# Collaboration and Curriculum Access Fund – 2022 Guidance and Eligibility

**Important dates**

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| Activity | Round 1\* |
| **Phase 1: Expression of Interest (EOI)** | |
| * **EOI applications open** | **5 October 2022** |
| * **EOI close** | **20 October 2022** |
| * **Notification of EOI application outcome** | **31 October 2022** |
| **Phase 2: Detailed plan** | |
| * **Detailed plans submitted** | **30 November 2022** |
| * **Program completion** | **30 June 2024** |

### \*Additional rounds may occur depending on the volume and merit of applications in Round 1

## Background

The Department of Education and Training (the Department) has set an expectation that from 2023 all government secondary schools, with limited exceptions, are expected to provide the new VCE Vocational Major, and Victorian Pathways Certificate where it is a suitable and agreed pathway for students at the school.

The Collaboration and Curriculum Access Fund (the Fund) is available to support eligible schools to overcome implementation challenges associated with providing the new VCE Vocational Major and Victorian Pathways Certificate from 2023.

The Fund is targeted towards schools that face challenges in providing a diverse vocational and applied learning program offering in senior secondary due to small Year 11 and 12 student cohorts and limited available resourcing.

The Department has committed $1.5 million to this Fund to assist schools to transition to the new certificates, and introduce high-quality, sustainable programs from 2023.

## Who is eligible for the Fund?

Victorian government secondary schools that meet the following criteria are eligible to apply for the Fund:

* combined Year 11 and 12 student cohorts of 150 students or less; and
* less than $1.5 million of available financial resources; and
* is providing the new certificates in 2023.

Eligible schools may seek funding as an individual school or in partnership with other schools. Partner schools do not need to meet the eligibility requirements listed above.

Non-government secondary schools can be involved in partnerships with government schools. However, the application must be made and led by an eligible Victorian government secondary school.

**What defines a partnership**

For the purposes of this Fund, a partnership is defined as a collaborative arrangement that involves two or more schools.

It is expected these schools will work collaboratively to overcome implementation challenges and introduce high-quality vocational and applied learning programs for their students. This may involve schools sharing resources, knowledge and expertise, addressing common issues and challenges, and realising shared opportunities. All partners are expected to contribute to the operations agreed upon by all parties.

Building and sustaining successful inter-school partnerships requires:

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

For further information, please see the Policy and Advisory Library’s [policy](https://www2.education.vic.gov.au/pal/partnerships/policy) on Partnerships and Collaboration with other schools, which includes the Cross Sector Collaboration Toolkit for partnerships with non-government schools.

## What funding is available?

* Eligible government secondary schools can apply for funding of up to $60,000.
* Funding will last until 30 June 2024, with all expenditure to be completed by this date.
* For schools participating in the Fund as a partnership, funding will be reimbursed to the lead eligible government school which will be responsible for expenditure and management of funding.
* The reimbursement process is outlined in the ‘How can funding be accessed’ section below.
* This is not ongoing funding. There is an expectation that this funding leads to sustainable programs and outcomes beyond the funding period.

## What can the funding be used for?

The funding should be used to support the school(s) to overcome implementation challenges associated with providing the new certificates from 2023.

Funding is flexible and can be used creatively by schools to support access to the new certificates. Examples of how the funding can be used include:

* employing additional staff to develop and deliver the new certificates to support curriculum expansion
* increasing hours or responsibilities of current staff
* building staff capacity, for example, through professional learning
* engaging expert support to support delivery, for example, timetabling support
* other activities as identified by the school.

## How do schools apply?

There is a two-phase process to apply for the Fund.

# Phase One: Expression of Interest (EOI)

EOI applications must be made by completing all sections of this [EOI form](https://education.edugate-cms.eduweb.vic.gov.au/Documents/about/programs/Collaboration-and-Curriculum-Access-Fund-EOI-form.docx) (using Microsoft Word) and adhering to the word limit for each question.

EOI applications must be submitted to the Provision – Policy and Design team by email at: [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au) (cc. your Area’s Jobs Skills and Pathways Manager).

Applications received after closeof business **Thursday 20 October 2022** willnot be considered for this round of the Fund.

The Department may contact you to obtain further information in relation to completed EOIs.

Any queries should be directed to [sspr.provision@education.vic.gov.au](mailto:sspr.provision@education.vic.gov.au).

Information received through this process may identify other Department supports available to schools. These may be offered in addition to, or instead of, the Fund.

#### **How will EOIs be assessed?**

EOI applications will be assessed against the following criteria:

* demonstrated school need for additional resourcing
* level of implementation challenges faced by the school and availability of other supports to overcome challenges
* history of providing the Victorian Certificate of Applied Learning, including enrolments, levels and whether it was previously provided at the school
* sustainability of proposed approach
* overall characteristics of the school, including school size and location.

#### **When will my school be notified about the assessment outcome?**

The Department will notify you via email regarding the outcome of your EOI application in Phase One. Your school should expect to hear about the outcome on 31 October 2022. This email will let you know if your school’s application will progress to Phase Two.

# Phase Two: Planning

Phase Two involves completing a detailed plan to outline how the Fund will be used. Schools will be provided with a Phase Two planning document to complete and submit to the Department.

Applicants that progress to Phase Two will be provided with 1 day of casual relief teacher (CRT) time release to complete the Phase Two planning document.

The CRT time release can be claimed via the [School Targeted Funding Portal](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Pages/default.aspx). The reimbursement process is outlined in the ‘How can funding be accessed’ section below.

The Department will work with the school to confirm the total funding available for the school(s) and approve the expenditure categories.

### Privacy of information

The Department collects the information contained in the EOI application and the Phase Two planning document. We will contact your school’s representative about the EOI application and planning document if necessary. We will not disclose this information without your consent, except where required to do so by law. You may contact us if you have any concerns about the privacy of your information.

## How can funding be accessed?

All Victorian government schools will access funding by reimbursements up to the grant 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) on the last day of each term.

Retrospective expenses cannot be reimbursed.

The Department will establish an Initiative Agreement with each lead eligible government school for the operational budget amount agreed with the Department. Schools will be required to manage reimbursement request submissions against the Initiative Agreement. Invoices to the Department of 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.

## Reporting and evaluation

Funded schools are required to provide a summary report and a final acquittal of funding at the end of the project. The Department will provide schools with a reporting template to complete.

Funded schools may be asked to participate in formative and summative evaluations (e.g. surveys and focus groups) to:

* evaluate the operation and impact of the Fund
* support continuous improvement over the life of the project
* identify shared learning opportunities and deliver insights that can be applied to other programs and initiatives.

## Review and amendment

This guidance and eligibility information is correct at the time of publishing. The Department may review and amend the Fund at any time.

## Additional information

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