# vet innovation GRANT- round Two

## 2021 GUIDELINES AND EXPRESSION OF INTEREST

### Important dates

* Round Two applications close 17 November 2021
* Schools notified of application outcome before end of Term 4.

**Objectives**

This fund also incorporates the ‘Sharing VET Teachers and Trainers’ grant from the first round and aims to support schools to:

* improve the design and delivery of VET teaching and learning programs and support the development of a strong evidence base to inform future VET program design
* enhance VET or VCAL networks that facilitate peer learning, model teaching excellence and improve collaboration to drive student learning outcomes.
* help overcome VET teacher and trainer supply issues by creating efficiencies, economies of scale and stronger communities of practice.
* enhance their understanding of the VET system and their capacity to form partnerships for VET program delivery.
* be more responsive to student interest in specific VET qualifications and to local industry skills and labour market needs.

### What funding is available?

Individual schools can apply for $150,000 in any one financial year period and up to $200,000 in total.

### How can the funding be used?

The funding may be used for costs such as (but not limited to):

* Employing a VET or applied learning specialist to support innovative VET program design and delivery, in consultation with partner RTOs.
* Specialised support for mentoring new VET teachers
* Investigating how new technology, especially ICT or blended learning models, could foster innovation in new teaching and learning practice in VET.
* 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.

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

### What can the funding not be used for?

* equipment purchases over $5000
* building and/or infrastructure
* employing someone in any substantive teaching role, other than casual relief teacher or time release to backfill an existing teacher who may be participating in the funded initiatives
* IT, office, and classroom equipment and consumables e.g., laptops, mobile phones, stationary, desks and chairs, printers, whiteboards

### Who is eligible for the funding?

Funding is available to support either ***individual school initiatives*** or ***cross-school partnerships***, where the lead applicant is a government school.

Applications may be received from Victorian Government schools that are part of a partnership (e.g. a cluster or network) which includes Catholic or independent schools. Where this occurs applications will be reviewed to ensure payments are transparent and made only to Victorian Government schools. Catholic and independent schools will not be able to directly apply for 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.

Applications from partnerships will only be eligible for one grant, regardless of the number of Victorian government schools in their partnership.

### 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.

### How do schools apply?

Applications should be made by completing all sections of the Expression of Interest (EOI) and submitted to the Workforce Unit by 8 November 2021. Please note the word limit for each criterion.

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

Any queries regarding the application process should be directed to the Workforce Unit on (03) 7022 0584 or by email at: vocational.workforce@education.vic.gov.au

### How will applications be assessed?

EOIs will be assessed against the criteria listed in Section 2.

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

### 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 will need to submit invoices on a term by to term basis. Schools **must incur expenses and pay invoices before submitting a claim for reimbursement** to the Department.

Expenses incurred before the funding period cannot be reimbursed.

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 school for the operational budget amount outlined in the application. Schools will be required to manage reimbursement request submissions 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 between January 2022 and 30 June 2023. Schools may choose to submit applications that span the entirety of this period, or applications that span part of it (e.g., the 2022 school year). Projects and partnerships funded through these programs are expected to be sustainable beyond the funding

Reporting and evaluation

All schools 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.

Schools are also required to participate in a formative and summative evaluation to:

* assist in reviewing arrangements across the funded period
* identify shared learning and deliver insights that can be applied more broadly.

Participating schools may be asked to assist with any evaluation and planning activity requested by the Department.

© State of Victoria (Department of Education and Training) 2019

*VET workforce funding Engagement Guidelines and EOI* is provided under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Education and Training), indicate if changes were made and comply with the other licence terms,
see: [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/)

The licence does not apply to:

• any images, photographs, trademarks or branding, including the Victorian Government logo and the DET logo; and

• content supplied by third parties.

Authorised by the Department of Education and Training

2 Treasury Place, East Melbourne, Victoria, 3002

Copyright queries may be directed to copyright@edumail.vic.gov.au

# VET innovation GRANT - round two

# expression of interest

SECTION 1 – SCHOOL DETAILS

**School**

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

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

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

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

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

SECTION 2 – SELECTION CRITERIA

1. **Briefly describe the objectives of this EOI and the reasons for this focus (Descriptions should align to the above section titled “How can the funding be used?” (max 200 words)**
2. **Briefly outline how the funding will be used (please ensure that this is consistent with your Budget Breakdowns, Section 4):**

Note: If you are applying for multiple year funding, please explain how the funding will be split across calendar years 2021 and 2022? **(max 200 words)**

1. **Please explain how your proposal will improve the quality or scope of VET and/or VCAL offerings and VET curriculum design and delivery in your school/s. (max 200 words)**
2. **Briefly explain how your proposal will contribute to the following:**
* Promotion of VET in your school/area
* An evidence base of best practice in VET program delivery and design
* Sharing of best practice and innovation and building a community of practice in VET in your local area

 **(Max 50 words)**

1. **Please explains how the impacts of the project will be monitored and assessed?**

 **(Max 50 words)**

SECTION 3 – RISK ASSESSMENT

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

|  |  |
| --- | --- |
| **Risks** | **Strategies** |
|  |  |
|  |  |

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)** |
| **FY 2021-22** | **FY 2022-23** | **FY 2021-22** | **FY 2022-23** | **FY 2021-22** | **FY 2022-23** |
|  |  |  |  |  |  |

**2. (a) Proposed budget breakdown for individual school initiative**

|  |  |
| --- | --- |
| **School contribution** | **Cash/In-kind contribution (Please specify):** |
| **Proposed Fund Expenditure** | **DET Funding expenditure****(Please specify)** **2021-22 Financial Year** | **Cost (ex GST)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **DET Funding expenditure****(Please specify)** **2022-23 Financial Year** | **Cost (ex GST)** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

**2. (b) Proposed budget breakdown for cross-school partnership initiative**

|  |  |  |
| --- | --- | --- |
| **School Contributions** | **Name of schools** | **Cash/in-kind contribution (\*Please specify)** |
|  | $ |
| \* |
|  | $ |
| \* |
|  | $ |
| \* |
|  | $ |
| \* |
| **Total contribution from participating schools** | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Fund Expenditure** | **DET Funding expenditure****(Please specify)** **2021-22 Financial Year** | **School leading this expenditure** | **Cost (ex GST)** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **DET Funding expenditure****(Please specify)** **2022-23 Financial Year** | **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 | $ |
| Name of school | $ |

## SECTION 5 – Principal Declaration and endorsement form

**School:**

**Region:**

I declare that:

* I have read and understand the content of the expression of interest for the VET Innovation fund.
* To the best of my knowledge, the information provided is true, correct and accurate in all.
* 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 Workforce Unit, DET, of any changes in the circumstances outlined in this expression of interest.

## Signed by school Principal and regional staff

| School:Principal:Signature: Date: / / 2021Regional Area Executive Director / Pathway Manager / SEIL: Signature: Date: / / 2021 |
| --- |

## Signed by All participating school Principals and regional staff in a cross-school partnership initiative

| School #1:Principal:Signature: Date: / / 2021*For government schools*Regional Area Executive Director/SEIL: Signature: Date: / / 2021 | School #2:Principal:Signature: Date: / / 2021*For government schools*Regional Area Executive Director/SEIL:Signature: Date: / / 2021 |
| --- | --- |

| School #3:Principal:Signature: Date: / / 2021*For government schools*Regional Area Executive Director/SEIL: Signature: Date: / / 2021 | School #4:Principal:Signature: Date: / / 2021*For government schools*Regional Area Executive Director/SEIL:Signature: Date: / / 2021 |
| --- | --- |
| School #5:Principal:Signature: Date: / / 2021***For government schools***Regional Area Executive Director/SEIL:Signature: Date: / / 2021 | School #6:Principal:Signature: Date: / / 2021***For government schools***Regional Area Executive Director/SEIL:Signature: Date: / / 2021 |

Email the Expression of Interest form to the Workforce Unit at: vocational.workforce@education.vic.gov.au