# Navigator

## Application Form

## Introduction

The Navigator Program (Navigator) is a Department of Education and Training (Department) initiative that provides intensive case management and assertive outreach support to disengaged learners. The service is delivered by community agencies that work closely with local schools and Area teams to support young persons aged 12 - 17 to re-engage back into education.

In January 2020, Navigator will commence in three new Department [Areas](https://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx) of **North East Melbourne, Barwon** and **Wimmera South West** ([see link for Department Area boundaries](https://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx)).

The Department is seeking applications for the delivery of the Navigator service in these Areas.

Applicants are eligible for funding of approximately **$650,000excl.GST (actual amount TBC)** per annum for the period January 2020 – December 2021. Actual funding amounts will be agreed with successful applicants based on the rigour of the service model and the demonstrated capabilities of the service provider. Service provision is intended to reach eligible children and young people wherever they are located within the Area.

Navigator Service Providers (i.e. the successful applicants) will be supported by the Department through provision of relevant data regarding student disengagement in the local Area. Navigator Service Providers will work closely with the Department’s Area-based multi-disciplinary teams to effectively engage and refer disengaged students.

Working closely with Area multi-disciplinary teams will also enable Navigator Service Providers to strengthen links with schools and other service providers, including LOOKOUT Education Support Centres. Navigator Service Providers will be expected to work collaboratively with relevant Children and Youth Area Partnerships and Local Learning and Employment Networks.

## Instructions

**Before completing this form, applicants will need to read the** **Navigator Program Overview document that is provided.**

To be eligible for funding, applicants must:

* complete the application form
* provide all required supporting documentation (see Required Documentation below)
* comply with stated timelines (see Key Dates below)
* be incorporated entities
* be able to operate locally (that is, be able to operate from within the relevant Area)
* be able to demonstrate capability to deliver the essential Navigator services to learners in the relevant Area
* employ suitably qualified and/or experienced personnel to deliver Navigator services, with a mix of training or relevant experience in teaching, youth work or social work. Expertise in psychology or community health, and working with people with mental health issues will be an advantage. Staff will be expected to be employed in accordance with Department of Education and Training terms and conditions, including securing a valid Working with Children Check, and the assurance of availability of adequate professional supervision and professional development opportunities for all program staff
* demonstrate cultural competence including an awareness of working with learners from culturally and linguistically diverse backgrounds, including those from Aboriginal and refugee backgrounds.

**Note: Applications will be assessed for each Area separately. Applicants seeking to cover multiple Areas must submit a separate application for each Area.**

Applications are to be submitted to Mr Shaan Bedi at bedi.shaan.s@edumail.vic.gov.au and must be received by **5.00 pm, 15 November 2019.**

**Partnerships**

A broad collaboration of organisations is often required to deliver the full continuum of services to ensure that disengaged young people have access to the support they require. Similarly, to deliver the Navigator service components, Service Providers are encouraged to form a consortium with other organisations. This may include partnerships with community groups, schools and other service providers, and may be an existing partnership in the service delivery Area. This can also ensure relevant expertise, full geographical coverage and wrap around support models are provided to young people in the Navigator program.

If a group of organisations wish to partner together to deliver Navigator in an Area, one organisation must be nominated as the lead organisation. The nominated lead organisation would submit the application documentation on behalf of a partnership/consortium, and if successful, enter into a contract with the Department.

Organisations that form partnership arrangements may or may not choose to be co-located with partner organisations. Partnership arrangements must be seamless, and young people and other key stakeholders must be able to easily identify where to go for services.

| Key Dates | |
| --- | --- |
| 14 October 2019 | Applications Open |
| 29 October 2019 | Navigator Information Session in **Colac** |
| 25 October 2019 | Navigator Information Session in **Melbourne** |
| 15 November 2019 | **Applications Close** |
| By mid-December 2019 | Applicants notified of outcome |
| January 2020 | Successful Applicants to commence service delivery |

**Areas**

In 2020, Navigator will be implemented in the following Victorian Areas:

* Barwon
* Wimmera South West
* North Eastern Melbourne

\*See Program Overview for a map of these Areas

**Selection Process**

The key objectives of the selection process is to identify applicants who are best able to: deliver the specified Navigator services; demonstrate innovation; and provide a value for money service.

The Department has appointed an expert selection panel to assess all applications against the Key Selection Criteria.

Applicants will receive an email confirming receipt of their application and will be informed in writing of the selection panel’s final decision. As outlined in the Key Dates, it is planned that all applicants will be advised of the selection panel decision by mid-December 2019.

**Required Documentation**

* A completed **Application Form** (sections 1-4), including the **contact details of two referees** who can attest to the applicant’s ability to deliver the Navigator services (as outlined in *Navigator: program overview* document).
* **Documentation attesting financial viability.** This should include an audited and complete statement of the most recent financial year.
* A statement detailing any **real or potential conflict of interests** (if any exist) and details on how these conflicts can be managed**.**

## section 1 – Contact Details

### Program Contact details

| Lead Service Provider details: | | | |
| --- | --- | --- | --- |
| Organisation Name: |  | | |
| ACN and /or ABN |  | | |
| Organisation Address: |  | | |
|  | Postcode: |  |
| Contact (Name and Position) |  | | |
| Phone Number: |  | | |

### Details of other Organisations involved in partnership/consortium (where applicable)

| Other Service Provider details: | | | |  |
| --- | --- | --- | --- | --- |
| Organisation Name | Organisation Address | Role in Partnership/Consortium | Type of Agreement in place (MOU, formal sub-contracting agreement) | How the organisation strengthens service response |
|  |  |  |  |  |
|  |  |  |  |  |

### Details of 2 referees who can attest to the applicant’s ability to deliver the Navigator service

| Referee details: | | |
| --- | --- | --- |
| Referee Name | Contact details (email and phone) | Relationship to Applicant |
|  |  |  |
|  |  |  |

## section 2

### Victorian Area that the Application relates to

| DET Area: |
| --- |
|  |

## section 3

### Proposed Program Budget

| Total DET funding: |
| --- |
| Approx **$650,000** ex GST (exact amount TBC) |

| Additional funding: | | |
| --- | --- | --- |
| Funding Source | Amount | How will this contribute to service delivery? |
|  |  |  |
|  |  |  |

|  | Description | Amount |
| --- | --- | --- |
| Staffing costs (including superannuation and work cover for period of employment) |  |  |
| Office Space and associated expenses (e.g.: utilities) |  |  |
| Administration Costs (e.g. stationary, printing, marketing) |  |  |
| Brokerage |  |  |
| Program subcontractors (payments to other organisations) |  |  |
| Management and Overheads |  |  |
| **TOTAL:** |  | **$** |

## section 4

### Key Selection Criteria

| KSC 1: High Quality Service Model (30%) |
| --- |
| Please describe how you propose to:   * Deliver a service model that contains all of the Key Service Components (as outlined in the Program Overview, Table 2), in order to re-engage young people back into education * Deliver the Navigator program outcomes * Work with vulnerable young people and their families * Provide differentiated support, including through the use of the Active Hold model * Connect with local support services to ensure the model can be delivered locally * Ensure staff are provided with adequate clinical and professional supervision   Please include relevant processes / frameworks around engagement in relation to the model, including assertive outreach and engagement with young people and schools.  (500 words max) |

| KSC 2: Proven Outcomes (25%) |
| --- |
| Please demonstrate and provide evidence of:   * Your experience in successfully delivering a service that utilised outreach and case management to re-engage learners who have disconnected from education * Your experience in delivery of similar service (particularly in the local area you are applying for) * The outcomes (qualitative and quantitative where feasible) that you achieved as a result of this service delivery (referees can be used to verify outcomes) * Driving continuous improvement of services through robust collection, management and reporting on outcomes data   (300 words max) |
|  |

| KSC 3: Strong Partnerships (25%) |
| --- |
| The Navigator program model is underpinned by its partnership between the community sector, DET and education providers.   * Please demonstrate your capacity to work in close partnership with government departments, service providers, schools and other agencies to provide a holistic service offering to support young people to re-engage with education. * Please demonstrate examples of your relationships with relevant local agencies in this local area.   (300 words max) |
|  |
|  |

| KSC 4: Value for Money (20%) |
| --- |
| Please outline what the Department will receive in relation to the funding provided, and how the proposal provides value for money in relation to:   * the estimated number of learners that will be supported * the extent of to which service components will be delivered * expected outcomes * proposed case load per case worker (FTE)   (300 words max) |