

| New South Wales Department of Education  (Year)(Insert title of fellowship) Leadership  Fellowship |
| --- |
| Title of Report |
| Name of recipient  Principal, Name of school  New South Wales, Australia |
|  |

September 2015

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### Executive summary

(The Executive Summary is a useful way to encourage people to read the report. It is a concise one page summary of your research report. It should include information about the focus of the report, where you went, your methodology, the most important findings and mention of a couple of the most significant recommendations. It should be in prose, not in dot point format and should not simply be a copy of sentences used elsewhere in the report).

### Overview of the research study

(The following statement “This research was undertaken by [insert recipient’s name], a recipient of a [insert full name of the Fellowship], awarded by the New South Wales Department of Education, Deputy Secretary, Schools Operations and Performance.” must start this section.

The section should also include a brief statement that outlines the focus of your research study. It is usually no more than one or two paragraphs. It may be similar to the statement included in your application).

### Background information

(This includes the information that informed your research study. It may include the reasons for your interest in this area, the context of significant schools in the study, the context of schools in New South Wales in general, previous research undertaken in this area or any literature review, documents and website information that informed the planning and methodology of the research study. It should link your research to the Australian Professional Standard for Principals and the Leadership Profiles).

### Research questions

(This includes a list of no more than four or five key questions. The questions should have a focus on educational leadership. They can be those included in your application).

### Research methodology

(A description of how the research study was conducted. It could include a summary of the itinerary, who was interviewed, how the findings were analysed, how the intended methodology was modified during the research study. More detailed information, for example the full itinerary, would be placed in an Appendix).

### Findings

(Where possible, information should be reported against the key research questions. If additional information is obtained, it could be reported under a separate heading. The relationship between the findings and the research questions must be clear).

### Implications for leadership development

(This includes an outline of the arguments that will ultimately support your recommendations. It requires you to reflect on your findings in the light of your experience and knowledge. It could include reflective statements, comparative comments, logical arguments and evaluative judgements. In particular, it should explain the findings in relation to both the questions and the implications for leadership development through the leadership pathways in NSW).

### Recommendations

(The recommendations should arise out of your research study findings and the comments in the previous section. In any recommendation it should be clear who needs to take action. The recommendations should be organised around appropriate headings and could relate to one or more of the following:

### Glossary (optional)

(As the report will be placed on the Department website and may be accessed by readers outside New South Wales, defining key terms may be advisable).

### Acknowledgements (optional)

(You may wish to include an acknowledgement of the contributions made by key personnel particularly those you visited. The statement should be brief and suitable for a formal academic report).

### Bibliography

(This includes a list of source material used during your research study. It could include journal articles, books and websites. Entries in the bibliography should be in a recognised format and be consistent. The American Psychological Association (2010) [Publication Manual of the American Psychological Association (6th ed.)](http://www.apa.org/) provides one such format).

### Appendix

(Any lengthy or detailed information could be included as an appendix rather than in the body of the report. The length of the appendix should be kept to a minimum).