# VCE COLLABORATION FUND

## 2019 GUIDELINES AND EXPRESSION OF INTEREST – ROUND TWO

### The purpose of the VCE Collaboration Fund is to broaden VCE subject choice and the quality of VCE offerings in rural and regional Victoria through school partnerships.

VCE students in rural and regional areas of Victoria typically have fewer subjects to choose from than those in metropolitan areas.

Choice of subjects is a key driver for school retention and completion; with engaged students staying at school longer. The choices students make in VCE impact on access to higher education, vocational education and training opportunities and employment prospects. Increasing choice at VCE also allows students to engage in courses that appeal to their interests and abilities.

**Important dates**

* Round Two applications open **Monday 22 July 2019**
* Round Two applications close **Friday 27 September 2019**
* Schools notified of application outcome **October 2019**

### Objectives

The VCE Collaboration Fund has been established to support schools to establish VCE partnerships to broaden VCE subject choice and the quality of offerings for students in rural and regional Victoria.

This funding is intended to help schools overcome known barriers in setting up collaborative partnerships, such as insufficient staff time, expertise in managing partnerships, and logistics like timetabling and sharing resources. The Fund will provide one-off grants of up to $40,000 to each successful school partnership based on an expression of interest process.

### What constitutes a partnership?

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

It is expected these schools will work collaboratively to support and improve access to VCE (including VCE VET subjects) for their students. The partnership may involve schools sharing resources, knowledge and expertise, addressing common issues and challenges, and realising shared opportunities to support greater choice for VCE students. All partners are expected to make a contribution (financial or in-kind) to the operations agreed upon by all parties. Within these partnerships, all schools will have equitable influence on how the agreement operates and with whom particular responsibilities lie.

Schools may consider liaising with regional staff and/or advisors to explore ideas and receive support in developing their VCE partnership, noting that government schools participating require regional endorsement.

### How can the funding be used?

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

* time release for teachers (e.g. casual relief teachers) to design and/or support shared arrangements (e.g. initial meetings to establish relationships and agree on the aims and protocols of the partnership, cross-school timetabling, and assessment and reporting)
* hiring a facilitator to broker and build the partnership and collaborative expertise
* one-off establishment costs, such as the preparation of shared-use agreements
* purchase of equipment to support collaboration/sharing of resources (e.g. additional servers, software and other supports for virtual learning, etc.)
* professional learning.

Government schools should align their partnership 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 partnerships between schools from all sectors. New and existing inter-school partnerships that include at least one regional or rural government school are eligible to submit an expression of interest. Schools must demonstrate a capacity to expand VCE subject choice and improve quality beyond the current arrangements. Regional and rural schools are those in the Department of Education and Training areas of Mallee, Loddon Campaspe, Ovens Murray, Goulburn, Outer Gippsland, Inner Gippsland, Wimmera South West Area, Barwon and Central Highlands. Further details are available on the Department’s website at: [www.education.vic.gov.au/about/department/structure/Pages/regions.aspx](http://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx).
Applications from schools involved in more than one partnership will be considered on merit.

### How do schools apply?

Each school is expected to contribute to the partnership and the joint application. Applications must be made by completing all sections of the Expression of Interest form provided below (using Microsoft Word) and adhering to the word limit for each criterion.

Applications must be submitted to the Student Voice and Academic Excellence Unit by email at:

VCE.Collaboration.Fund@edumail.vic.gov.au.

Applications received after close of business on **Friday 27 September 2019** will not be considered for this round.

The Department may contact schools and/or regional offices to obtain further information in relation to applications, as required.

All queries regarding the application process should be directed to the Student Voice and Academic Excellence Unit on (03) 7022 1894 or by email at: VCE.Collaboration.Fund@edumail.vic.gov.au.

### How will applications be assessed?

Applications will be assessed against the following criteria:

* the capacity to broaden and deepen the VCE experience for rural and regional students
* the capacity to lift both the quantity of subjects and the quality of teaching and learning
* the partnership demonstrates commitment from all schools, appropriate governance, a high likelihood of success and sustainability after the financial support ceases.

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

### How can funding be accessed?

The leaders of each participating school will need to agree on the budgeted expenditure and reflect this in their joint-school application. Each school will be able to access funding in the form of reimbursements or grants up to this agreed amount. No successful partnership in Round Two will be able to exceed a total spend of $40,000. The funding of up to $40,000 must be expended and claimed by **30 November 2020** and used to purchase resources (including staffing) or services that support extended access to the VCE curriculum.

Retrospective expenses cannot be included in the funding. It is the responsibility all schools in the partnership to ensure proper records are maintained 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 for the operational budget amount outlined in the application. Each school will be required to manage reimbursement request submissions against the Initiative Agreement.

* [Detailed guidelines for school staff on processes and procedures](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Schools%20Targeted%20Funding%20Pilot%20documents/STFGM-Schools_Processes_and_Procedures.pdf)
* [Reimbursement checklist](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Schools%20Targeted%20Funding%20Pilot%20documents/STFGM-Schools_reimbursement_checklist.pdf)
* [Visual guide for submitting reimbursements](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Schools%20Targeted%20Funding%20Pilot%20documents/STFGM_School_visual_guide_submitting_reimbursements.pdf)
* [Summarised reimbursement instructions](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Schools%20Targeted%20Funding%20Pilot%20documents/STFGM-Schools_reimbursement_instructions_summarised.pdf)

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.

*Independent and Catholic schools*

For independent and Catholic schools, funding will be managed as a grant using a Victorian Common Funding Agreement (Standard Form).

Employment of staff should be reflective of each school’s recruitment policies and procedures.

These schools will be required to provide a grant acquittal report that demonstrates the funding has been expended in accordance with the joint-school application and funding agreement.

### How long will the funding be available?

The funding is intended to support approximately 100 schools over four years (from 2019 to
June 2022) to set up VCE partnerships. Funding from each round will be provided to each VCE partnership for up to one year, noting that partnerships are expected to be sustainable beyond the funding period. Successful recipients may be able to apply in future rounds for an extension of their VCE partnership arrangement, as long as the total value does not exceed $40,000.

Further rounds are scheduled for 2020 and 2021 (dates to be confirmed).

### What makes a successful partnership?

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.

These elements require time, expertise and resources in order to establish the foundation of a successful partnership. For further information, please see the School Policy and Funding Advisory Council’s *Improving Together: A Cross-sector Collaboration Toolkit for Principals* (March 2018).

### Points to consider

Partner schools will need to establish a process for determining which school will be responsible for registering each student participating in the shared VCE arrangements on the Victorian Assessment Software System (VASS), as well as assessment and reporting procedures for students and their families.

All partner schools are required to adhere to the Child Safe Standards in delivering shared VCE arrangements for students regardless of the mode of delivery, with base-school principals advised of any issues, breaches or concerns related to the standards. Further information is available on the Department’s website at: [www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx](http://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx)

A Memorandum of Understanding between all partner schools should be developed for each VCE Collaboration Fund partnership, with a template provided to support successful recipients for their consideration.

### Reporting and evaluation

The VCE Collaboration Fund school partners are required to provide a joint-school report outlining the impact of the funding on broadening VCE subject choice and quality to the Department in
**December 2020**.

The partner schools are also required to participate in a formative and summative evaluation. This evaluation will:

* assist in reviewing arrangements across the funded period
* identify any learning that can be applied to other school partnerships
* identify the critical successes of collaboration.

All schools participating in this arrangement are required to assist with any evaluation and planning activities, as requested by the Department. Government schools in particular are encouraged to provide details of partnership activities in their Annual Implementation Plans and the Strategic Planning Online Tool (SPOT).

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# VCE Collaboration Fund

# expression of interest – ROUND two

SECTION 1 – SCHOOL DETAILS

**School 1**

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

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

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

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

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of VCE 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 VCE 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 VCE 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 VCE students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

how did you hear about the vce collaboration fund?

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SECTION 2 – SELECTION CRITERIA

1. **Outline how the collaboration funding will be used (e.g. time release for teachers, hiring a facilitator, one-off establishment costs, purchase of equipment, professional learning, etc.), specifically:**
* **What will the funding be used for (refer to Budget Breakdown in Section 5)?**
* **How will this benefit students?**
* **Which VCE subjects will students have greater access to?**
* **How will VCE subject quality be improved?**
* **What is the proposed delivery mode, e.g. face-to-face, virtual, blended approach (max 500 words)?**

***Weighting: 40 per cent***

1. **What measures of success will be used to assess the level of impact this funding is expected to have? What processes will be in place to review and refine (as needed) the way in which the partnership is working? (max 500 words)**

***Weighting: 30 per cent***

1. **What commitments (financial and otherwise) have been agreed to ensure the sustainability of this partnership once the funding has been exhausted?
(max 500 words)**

***Weighting: 30 per cent***

SECTION 4 – 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. Child safety |  |
|  |  |
|  |  |

# VCE Collaboration Fund

# expression of interest – ROUND two

SECTION 5 – FUNDING OUTLINE

**1. Initiative funding summary**

|  |  |  |
| --- | --- | --- |
| **Total initiative cost** | **Funding sought from DET for VCE Collaboration in 2019 and 2020 (Max $40,000)** | **Contributions****from participating schools and other sources****(cash/in-kind)** |
| $ | $ | $ |

**2. Proposed budget breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Contributions** | **Name of schools** | **Cash contribution** | **In-kind contribution (Please specify)** | **Total contribution from each participating school** |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| **Total contribution from participating schools** | **$** |
| **Proposed Collaboration Fund Expenditure** | **Funding expenditure****(Please specify)** | **School leading this expenditure** | **Cost (ex GST)** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **Total funding sought from DET for each participating school** |
|  | **School** | **2019-20 Financial Year (ex GST)** | **2020-21 Financial Year (ex GST)** | **Total (ex GST)** |
|  | Name of school | $ | $ | $ |
|  | Name of school | $ | $ | $ |
|  | Name of school | $ | $ | $ |
|  | **Total funding sought from DET by November 2020** | **$** |
| **Total initiative cost** | **$** |

# VCE Collaboration Fund

# expression of interest – ROUND two

## SECTION 6 – 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 VCE Collaboration Fund Initiative.
* 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 Student Voice and Academic Excellence 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: / / 2019*For government schools*Regional Area Executive Director/SEIL: Signature: Date: / / 2019 | School #2:Principal:Signature: Date: / / 2019*For government schools*Regional Area Executive Director/SEIL:Signature: Date: / / 2019 |
| --- | --- |
| School #3:Principal:Signature: Date: / / 2019***For government schools***Regional Area Executive Director/SEIL:Signature: Date: / / 2019 | School #4:Principal:Signature: Date: / / 2019***For government schools***Regional Area Executive Director/SEIL:Signature: Date: / / 2019 |

Email the Expression of Interest form to the Student Voice and Academic Excellence Unit at: VCE.Collaboration.Fund@edumail.vic.gov.au.