# VET workforce funding

# sharing vet teachers and trainers

## 2020 GUIDELINES AND EXPRESSION OF INTEREST

**This funding is made available to support schools to develop and implement innovative approaches to sharing VET teachers and trainers between schools.**

**Important dates**

* **Round One applications open 30 November 2020**
* **Round One applications close 23 December 2020**
* **Schools notified of application outcome 22 January 2021**

### Objectives

This fund has been established to promote the creation of new, and the enhancement of existing, school networks to share VET teachers and trainers. It supports schools to enhance their understanding of the VET system and their capacity to form partnerships for VET program delivery.

By supporting collaboration, the funding will help schools overcome VET teacher and trainer supply issues by creating efficiencies, economies of scale and stronger communities of practice. This will support schools to be more responsive to student interest in specific VET qualifications.

It will also help schools to expand and enhance VET or VCAL networks that facilitate peer learning, model teaching excellence and improve collaboration to drive student learning outcomes.

### What funding is available?

There are two funding options available to networks of schools:

* Single year funding of up to $75,000 per network.
* Multi-year funding to the end of 2022 of up to $150,000 per network.

### How can the funding be used?

## Funding can be used to cover costs such as (but not limited to):

## time release for designing new shared delivery arrangements, facilitating RTO partnerships, or administration requirements

## professional development for teachers and trainers to better align a school’s subject offering to student demand for specific VET qualifications

## transport for students travelling between institutions or across clusters

## building, expanding and enhancing VET partnerships, networks or clusters

* start-up of new VET programs or enhancing the scope of VET offerings.

Schools should ensure any new VET programs are consistent with VCAA requirements for VCE and VCAL programs.

Government schools should align their activities to their Framework for Improving Student Outcomes (FISO) priorities and their Annual Implementation Plan.

### Who is eligible for the funding?

Funding is available to support cross-school partnerships, where the lead applicant is a government school.

Applications may be received from clusters which include Catholic or independent schools. Where this occurs application will be reviewed to ensure that payments are transparent and will be made to the government schools only. Catholic and independent schools will not be able to directly apply for the funding or receive funding for any costs related to the submission. Contribution (financial or in-kind) from the non-government schools is expected as part of the partnership.

Both new and existing partnerships are eligible. For existing partnerships, submissions need to demonstrate how funding would enhance existing arrangements.

### What constitutes a partnership?

A partnership is defined as a collaborative arrangement that involves two or more schools.

It is expected these schools will work collaboratively with the goal of increasing access to VET and enhancing the scope of VCAL for their students. Within these partnerships, each school will have equitable influence on how the agreement operates and the roles and responsibilities within the partnership.

Schools may consider liaising with regional Department of Education and Training staff to explore ideas and seek support in developing their partnership.

*If Independent and Catholic schools form part of a VET cluster*

Any funding to support collaboration with non-government schools must be in accordance with DET policies on *Partnerships and Collaboration with other schools*. Schools in their application must be able to demonstrate how funding sought for inter-school collaboration will contribute to improved learning and development outcomes for students. Non-government school students could be beneficiaries of any programs that are implemented.

### What makes a successful partnership?

Building and sustaining successful inter-school partnerships requires:

* investing in and building relationships between key people in the partnership
* having an agreed, shared and documented understanding of the aims, areas of focus and protocols of the partnership.

These elements require time, expertise and resources in order to establish the foundation of a successful partnership. For further information, please see the Department’s [Partnerships and Collaboration with Other Schools](https://www2.education.vic.gov.au/pal/partnerships/policy) Policy.

### Points to consider

A Memorandum of Understanding (MoU) between all partner schools should be developed for each partnership. An MoU template will be available to support successful recipients.

### How do schools apply?

Applications for funding are through an Expression of Interest (EOI).

Applications should be made by completing all sections of the EOI form provided below (using Microsoft Word). Please note the word limit for each criterion.

Completed applications should be submitted to the Vocational Education Unit by email at:

[vet.secondary@education.vic.gov.au](mailto:vet.secondary@education.vic.gov.au).

For round one of funding, applications must be received by **23 December 2020**

The Department may contact schools to obtain further information in relation to applications.

Any queries regarding the application process should be directed to Andrea Summits at the Vocational Education Unit on (03) 7022 0573 or by email at: [andrea.summits@education.vic.gov.au](mailto:andrea.summits@education.vic.gov.au).

### How will applications be assessed?

Applications will be assessed against the following criteria:

* Demonstration of collaboration between schools to share and support VET teachers and trainers.
* Capacity to broaden and enhance the VET or VCAL offerings for students.
* Capacity to improve student learning outcomes through collaboration with schools and partner RTOs.
* Demonstration of commitment from all schools and RTOs to appropriate governance, a likelihood of project success, and sustainability after the financial support ceases.

Partner schools will need to identify risks and outline how they will be managed in their application.

All schools are expected to contribute (financial or in-kind) to their proposal and outline this in their application.

Funding was provided as part of the Victorian Budget 2020-21 to government secondary schools for Jobs, Skills and Pathways Coordinators to provide advice and support for students choosing vocational and applied learning programs. More information is available [here](https://www.education.vic.gov.au/about/department/Pages/vcal-pathways-review.aspx). Submissions should consider how the funding provided will interact with activities undertaken by Jobs, Skills and Pathways Coordinators.

### How can funding be accessed?

Victorian government schools will be able to access funding in the form of reimbursements up to the agreed amount.

Schools who are successful in securing funding for 2020-21 financial year will need to:

* commence activity in Term 1 or 2, 2021; and
* submit invoices by 3 May 2021.

Schools who are successful in securing funding for the remainder of 2021 and 2022 will need to:

* submit invoiced by 1 November 2021 for costs incurred in Term 3 and 4
* submit invoices by 2 May 2022 for costs incurred in Term 1 and 2
* submit invoices by 1 November 2022 for costs incurred in Term 3 and 4.

Expenses incurred before the funding period cannot be reimbursed.

The leaders of each participating school will need to agree on the budgeted expenditure and reflect this in their joint-school application. Each school in the partnership will need to keep proper records to enable clear financial oversight of expenditure.

*Government schools*

Government schools will be required to submit claims for reimbursements up to the amount of their budgeted expenditure through the [Schools Targeted Funding Portal](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Pages/default.aspx). Information and guidance documents on how to use the portal can be found at the bottom of the homepage.

The Department will establish an Initiative Agreement with each government school in the partnership for the operational budget amount outlined in the application. Each school will be required to manage its own reimbursement requests against the Initiative Agreement.

Invoices to the Department and evidence of expenditure in the form of receipts will be required before funds can be reimbursed.

Should a school wish to use the funds to employ staff, the school will be the direct employer and have direct responsibility for the staff member under their employ. Staff will be employed through their ‘base’ school as per school recruitment guidelines and conditions.

### How long will the funding be available?

The funding is intended to support schools over two calendar years (2021 and 2022) through either single year or multi-year funding options. Projects and partnerships funded through these programs are expected to be sustainable beyond the funding period.

### Reporting and evaluation

All schools and school partnerships are required to provide progress reports and a final report outlining the impact of the funding to the Department at the end of the funding period.

All schools and partner schools are also required to participate in a formative and summative evaluation to:

* assist in reviewing arrangements across the funded period
* identify any shared learnings that can be applied to other school partnerships
* deliver insights about successful collaboration.

Participating schools may be asked to assist with evaluation and planning activity. Government schools are encouraged to include details of partnership activities in their Annual Implementation Plans and the Strategic Planning Online Tool (SPOT).

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# sharing vet teachers and trainers fund

# expression of interest – ROUND one

SECTION 1 – SCHOOL DETAILS\*

*\* Please expand EOI form to accommodate additional schools as required*

**School 1**

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead contact person (if different from principal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of VET/VCAL students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Area (LGA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School 2**

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead contact person (if different from principal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of VET/VCAL students \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Area (LGA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School 3**

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead contact person (if different from principal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of VET/VCAL students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Area (LGA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School 4**

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead contact person (if different from principal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of VET/VCAL students \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Area (LGA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION 2 – SELECTION CRITERIA

1. **Outline how the funding will be used, specifically:**

* What will the funding be used for (refer to Budget Breakdown in Section 5)?
* How will the funding build or enhance collaboration between schools to share and support VET teachers and trainers?
* How will the funding improve collaboration to broaden access to VET or VCAL offerings for students and learning outcomes?
* How will the funding improve the capacity of partner schools to improve student learning outcomes through collaboration?

(max 500 words)

***Weighting: 40 per cent***

1. **How will the school/s review processes to assess whether the partnership is effective? How will the impact of the funding be assessed?**

* Please outline what processes will be in place to review and refine (as needed) the way in which the partnership or collaboration is working?
* Please identify any potential risks with partner schools and outline how they will be managed.
* What output measures will be monitored to measure impact of the initiative?

(max 500 words)

***Weighting: 30 per cent***

1. **What commitments (financial and otherwise) have been agreed to ensure the sustainability of partnerships and collaboration once the funding has been exhausted?**

(max 500 words)

***Weighting: 30 per cent***

SECTION 3 – RISK ASSESSMENT

**Describe potential risks identified by the partnership for the proposed initiative/s, and the strategies that will be implemented to mitigate these risks.**

|  |  |
| --- | --- |
| **Risks** | **Strategies** |
| E.g. Unable to source VET teacher |  |
|  |  |
|  |  |

SECTION 4 – FUNDING OUTLINE

**1. Initiative funding summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total initiative cost** | | | **Funding sought from DET**  **(see guidelines for maximum amounts)** | | | **Contributions from participating schools and other sources**  **(cash/in-kind)** | | |
| **2020-21 FY** | **2021-22 FY** | **2022-23 FY** | **2020-21 FY** | **2021-22 FY** | **2022-23 FY** | **2020-21 FY** | **2021-22 FY** | **2022-23 FY** |
| $ |  |  | $ |  |  | $ |  |  |

**2. Proposed budget breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Contributions** | **Name of schools** | | **Cash/in-kind contribution (\*Please specify)** | |
|  | | $ | |
| \* | |
|  | | $ | |
| \* | |
|  | | $ | |
| \* | |
|  | | $ | |
| \* | |
| **Total contribution from participating schools** | | | **$** |
| **Proposed Fund Expenditure** | **DET Funding expenditure**  **(Please specify)** | | **School leading this expenditure** | **Cost (ex GST)** |
|  | |  | $ |
|  | |  | $ |
|  | |  | $ |
|  | |  | $ |
|  | |  | $ |
|  | |  | $ |
|  | |  | $ |
|  | **Total funding sought from DET for each participating school** | | | |
|  | **School** |  | | |
|  | Name of school | $ | | |
|  | Name of school | $ | | |
|  | Name of school | $ | | |
|  | Name of school | $ | | |
|  | Name of school | $ | | |

## SECTION 5 – Principal Declaration and endorsement form

**Schools involved:**

**Region/s:**

I declare that:

* I have read and understand the content of the abovementioned partnership’s expression of interest for the Sharing VET Teachers and Trainers Fund.
* To the best of my knowledge, the information provided is true, correct and accurate in all particulars.
* I understand that the information contained in this form may be disclosed to others, including other state, federal and/or local government agencies, organisations and individuals.
* I will immediately inform the Vocational Education Unit, DET, of any changes in the circumstances outlined in this expression of interest.

## Signed by All participating school Principals and regional staff

| School #1:  Principal:  Signature: Date: / / 2020  *For government schools*  Regional Area Executive Director/SEIL:  Signature: Date: / / 2020 | School #2:  Principal:  Signature: Date: / / 2020  *For government schools*  Regional Area Executive Director/SEIL:  Signature: Date: / / 2020 |
| --- | --- |
| School #3:  Principal:  Signature: Date: / / 2020  ***For government schools***  Regional Area Executive Director/SEIL:  Signature: Date: / / 2020 | School #4:  Principal:  Signature: Date: / / 2020  ***For government schools***  Regional Area Executive Director/SEIL:  Signature: Date: / / 2020 |

Email the Expression of Interest form to the Vocational Education Unit at: [vet.secondary@education.vic.gov.au](mailto:vet.secondary@education.vic.gov.au).