INTRODUCTORY

ASL

TOOLKIT SERIES

Social Value Action Plan Template

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The ASL Social Value Toolkit tools and guidance are structured across three levels to support the gradual development of social value capability and maturity.

INTRODUCTORY

Builds foundational understanding and capability in social value practice.

INTERMEDIATE

Builds on foundational capability to support more developed social value practice.

ADVANCED

Supports established capability and more mature social value practice.

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1. Introduction

A **Social Value Action Plan (SVAP)** ensures that a project is equipped to deliver measurable social, economic, and environmental benefits through its social value and First Nations participation commitments.

A **Social Value Action Plan** is a key tool for ensuring social value commitments are embedded into project delivery. This template can support a project to map out and demonstrate delivery against social value commitments or targets aligned with project duration.

Development of the plan typically occurs following the completion of a **Local Needs Analysis** and aligned with an overarching project **Social Value Charter**.

This template provides a high-level example framework for developing, implementing, and monitoring an effective plan to support the delivery of social value commitments.

1.1 How to build a Social Value Action Plan

A well-structured and carefully developed Social Value Action Plan offers clear direction and guidance for projects that aim to meet social value or social licence commitments. While there isn't a one-size-fits-all solution, the plan's structure should be tailored to the project's unique characteristics. However, there are fundamental steps to consider when creating a Social Value Action Plan.

- **Identify social value commitment you wish to deliver during project –** Aligning with a Local Needs Assessment, and other policy, regulatory or tender requirements, identify and organise each social value commitment by key theme and outcome. Refer to section 2 for more guidance.
- **Delivering each social value commitment –** Every social value commitment should be approached as a mini project. Allocating time to plan each one thoroughly ensures a clear understanding of whether it can be successfully executed.
- **Delivery partners or organisations supporting delivery of social value commitments –** Consider partnering with other organisations to implement certain social value initiatives. Clearly outline these partnerships and specify how you plan to collaborate with them to achieve your goals within the Social Value Action Plan.
- **Name and identify responsible person/s for delivery of Social Value Action Plan –** Identify an owner who is an individual or team responsible for the delivery of your initiatives, updating the action plan, and for ensuring progress on social value commitments are not deprioritised.
- **Social Value Action Plan Kick Off –** The Social Value Action Plan should be treated as a live document. Set up a workshop with project team and relevant stakeholders to discuss the plan. During the kick off, ensure to mobilise project team, outline key people, roles and responsibilities, and consider any feedback.

2. Social Value Action Plan Template

2.1 Key Elements of a Social Value Action Plan – Timed Action Plan

Element	Overview
Theme/Outcome	The **Theme** refers to the specific social value area or focus that the action aims to address. It represents the broad category of impact, such as employment, community development, sustainability, or local procurement. Themes and outcomes would be determined through a consideration of Local Needs, and other regulatory, tender or policy requirements.
Commitment	The **Commitment** provides an overview of a specific social value initiative, commitment or program, e.g., employment, First Nations participation, local content, etc.
Measure	The **Measure** outlines the specific, measurable target or promise made within the defined social value theme. This may include quantitative or qualitative indicators to establish how progress will be measured towards meeting commitments and targets.
Unit of Measurement	The **Units of measurement** identify how the commitments will be tracked and evaluated.
Delivery Period	The **Delivery Period** specifies the timeframe during which the commitment will be implemented and achieved. This sets expectations for when the action will be completed and helps in planning progress reviews.

2.2 Social Value Action Plan Governance

Key Details	
Project Name	
Project Value	
Commitment Social Value ($/hrs)	
Project Start	
Project End	
Social/Value Lead	
Key Partnerships or Social Value Delivery Partners	
Project Manager	
Project Client (if relevant)	
Contact Details	
Reporting Requirements (e.g. annual, quarterly)	

2.3 Social Value Action Plan – Timed Action Plan Template

Theme/Outcome	Commitment	Measure	Unit/ Measurement	Target	Q1	Q2	Q3	Q4	Total
Theme 1	*e.g. Local Jobs*	*E.g. No. of new jobs ringfenced for residents per annum*	*No. of Jobs*	***X***					
	e.g. Supply Chain Spend	*e.g. Percentage of supply chain contracts with local suppliers per annum*	*% of Supply Chain Spend*	***X%***					
	e.g. First Nations Participation	*e.g. percentage of workforce who are First Nations peoples*	*% of total workforce*	***X%***					
Theme 2									
Theme 3									

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