Collaboration and Curriculum Access Fund

2024-25 Application Round

# Part A: Guidelines

## Key dates (updated)

| Date | Event |
| --- | --- |
| Applications open | 12 August 2024 |
| Closing date for applications | 13 September 2024 |
| Notification of decision to applicant schools | by 11 October 2024 |
| Initiative Agreements set up on the Schools Targeted Funding Portal | by 11 October 2024 |
| Initiative Agreements closed (final date for reimbursement requests to be submitted) | 27 June 2025 |

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 – 13 September 2024

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.

In 2022, the Collaboration and Curriculum Access Fund (CCAF) was introduced to support government schools to address VCE VM and VPC implementation challenges. The 2024-25 State Budget invested $2.4 million over 2 years to continue the CCAF in 2024-25 and 2025-26. These Guidelines set out the application approach and timelines for the 2024-25 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[[1]](#footnote-2) to support high-quality delivery of VCE VM and VPC programs, and address acute challenges to on-site delivery 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 2024-25 round of the CCAF will support 2 objectives:

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

Funding will support schools to build strong collaborative practice across schools and with TAFE non-school providers to support high-quality delivery of the VCE VM and VPC across the government education system.

* *Objective 2:* *Supporting student access to VCE VM and VPC programs*

Funding will support individual schools to address acute challenges to onsite delivery of the VCE VM and VPC due to limited student demand and small class sizes.

## 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 VCE VM and 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 across DE Areas, Regions and statewide.

## Funding available

Victorian government schools can choose to apply for funding under either CCAF objective or both CCAF objectives.

Funding awarded will be available until 27 June 2025, with all expenditure and reimbursement 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 are encouraged to 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 are strongly encouraged to apply in partnership with other government schools and/or TAFE non-school providers.

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 a partnership, for example, if the lead school in a partnership will be purchasing services on behalf of other schools.

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 non-school providers.

It is expected that funding awarded under Objective 1 will lead to sharing of the outputs and learnings across DE Areas, Regions and statewide. The application must detail how outputs and learnings will be shared beyond the school or 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

Three schools submit a joint application 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 1 (lead school procuring professional learning and time release) and $5,000 each for Schools 2 and 3 to fund teacher time release. The schools deliver a 1-hour webinar to share their learnings with interested schools across the state.

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

Two schools and one TAFE non-school provider submit a joint application 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 could be allocated evenly or unevenly across the two schools. Although the TAFE non-school provider is not allocated CCAF funding, it may choose to release teachers to participate in the creation of VPC documentation. The documented curriculum is shared with other schools in their Area and with the Area Jobs Skills and Pathways team.

### Objective 2: Supporting student access to VCE VM and VPC programs

Applications under Objective 2 must be submitted by an individual government school to support onsite delivery of the VCE VM and/or VPC at that school.

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 sustainability of VCE VM and VPC programs at government schools. The application must detail how the funding will support a sustainable program on-site at the school.

Example 3: Individual school applying

A school applies for funding to support on-site delivery of a small, combined class of the VCE VM and VPC. Although the school can seek up to $30,000, the school’s assessment is that applying for $15,000 will support the school to build a sustainable program from 2025 onwards.

## Eligibility

Applications can be made by:

* government secondary schools that will be delivering the VCE VM and/or VPC in 2025, and
* government specialist schools with senior secondary aged students that will be delivering the VCE VM and/or VPC in 2025.

Applications for funded activities must align with one or both CCAF objectives.

### Excluded activities

Applications will not be accepted for activities that do not align with the CCAF objectives.

Funding will not be granted for activities that overlap with other Department funded programs, for example, the [TAE Grant Fund 2024](https://www.schools.vic.gov.au/professional-learning-programs-vocational-and-applied-learning) or [Jobs, Skills and Pathways Coordination Funding](https://www2.education.vic.gov.au/pal/jobs-skills-pathways-coordination/policy).

Schools should consider how the 2024-25 allocation of VCE VM and VPC delivery support funding (available through the Schools Targeted Funding Portal) could be used to reduce the amount of funding sought through the CCAF. For example, VCE VM and VPC delivery support funding can be used to support teacher time release to attend professional learning, which may reduce the need to apply for further teacher release funding through the CCAF.

### Partnership applications

Partnership applications submitted under Objective 1 will receive a scoring uplift (see assessment criteria) to encourage collaborative approaches to knowledge sharing, including best practice. For the purposes of this funding, a partnership is defined as a collaborative arrangement between two or more providers (school and school, or school and TAFE non-school provider).

Partnership applications require a lead Victorian government school. The lead school must complete and submit one Application Form at Part B on behalf of the partnership.

In the application, the lead school must identify all other members of the proposed partnership and specify which activities each partner organisation will be responsible for delivering.

## Reporting requirements

Recipient schools and partnerships of CCAF funding will report on progress against planned activities in the project plan (submitted with the funding application). Partnerships will report collaboratively against the partnership’s project plan.

#### Meetings

* Recipient schools and partnerships will be expected to participate in milestone meetings with their Area Jobs Skills and Pathways teams by the end of:
* Term 4, 2024, to discuss progress of activities, activities planned for the final six months, risks and issues
* Term 2, 2025 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.

*Financial reporting*

* Schools should submit reimbursement requests via the Schools Targeted Funding Portal at the end of Term 4, 2024 and Terms 1 and 2, 2025. Regular reimbursement 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 27 June 2025.

## How to apply

Applicants must complete the Application Form at Part B and submit it via email to: 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.

The Closing date for applications is 11.59pm AEST Friday 13 September 2024. 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.

## 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 the proposed use of the funding and the activities it will support[ ]  Describe how the funding will support school-to-school/non-school provider collaboration (Objective 1) and/or student access to the VCE VM and VPC (Objective 2)[ ]  Include any relevant background information on your school’s delivery of the certificates and the partner schools/providers you plan to work with (if applicable) |
| * 1. Outline funding sought
 | [ ]  Specify funding amount sought through the CCAF[ ]  Confirm funding available through other contributions has been considered e.g. 2024/25 allocation of VCE VM and VPC delivery support[ ]  Detail proposed allocation of funding across partner schools (if applicable)[ ]  Detail whether there is flexibility in funding sought and how delivery would be impacted e.g. detail how the proposal could be delivered if less funding was allocated |
| * 1. Note CCAF KPIs
 | [ ]  Note CCAF KPIs (outlined in Part B: Application form) |
| **Criteria 2: Objective specific criteria – 30%** |
| ***Objective 1: Knowledge sharing*** |
| * 1. Provide details of how your school or partnership will share outputs and learnings
 | [ ]  Detail how the outputs and learnings will be shared with your Area Jobs Skills and Pathways team[ ]  Detail how the outputs and learnings will be shared across the DE Area, Region and statewide (e.g. video, summary report, webinar, professional learning session) |
| ***Objective 2: Sustainability*** |
| * 1. Provide details of how the funding will support sustainable on-site delivery of the VCE VM and/or VPC program at your school
 | [ ]  Detail how sustainable on-site delivery will be supported[ ]  Detail whether/how on-site delivery will be impacted if funding is not received  |
| **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 delivery approach
 | [ ]  Detail what strategies/processes you will use to deliver the activities and expend funds by 27 June 2025 [ ]  Detail the readiness of the activities[ ]  Complete the risk register table in the application form |

### 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 a number of 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.
* Set up Initiative Agreements 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.

Schools will be required to submit claims for reimbursements through the [Schools Targeted Funding Portal](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Pages/default.aspx).

Retrospective expenses cannot be reimbursed.

The Department will establish an Initiative Agreement with each government school for the operational budget amount agreed with the Department. Schools will be required to manage reimbursement request submissions against the Initiative Agreement. Guidance for schools is [available here](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Pages/default.aspx).

## Further information

### Privacy of information

This email or document (including any attachments) may contain commercially sensitive information as well as personal information or other sensitive information. For all of these reasons, this email or document should be kept confidential. The privacy policy governing the use and storage of personal information can be found here (<https://www.education.vic.gov.au/Pages/privacypolicy.aspx>). This information will be kept for the life of the CCAF.

### 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

# Part B: Application form

Please complete the form below and submit to the Provision team at sspr.provision@education.vic.gov.au CC-ing Jobs, Skills and Pathways team key contact by COB 13 September 2024.

[ ]  Prior to commencing this application, has the funding your school/partnership is applying for been discussed with your Area’s Jobs, Skills and Pathways team?

[ ]  Has the Jobs, Skills and Pathways team supported the completion of this application?

[ ]  For partnership applications, one Application Form and project plan should be submitted by the lead school on behalf of the partnership.

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

|  |
| --- |
| School details  |
| School name |  |
| Lead school representative  | Name:Position at school:Contact email: |
| 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 VCE VM and VPC and program sustainability |
| Partnership schools/TAFE non-school providers (if applicable) |
| School/provider name(s) |  |

|  |
| --- |
| Criteria 1: Proposal design |
| 1.1 Outline the proposed use of the funding |
| Click or tap here to enter text. |
| [ ]  Describe the proposed use of the funding and the activities it will support[ ]  Describe how the funding will support school-to-school/non-school provider collaboration (Objective 1) and/or student access to the VCE VM and VPC (Objective 2)[ ]  Include any relevant background information on your school’s delivery of the VCE VM and VPC and the partner schools/providers you plan to work with (if applicable) |
| 1.2 Outline funding sought  |
| Click or tap here to enter text. |
| [ ]  Specify funding amount sought through the CCAF[ ]  Confirm funding available through other contributions has been considered e.g. 2024/25 allocation of VCE VM and VPC delivery support[ ]  Detail proposed allocation of funding across partner schools (if applicable)[ ]  Detail whether there is flexibility in funding sought and how delivery would be impacted, e.g. detail how the proposal might change if less funding was allocated |
| 1.3 Note CCAF KPIs |
| [ ]  Note CCAF KPIs (below) |  |
| **KPI** | **Target**  |
| Project plan finalised | Prior to set-up of Initiative Agreement  |
| On time participation in Term 4, 2024 milestone meeting with Area Jobs Skills and Pathways team | 100% |
| On time participation in Term 2, 2025 milestone meeting with Area Jobs Skills and Pathways team | 100% |
| Funding spent and claimed through the Schools Targeted Funding Portal by 27 June 2025 | 100% |

*Please complete Criteria 2 response for the relevant Objective/s your school is applying for funding under (in ‘School details’ section above)*

|  |
| --- |
| Criteria 2: Objective 1 – Knowledge sharing |
| 2.1 Provide details of how your school or partnership will share outputs and learnings |
| Click or tap here to enter text. |
| [ ]  Detail how the outputs and learnings will be shared with your Area Jobs Skills and Pathways team[ ]  Detail how the outputs and learnings will be shared across the DE Area, Region and statewide (e.g. video, summary report, webinar, professional learning session) |

|  |
| --- |
| Criteria 2: Objective 2 – Sustainability |
| 2.2 Provide details of how the funding will support sustainable on-site delivery of the VCE VM and/or VPC program at your school |
| Click or tap here to enter text. |
| [ ]  Detail how sustainable on-site delivery will be supported[ ]  Detail whether/how on-site delivery will be impacted if funding is not received |

|  |
| --- |
| Criteria 3: Planning, readiness and risk management |
| 3.1 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 |
| 3.2 Provide details of your school/partnership’s delivery approach |
| Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Risk description** | **Risk rating** (as per Risk Rating Matrix below) | **Details of treatment** |
|  |  |  |
| *Add more rows as needed* |  |  |

Image |
| [ ]  Detail what strategies/processes you will use to deliver the activity and expend funds by 27 June 2025 [ ]  Detail the readiness of the activity[ ]  Complete the risk register table in the application form (above) |

### 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 \_\_\_/\_\_\_/2024

# Attachment 1: Project plan and budget template

|  |  |  |
| --- | --- | --- |
| **Description of activity** | **Planned timing for activity (month, year)** | **If relevant: Activity expense $ (excl. GST)*** itemise expenditure e.g. PD costs, CRT costs
* if partnership application, allocate expenditure to school(s) [*Note: funding cannot be allocated to TAFE non-school providers*]
 |
|  *E.g. Complete Term 4, 2024 milestone meeting with Area Jobs Skills and Pathways team to report on progress and learnings to date* | *November 2024* | *N/A* |
|  |  |  |
|  |  |  |
| *Add more rows as required* |  |  |
| Total activity expense |  |

*Please note:*

* *If the application is successful, a finalised version of this project plan will be uploaded to the school’s Initiative Agreement on the Schools Targeted Funding Portal. If changes are required to the project plan submitted with the application, the Department will work with the Lead school representative to resubmit and finalise the project plan.*
* *If a school/partnership is applying under Objective 1, the project plan must include an activity for the sharing of outputs and learnings (as detailed in Criteria 2.1).*
1. TAFEs that deliver the VCE, including the VCE Vocational Major and Victorian Pathways Certificate are referred to as TAFE non-school providers in these Guidelines. [↑](#footnote-ref-2)