UPSKILLING CAREER   
PRACTITIONERS IN VICTORIAN GOVERNMENT SCHOOLS

EXPRESSION OF INTEREST FOR 2019 INTAKE

# INTRODUCTION

The 2018/19 Victorian Budget allocated $109 million over four years and $26.7 million ongoing to reform career education in Victorian government schools, to help students to make better career and pathway decisions, and to meet business and industry needs. More detail is provided in *Transforming Career Education in Victorian Government Schools*, available at:

<http://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/default.aspx>

As part of this investment, over the next four years the Department will provide study grants to support more than 400 career practitioners in Victorian government schools to complete a Career Industry Council of Australia (CICA) endorsed one-year Graduate Certificate in Career Education/Career Development. This will ensure that every Victorian government secondary school can have at least one qualified career practitioner to assist students to make confident and informed course and career decisions, and manage their careers throughout their lives.

The intake of study grant recipients will be phased over four years as follows:

* 2019: Up to 150 applicants
* 2020: Up to 150 applicants
* 2021: Up to 70 applicants
* 2022: Up to 33 applicants

Study grant recipients will be required to complete their course of study within one year (i.e. commence in Semester 1 and complete by the end of Semester 2 in the relevant delivery year).

# FUNDING

The Department will contribute a study grant of up to $6,550 towards the course fee charged by course providers for the Graduate Certificate in Career Education/Career Development. The Department will make this payment directly to the course provider following the student’s enrolment with the provider.

**Please note:** Study grant recipients and/or schools will be expected to meet any difference between the study grant and the course fee, and any other fees charged by the course provider (if applicable). Course providers will invoice study grant recipients directly for these costs.

Study grant recipients and/or schools will be expected to meet any other costs, such as travel and accommodation that may be required.

The Department will also provide up to two days CRT per study grant recipient to support their involvement in coursework.

# ELIGIBILITY CRITERIA

To be eligible to apply for a study grant, applicants must meet all of the following eligibility criteria:

1. Applicant is currently employed in a Victorian government secondary school, primary/secondary school, specialist school or English Language setting.
2. Applicant can demonstrate that they are either directly delivering career education in their school or will be in the near future (verified by their Principal).
3. Applicant has ongoing employment or fixed-term employment in the school beyond completion of the qualification (verified by their Principal).

In the event there more applicants than places available, the Department will prioritise applicants from schools who currently do not have any staff with a career education qualification.

**Please note:** Entry requirements for a Graduate Certificate in Career Education/Career Development will vary across course providers. They may range from a qualification at diploma level or higher, a Bachelor degree or demonstration of relevant work experience or professional practice.

# COURSE PROVIDERS

Study grant recipients will be able to choose their course provider from an Approved Provider List currently being established by the Department. Course providers on this list will be delivering Graduate Certificate in Career Education/Career Development qualifications endorsed by the Career Industry Council of Australia (CICA).

Course providers will deliver a face-to-face information session in mid-November 2018 (indicative) to provide successful study grant recipients with information about their respective course to assist them to choose their preferred course provider. Successful study grant recipients will be provided with details about this session.

# IMPORTANT DATES

| **Tuesday 4 September 2018** | EOI applications open |
| --- | --- |
| **Friday 19 October 2018** | EOI applications close |
| **By Friday 2 November 2018 (indicative)** | Successful study grant recipients notified |
| **Mid-November 2018 (indicative)** | Face-to-face information session with course providers |
| **By 30 November 2018 (indicative)** | Study grant recipients to accept or decline their offer from the Department |

# EXPRESSION OF INTEREST FORM

Please email completed form to youth.transitions@edumail.vic.gov.au   
by **5:00pm, Friday 19 October 2018**

**Section 1: APPLICANT Details**

|  | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | | | | |
| **Full Name** |  | | | | | | | |
| **Work phone number** |  | | | | | | | |
| **Mobile** |  | | | | | | | |
| **Work email** |  | | | | | | | |
| **School Name** |  | | | | | | | |
| **School Postal Address** |  | | | | | | | |
|  | | | | | **Postcode** | | |  |
| **DET Region** | North-Eastern Victoria South-Eastern Victoria  North-Western Victoria South-Western Victoria | | | | | | | |
| **What is your current employment classification?** | | | Leading Teacher Classroom Teacher  Education Support Level 1 Education Support Level 2  Assistant Principal Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Your position/role in 2018** | | |  | | | | | |
| **Length of time in this position** | | |  | | | | | |
| **Are you the primary source of career education services in your school in 2018?** | | Yes  No | | **If no, please outline the number of other staff, their time allocation and duties in providing career education services** | | |  | |
| **Time allocation for career education services in 2018 (FTE)** | | |  | | | | | |
| **Describe what career education services you are currently responsible for delivering in your school.** | | |  | | | | | |
| **Your intended position/role in 2019** | | |  | | | | | |
| **Your intended time allocation for career education activities in 2019 (FTE)** | | |  | | | | | |
| **Do you have any qualifications in career education (e.g. Certificate IV)?** | | Yes  No | | **If yes, please provide details** | |  | | |
|  | | | | | | | | |

**SECTION 2: Selection Criteria**

| **Describe how the learnings from the course will enhance career education services delivered in your school.** |
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| **Describe how completing a qualification will enhance a whole-school approach to career education.** |
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| **Explain how you will share the learnings from the course to improve career education for students in your wider career networks and community.** |
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**Section 3: Principal Declaration**

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| --- | --- | --- | --- |
| **Title** |  | | |
| **Full Name** |  | | |
| **Work phone number** |  | | |
| **Work email** |  | | |
| **Do you have any staff with qualifications in career education (e.g. Certificate IV, Graduate Certificate, etc?)** | Yes  No | **If yes, please provide details** |  |  |

| **Describe how the applicant’s qualification will benefit your school and enhance your whole-school approach to career education.** |
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:**

* confirm that the applicant is [currently delivering career education services in my school] OR [will be delivering career education services in my school in the near future] *(Please delete option which does not apply)*
* confirm that the applicant has ongoing or fixed-term employment in my school beyond completion of the qualification
* understand that the Department will contribute up to $6,550 towards the course fee charged by the course provider, and that the applicant and/or my school will be expected to meet any difference between the study grant and the course fee, and any other fees charged by the course provider (if applicable)
* understand that the Department will provide up to two days CRT to support the applicant’s involvement in coursework
* understand that the applicant and/or my school will be expected to meet any other costs, such as travel and accommodation that may be required.

On the basis of this information, I support the applicant’s Expression of Interest for the 2019 intake of the *Upskilling career practitioners in Victorian government schools* initiative.

| **Principal’s signature** | **Date** |
| --- | --- |
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