# VET workforce funding

# vet innovation fund

## 2020 GUIDELINES AND EXPRESSION OF INTEREST

### The purpose of this funding is to support schools to improve the design and delivery of their VET teaching and learning programs.

**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 support teachers to improve the design and delivery of VET teaching and learning programs, in consultation with their partner RTOs, and to build awareness and reputation of VET programs in their schools.

This initiative will support the development of a strong evidence base to inform future VET program design. Successful schools will be supported to develop effective monitoring and evaluation strategies, with partner RTOs to measure outcomes for students and staff.

### What funding is available?

There are two funding options available to individual schools:

* Single-year funding of up to $150,000 per school.
* Multi-yearfunding through 2021 and 2022, of up to $300,000 per school.

### 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 and improving curriculum design and implementation of VET programs, in consultation with partner RTOs.

* Investigating how new technology, especially ICT or blended learning models, could foster innovation in new teaching and learning practice in VET.
* Enhancing VET for VCAL and VCE programs within VET clusters or government school RTOs.

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

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

### Who is eligible for the funding?

All Victorian government schools are eligible to apply.

### How do schools apply?

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

Applications can 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.

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 to: andrea.summits@education.vic.gov.au.

### How will applications be assessed?

Applications will be assessed against the following criteria:

* Capacity to improve the quality of VET offerings or expand the scope of VCAL for students.
* Promotion of innovation and building an evidence base through monitoring and evaluation of best practice in VET program delivery and design.
* Capacity to share best practice and build communities of practice in VET.

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 must agree to:

* commence activity in Terms 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.

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

### 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. 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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# VET innovation fund

# expression of interest – ROUND one

SECTION 1 – SCHOOL DETAILS

**School**

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)?
* If you are applying for multiple year funding, please explain how the funding will be split across calendar years 2021 and 2022?
* How will the funding improve the quality of VET offering or expand the scope of VCAL offerings for students?
* How will the funding improve the promotion of VET, and contribute to building an evidence of best practice in VET program delivery and design?
* How could the proposal to share best practice, innovation and build communities of practice in VET?

(max 500 words)

***Weighting: 40 per cent***

1. **Please explain how your proposal will improve VET curriculum design and implementation to support, for example, better in-school integration, planning and delivery.**

(max 500 words)

***Weighting: 30 per cent***

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

(max 500 words)

***Weighting: 30 per cent***

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)** |
| **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 contribution** | **Cash/In-kind contribution (Please specify):** |
| **Proposed Fund Expenditure** | **DET Funding expenditure****(Please specify)** **2020-21 Financial Year** | **Cost (ex GST)** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **DET Funding expenditure****(Please specify)** **2021-22 Financial Year** | **Cost (ex GST)** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **DET Funding expenditure****(Please specify)** **2022-23 Financial Year** | **Cost (ex GST)** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

## 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 Education 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: / / 2020Regional Area Executive Director / Pathway Manager / SEIL: Signature: Date: / / 2020 |
| --- |

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