, accessible storage?		
Provide clear, safe access to internal/external spaces?		
Include adjacency of related teaching/non-teaching spaces?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 2 worksheet - Expand the discussion

Physical design focus

Theme:

Collaboration

This theme emphasizes the importance of inclusive and participatory design, ensuring that all stakeholders have a voice at every stage of the process. This theme supports the exploration and evaluation of how effectively the design process engages students, staff, families, and the wider community, fostering a sense of ownership and shared vision.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1

Does the learning environment

Rating

Comment

Encourage input from students?

Encourage input from parents/community?

Encourage input from teachers?

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

Activity 2 worksheet - Expand the discussion

Physical design focus

Theme:

Place, identity and innovation

This theme supports the exploration and evaluation of how well the school's design integrates contemporary building principles while respecting and preserving its unique style and history. It encourages a balance between innovation and tradition, ensuring that modern advancements in sustainability, technology, and functionality enhance the learning environment without compromising the school's identity.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1

Does the learning environment

Rating

Comment

Address sustainability principles?

Work with natural environment and context?

Provide comfortable internal conditions?

Consider natural disaster planning?

Provide appropriate access for all ages and needs?

Provide weather-protected outbuildings/ enclosures?

Provide comfortable external spaces?

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

Activity 2 worksheet - Expand the discussion

Physical design focus

Theme:

Harnesses technology

Schools are vital community hubs that connect students, families, and the wider community. This theme supports the exploration and evaluation of how spaces foster collaboration, engagement, and meaningful relationships, strengthening a shared sense of identity and belonging.

Participant Name:

Project Name:

Date of Evaluation:

Make a record of the groups aggregated score from Activity 1

Does the learning environment

Rating

Comment

Support educators to lead on new technologies?

Include technology infrastructure for all learners?

Support AI in facilities management?

Capacity to accommodate current/emerging tech?

Support increased energy requirements without major works?

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

Activity 2 worksheet - Expand the discussion

Physical design focus

Theme:

Reconfigurability

Physical, mental, and emotional wellbeing are integral to effective learning environments. This theme supports the exploration and evaluation of how spaces contribute to comfort, safety, and positive experiences that support student and staff wellbeing.

Participant Name: _____

Project Name: _____

Date of Evaluation: _____

Make a record of the groups aggregated score from Activity 1	
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Does the learning environment	Rating	Comment
Anticipate projected changes in population/needs?		
Allow for curriculum and pedagogy changes?		
Suit age range/developmental stage of students?		
Accommodate variations of group size?		
Support concurrent teaching practices?		
Provide accessible learning spaces for all?		

Participants should use the space below to record any key insights from their own rating for activity 2 or points of note from any group discussion:

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Activity 3 worksheet - Lessons learnt

Team Name:

Project Name:

Date of Evaluation:

Questions

Opportunities and improvements

Performance characteristics Insert defined 'Performance Characteristic' here	Education opportunities	Physical design
Feel free to develop your own statements of performance that define what your team collectively feel to be characteristics of a learning environment aligned to the theme.....		