Collaboration and Curriculum Access Fund

2025-26 Application Round

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# Part A: Guidelines

## Key dates

|  |  |
| --- | --- |
| Date | Event |
| Applications open | 23 June 2025 |
| Closing date for applications | 1 August 2025 |
| Notification of decision to applicant schools | By 29 August 2025 |
| Funding Agreements set up on the Schools Targeted Funding Portal | By 5 September 2025 |
| Final date for Funding Requests to be submitted via the Schools Targeted Funding Portal | 19 June 2026 |

Note: The Administrator will seek to maintain this timetable but reserves the right to vary any date.

## Definitions

Administrator Senior Secondary Pathways Reform Taskforce

CCAF Collaboration and Curriculum Access Fund

[Certificate Provision Expectation](https://www2.education.vic.gov.au/pal/vce-vocational-major-vpc-provision/policy?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools9Mar2022&utm_medium=email) All Victorian government secondary schools, with limited exceptions, are expected to provide the VCE Vocational Major, and the Victorian Pathways Certificate where it is a suitable pathway for student(s) at the school.

Closing date Closing date for applications – 11:59pm 1 August 2025

Department Department of Education

TAFE non-school provider TAFEs that deliver the VCE, including the VCE Vocational Major, and Victorian Pathways Certificate

VCE Victorian Certificate of Education

VCE VM VCE Vocational Major

VPC Victorian Pathways Certificate

## Program overview

The VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC) were introduced in 2023, providing students with access to high-quality, relevant vocational education and applied learning programs in their senior secondary years.

The 2024-25 State Budget invested $2.4 million over 2 years in the Collaboration and Curriculum Access Fund (CCAF) in 2024-25 and 2025-26. These Guidelines set out the application approach and timelines for the 2025-26 round of the CCAF.

Targeted application-based funding through the CCAF will support government schools to build strong collaborative practice across schools and with TAFE non-school providers to support high-quality delivery of VCE VM and VPC programs, and support schools to introduce a VPC program in 2026 in line with the Department’s [certificate provision expectation](https://www2.education.vic.gov.au/pal/vce-vocational-major-vpc-provision/policy?utm_source=email+marketing+Mailigen&utm_campaign=OperationalSchools9Mar2022&utm_medium=email).

## Objectives

Funding provided through the 2025-26 round of the CCAF will support two objectives.

* *Objective 1:* *Building collaboration amongst schools, and between schools and TAFE non-school providers*

Funding will support schools to work in partnership with other schools and/or with TAFE non-school providers to build strong collaborative practice to support high-quality delivery of the VCE VM and VPC across the public education system.

* *Objective 2:* *Supporting student access to VPC programs*

Funding will support individual schools to introduce a VPC program from 2026.

## Outcomes

Although the CCAF funding is time-limited, program outcomes will extend beyond the funding period, including:

* increased collaboration between schools and with TAFE non-school providers to support high-quality delivery of VCE VM and VPC programs
* improved student access to VPC programs at government schools
* increased sustainability of VCE VM and VPC programs on-site at government schools
* sharing the outputs and learnings from CCAF funded activities, including with other schools, TAFE non-school providers and the Department.

## Funding available

Victorian government schools can apply for funding under either CCAF objective.

Funding awarded will be available until 19 June 2026, with all expenditure and funding requests to be completed by this date. Extensions to funding cannot be granted past this date.

Please note that this is a competitive grant round and **not all applicant schools or partnerships will be successful**.

To support high-quality applications that meet the objectives of the CCAF, schools should work closely with their Jobs, Skills and Pathways team to complete their application, including testing the proposed use of funding before commencing the application process.

### Objective 1: Building collaboration amongst schools, and between schools and TAFE non-school providers

For applications under Objective 1, schools must apply in **partnership** with other government schools and/or TAFE non-school providers. One only application is required to be completed by the ‘lead’ school.

The maximum amount of funding that can be applied for per school under Objective 1 is $10,000 (GST exclusive).

Funding can be allocated unevenly across schools in the partnership, for example, if the lead school in a partnership will be purchasing services on behalf of other schools (see the examples below).

Where a school(s) applies with a TAFE non-school provider, the application can only request funding for up to $10,000 (GST exclusive) per school. CCAF funding cannot be allocated to TAFE non-school providers.

It is expected that funding awarded under Objective 1 will lead to sharing of the outputs and learnings beyond the partnership, including with other schools, TAFE non-school providers and the Department. The application must detail how outputs and learnings will be shared beyond the partnership which could include a range of formats, for example, preparing a video or short summary report, running a webinar, or leading a professional learning session for other schools.

Example 1: Schools applying in partnership

3 schools partner to procure professional learning to build capability in delivering the VCE VM and VPC in the same classroom. The application can seek funding of up to a combined amount of $30,000 ($10,000/school). This funding could be allocated as $20,000 for School A (lead school procuring professional learning and time release) and $5,000 each for Schools B and C to fund teacher time release. The schools share their learnings and teaching and learning resources at an Area network meeting.

Example 2: Schools applying in partnership with a TAFE non-school provider

2 schools and a TAFE non-school provider partner to collaborate on developing high-quality documented VPC curriculum. The application can seek funding of up to a combined amount of $20,000 ($10,000/school), which can be allocated evenly or unevenly across the 2 schools. Although the TAFE non-school provider is not allocated CCAF funding, it may choose to support teachers to participate in the creation of VPC documentation. The documented curriculum is shared with the Area Jobs Skills and Pathways team to facilitate statewide sharing, as well as with the TAFE non-school provider network.

### Objective 2: Supporting student access to VPC programs

Applications under Objective 2 must be submitted by an individual government school to support the introduction of the VPC program at that school in 2026.

The maximum amount of funding an individual school can apply for is $30,000 (excluding GST).

It is expected that funding awarded under Objective 2 will lead to improved student access to the VPC at government schools from 2026. The application must detail how the funding will support a sustainable VPC program on-site at the school.

Example 3: Individual school applying

To support all Year 11 and 12 students to have access to appropriate certificate options at the school, School A applies for funding to support on-site delivery of the VPC in 2026. Although the school can seek up to $30,000, the school’s assessment is that applying for $15,000 will support the school to introduce and build a sustainable VPC program from 2026 onwards. This includes travel costs to visit 3 schools in the Area that are delivering the VPC and engaging an expert and teacher time release to support program development.

## Eligibility

### Applications

Applications can be made by:

* government secondary schools that will be delivering the VCE VM and/or VPC in 2026, and
* government specialist schools with senior secondary aged students that will be delivering the VCE VM and/or VPC in 2026.

### Activities

Applications will only be accepted for activities that align with the CCAF objectives (see ‘Objectives’ section above).

Ineligible activities include:

* activities that are not related to VCE VM and/or VPC programs, for example, programs for pre-senior secondary students or VCE general programs
* funding for student activities, such as excursions or training courses, that are only available to a finite number of student cohorts (for example, VCE VM students in 2026)
* funding for equipment, goods or consumables that are not appropriately linked to supporting a CCAF objective
* activities occurring outside of the funding period of 1 July 2025 – 19 June 2026, and
* activities that are already funded under another Department program, for example, [Jobs Skills and Pathways Coordination Funding](https://www2.education.vic.gov.au/pal/jobs-skills-pathways-coordination/policy).

## Application Requirements

### If applying under Objective 1

A lead school must prepare one application on behalf of the partnership.

This includes:

* an application form, including the Objective 1 section of Criteria 2, and
* a project plan and budget (including the funding allocation table).

### If applying under Objective 2

An individual school must prepare one application.

This includes:

* an application form, including the Objective 2 section of Criteria 2, and
* a project plan and budget.

### Finalising the project plan

If the application is successful, a finalised version of the project plan will be uploaded to the school’s Funding Agreement on the Schools Targeted Funding Portal.

Changes may be requested to the project plan submitted with the application, for example, if the approved funding differs from what was applied for. If changes are required to the project plan, the Department will work with the applicant school to resubmit and finalise the project plan. The Funding Agreement cannot be set up until the project plan is finalised.

## Reporting requirements

Schools and partnerships that receive funding through the CCAF will report on progress against planned activities in the finalised project plan (submitted with the funding application and finalised with the Department). Partnerships will report collaboratively against the partnership’s project plan.

### Key performance indicators

The following outlines the CCAF key performance indicators (KPI).

|  |  |
| --- | --- |
| KPI | Target |
| Project plan finalised | Prior to set-up of Funding Program |
| On time participation in Term 4, 2025 milestone meeting with Area Jobs Skills and Pathways team | 100% |
| On time participation in Term 2, 2026 milestone meeting with Area Jobs Skills and Pathways team | 100% |
| Funding spent and claimed through the Schools Targeted Funding Portal by 19 June 2026 | 100% |
| On time participation in the end of project evaluation survey | 100% |

### Meetings

As per the KPIs above, funded schools and partnerships will be expected to participate in milestone meetings with their Area Jobs Skills and Pathways teams. At a minimum, this includes a milestone meeting by the end of:

* Term 4, 2025, to discuss progress of activities, activities planned for the final 6 months, risks and issues
* Term 2, 2026 to discuss activities and outputs delivered against the project plan, outcomes and lessons learned.

Outside of milestone meetings, Area Jobs Skills and Pathways teams can support recipients as required, including to discuss and address any risks or issues early. Support is also available from the Senior Secondary Pathways Reform Taskforce via email to: [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au).

### Financial reporting

Schools allocated funding in the Schools Targeted Funding Portal should submit funding requests at the end of Term 4, 2025 and Terms 1 and 2, 2026.

Regular funding requests will support the Department to understand expenditure throughout the duration of the CCAF and assists schools to ensure that funding is spent and claimed through the Schools Targeted Funding Portal by 19 June 2026.

### Evaluation

Funded schools and partnerships will complete a short survey at the conclusion of the project in Term 2, 2026. Survey responses will be used to evaluate the effectiveness of the CCAF and inform future design and delivery (if further funding is secured).

## How to apply

Applicants must complete the Application Form (including the project plan and budget template) at Part B of these Guidelines and submit it via email to: [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au), CC: the school’s Area Jobs Skills and Pathways team key contact. Applications can be lodged in Word or PDF format (Word preferred).

The Closing date for applications is **11:59pm 1 August 2025**. Applications must be lodged by the Closing date. Any change to the Closing date will be at the discretion of the Department.

Acceptance of applications lodged after the Closing date or lodged in a manner that is contrary to that specified in these Guidelines will be at the discretion of the Department.

For any clarifications during the application period, please contact: [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au).

## Assessment

Applications will be assessed based on evidence that the funding contributes to meeting the CCAF objectives and outcomes (as outlined above).

### Assessment criteria

Applicant schools/partnerships should respond to the following criteria using the Application Form at Part B.

|  |  |
| --- | --- |
| Assessment criteria | Checklist of information to include |
| Criteria 1: Proposal design – 50% | |
| 1. Outline the proposed use of the funding | Describe how the funding will be used, including the activities and outcomes it will support  Describe how the funding will support school-to-school/non-school provider collaboration (Objective 1) and/or student access to the VPC (Objective 2)  Include any relevant background information on your school’s / partner schools’ delivery of the VCE Vocational Major and Victorian Pathways Certificate |
| 1. Funding amount | Specify total funding amount sought through the CCAF (ensure this aligns with the project plan and budget allocation template). |
| Criteria 2: Objective specific criteria – 30% | |
| If applying under Objective 1: Knowledge sharing | |
| 1. Provide details of how your partnership will share project outputs and learnings | Detail how and when the project learnings and outputs will be shared beyond the partnership e.g. with other schools, Department teams |
| If applying under Objective 2: Sustainability | |
| 1. Provide details of how the funding will support sustainable on-site delivery of the VPC program at your school | Detail how sustainable on-site delivery will be supported |
| Criteria 3: Planning, readiness and risk management – 20% | |
| 1. Provide a project plan and budget, using the template at Attachment 1 of the Application Form | Attach a project plan using the template at Attachment 1 of the Application Form  Make sure all sections are complete |
| 1. Provide details of your school/partnership’s project readiness | Outline when this project will be commenced  Outline any barriers that may impact commencement |
| 1. Provide details of the key risks to delivering this project | Identify 3 key risks to your school/partnership’s ability to deliver the project on time and within budget  Complete the risk register for these 3 risks |

### Assessment scale

Each assessment criterion will be allocated a score in the range 0-5 on the following basis.

|  |  |
| --- | --- |
| Score | Definition |
| 0 | Fails to comply – Application does not meet any of the criteria |
| 1 | Minimal compliance – Significant shortcomings, application only meets a few of the criteria |
| 2 | Limited compliance – Some shortcomings, application does not fully meet the criteria |
| 3 | Complies – Application meets the criteria |
| 4 | Good – Application meets the criteria and indicates features that exceed the criteria and is evidenced |
| 5 | Excellent – Application fully meets the criteria and evidences special features that highly exceed the criteria |

### Assessment process

After the Closing date, the Administrator will:

* Undertake eligibility and completeness checks of the applications.
* Seek input from Area Jobs, Skills and Pathways teams to inform assessment.
* Provide applications to the Assessment Panel for assessment and recommendations.
* Provide recommendations for funding through to the Department Financial Delegate for consideration. Approval of applications will depend on available funding, the number of eligible applications, and the relative quality and merits of the applications, as reflected in the Panel’s assessment and recommendations. Decisions of the Department Financial Delegate are final.
* Notify successful and unsuccessful applicants in writing via email.
* Liaise with successful applicants if updates to the Project Plan are required to finalise the plan.
* Set up Funding Programs on the Schools Targeted Funding Portal and advise schools via email that the funding is available to be claimed.

### How funding will be accessed

Successful applicant schools will access funding by reimbursements up to the allocated amount, and as agreed with the Department.

To be reimbursed, schools are required to submit funding requests through the [Schools Targeted Funding Portal](https://stfg.educationapps.vic.gov.au/s/).

Retrospective expenses cannot be reimbursed.

The Department will establish a Funding Program with each government school for the operational budget amount agreed with the Department. Schools will be required to manage funding requests against the Funding Program.

## Further information

### Accuracy and amendment

While all due care has been taken in connection with the preparation of this invitation, the Department does not warrant the accuracy of the content of the Guidelines and will not be liable for any omission from the Guidelines or application form.

The Department reserves the right to change any information in, or to issue addenda to, these Guidelines.

### Contact

For more information: [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au)

# Part B: Application form

Application checklist

Confirm this application has been discussed with, and is supported by, your Area’s Jobs, Skills and Pathways team.

Confirm the CCAF KPIs in the Part A: Guidelines have been read and accepted.

For partnership applications under Objective 1: Lead school completes and submits one Application form, including the project plan and budget template, on behalf of the partnership.

Submit completed applications to the Senior Secondary Pathways Reform Taskforce at [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au), CC-ing your Jobs, Skills and Pathways team key contact, by **11:59pm 1 August 2025**.

### Privacy of information

The Department collects personal information, to enable us to contact the school representative for the purposes of this application. If you do not provide contact details of a school representative, we may not be able to contact you to discuss this application. Should you have any questions about this application, you may contact sspr.provision@education.vic.gov.au. Personal information collected as part of this application will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Public Records Act 1973* (Vic). For more information about how the department handles personal information, please refer to the department’s Privacy Policy or contact the Privacy team [privacy@education.vic.gov.au](mailto:privacy@education.vic.gov.au).

|  |
| --- |
| **Name of initiative** |
| Collaboration and Curriculum Access Fund |

|  |  |
| --- | --- |
| **School details** | |
| School name | Click or tap here to enter text. |
| School representative | Name: Click or tap here to enter text.  Position at school: Click or tap here to enter text.  Contact email: Click or tap here to enter text. |
| Objective(s) applying under for CCAF funding | Objective 1: Building collaboration amongst schools, and between schools and TAFE non-school providers |
| Objective 2: Supporting student access to the VPC |
| For applications under Objective 1: List all other schools and TAFE non-school providers in the partnership | Click or tap here to enter text. |

|  |
| --- |
| **Criteria 1: Proposal design** |
| 1.1 Outline the proposed use of the funding (250 words maximum) |
| Click or tap here to enter text. |
| Describe how the funding will be used, including the activities and outcomes it will support  Describe how the funding will support school-to-school/non-school provider collaboration (Objective 1) and/or student access to the VPC (Objective 2)  Include any relevant background information on your school’s / partner schools’ delivery of the VCE Vocational Major and Victorian Pathways Certificate |
| 1.2 Funding amount |
| Click or tap here to enter text. |
| Specify total funding amount sought through the CCAF (ensure this aligns with the project plan and budget allocation template). |

|  |
| --- |
| **Criteria 2: Objectives** |
| **Please complete the Criteria 2 response for the relevant Objective your school is applying for funding under (in ‘School details’ section above). You do not need to complete both responses.** |
| If applying under Objective 1: Knowledge sharing |
| 2.1 Provide details of how your partnership will share project outputs and learnings (150 words maximum) |
| Click or tap here to enter text. |
| Detail how and when the project learnings and outputs will be shared beyond the partnership e.g. with other schools, Department teams |
| OR |
| If applying under Objective 2: Sustainability |
| 2.2 Provide details of how the funding will support sustainable on-site delivery of the VPC program at your school (150 words maximum) |
| Click or tap here to enter text. |
| Detail how sustainable on-site delivery will be supported |

|  |
| --- |
| **Criteria 3: Planning, readiness and risk management** |
| 3.1 Provide a project plan and budget, using the template at Attachment 1 of this Application Form |
| Attach a project plan using the template at Attachment 1 of this Application Form  Make sure all sections are complete (including the funding allocation table for applications under Objective 1) |
| 3.2 Provide details of your school/partnership’s project readiness |
| Click or tap here to enter text. |
| Outline when this project will be commenced  Outline any barriers that may impact commencement |
| 3.3 Provide details of the key risks to delivering this project |
| Identify 3 key risks to your school/partnership’s ability to deliver the project on time and within budget  Complete the risk register below for these 3 risks |
| |  |  |  | | --- | --- | --- | | Risk description | Risk rating  (as per Risk Rating Matrix below) | Details of mitigation / treatment | | *Example: Partner schools cannot release teachers on same day to support collaborative curriculum development* | *High (Likely; Moderate)* | *Identify collaboration days at project commencement (Term 3, 2025) to maximise likelihood of attendance.*  *Provide online attendance options.* | | **Key risk 1:** Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | **Key risk 2:** Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | **Key risk 3:** Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |   Image |

### Principal support

I approve this application being made on behalf of ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert school name) to apply for the Collaboration and Curriculum Access Fund.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal name (Printed)

Date \_\_\_/\_\_\_/2025

# Attachment 1: Project plan and budget allocation template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of activity | Planned timing (month, year)   * All activities must be completed by 19 June 2026 | If relevant: Activity expense $ (excl. GST)   * provide a description of the expense * if applying under Objective 1, allocate expenditure to school(s) [*Note: funding cannot be allocated to TAFE non-school providers*] | | |
| **School name** | **Description of expense** | **Expense amount** |
| *E.g. Complete Term 4, 2025 milestone meeting with Area Jobs Skills and Pathways team to report on progress and learnings to date* | *November 2025* | *n/a* | *n/a* | *n/a* |
| *E.g. Sessions delivered by applied learning expert to provide guidance on curriculum development and effective teaching practices* | *March and June 2026* | *School A* | *Fee for expert in applied learning* | *$2,500* |
| *School A* | *Catering for in-person workshops* | *$150* |
| *School A*  *School B* | *CRT funding* | *$800*  *$800* |
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| *Add more rows as required / delete rows not required* |  |  |  |  |
| **Total activity expense** | | | | **$** |

### For applications under Objective 1 only

Please confirm how much funding should be allocated to partner schools. The department will use this information set up the Funding Program on the Schools Targeted Funding Portal. Total funding in this table should align with the ‘Total activity expense’ in the Project plan and budget allocation template above.

|  |  |
| --- | --- |
| School name | Funding amount to be allocated |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| *Add more rows as required / delete rows not required* |  |
| **Total activity expense** | **$** |