# 

# SARA 2021: Submission Guidelines

V. 12 October 2020

# Contents

[Purpose of Guidelines 3](#_Toc50733607)

[Timeline 3](#_Toc50733608)

[Background 4](#_Toc50733609)

[SARA-2021 4](#_Toc50733610)

[Aims 5](#_Toc50733611)

[Key Outcomes 5](#_Toc50733612)

[Provider eligibility 5](#_Toc50733613)

[Participant eligibility 5](#_Toc50733614)

[What funding is available? 6](#_Toc50733615)

[What are the funding conditions? 6](#_Toc50733616)

[Train the trainer programs 7](#_Toc50733617)

[Reporting requirements 7](#_Toc50733620)

[Application assessment criteria 8](#_Toc50733621)

[To apply 8](#_Toc50733622)

**Attachment 1** [**Application Form: SARA -2021** 9](#_Toc50733624)

# Purpose of Guidelines

These guidelines provide the application process for SARA 2021 funded by the Adult, Community and Further Education Board (ACFEB). SARA is a specialist program. The guidelines outline prerequisites for a maximum of 20 providers or consortia to deliver SARA in the first half of 2021. Providers wishing to deliver SARA must nominate practitioners to complete training in SARA ahead of delivery.

# Timeline

|  |  |
| --- | --- |
| **Action** | **Date** |
| Expression of Interest (EOI) open for SARA 2021: nominate practitioners for train-the-trainer, provide evidence of referral pathways and partnerships, and evidence of demand/need in specific locations. | 20 October 2020 |
| Prepare your Expression of Interest and submit to: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au) | By 18 November 2020 |
| Department staff review EOIs and confirm EOI outcomes with providers, including participation in training to deliver SARA | By 30 November 2020 |
| Selected trainers attend training in SARA course | January/February 2021 |
| A Service Plan loaded into SAMS2 for authorised signatory to accept. | From January 2021 |
| SARA delivery  *Note: Processing of payments will be upon receipt of evidence that the numbers of participants specified in these guidelines have been enrolled in a SARA course run by a trained SARA trainer* | February-July 2021 |

Contact your regional office for more information at any time:

|  |  |  |  |
| --- | --- | --- | --- |
| **North Western Victoria Region** | **North Eastern Victoria Region** | **South Eastern Victoria Region** | **South Western Victoria Region** |
| Kaye Callaghan  Tel: 4433 7582 | Julie Hebert  Tel: 7022 1802 | Robyn Downie  Tel: 8904 2580 | Georgina Ryder  Tel: 5215 5204 |

**The COVID-19 pandemic is an unprecedented event and the Department of Education and Training will take a reasonable and pragmatic approach to procuring goods and services during this time. The Department understands that, at various times, Respondents will need to comply with Commonwealth and State Government directives and laws that may cause delays to meeting response dates for our approaches to market. If COVID-19 has affected your business’ ability to comply with the terms and conditions of this SARA 2021, please advise the named Contact Person with the reasons and your preferred response dates and we will consider your request.**

# Background

SARA is a non-accredited financial literacy training program targeted at women affected by family violence. It was developed and implemented in response to Victoria’s Royal Commission into Family Violence Report Recommendation 121: “to increase financial literacy (well-being) training for victim survivors”.

SARA stands for Skilled, Aware, Resourced, Active. It includes family violence trauma informed and financial wellbeing content to achieve sustained behavioural change – not just knowledge, but also confidence, communication skills, trust, assertiveness, goal setting, seeking out help on family violence and financial issues, and ability to identify abusive behaviour.

The Adult, Community and Further Education Board (ACFEB) contracted the Women’s Information and Referral Exchange (WIRE) to design the pilot SARA course and trainer and participant manuals and several videos. WIRE also designed and ran train-the-trainer programs in SARA delivery to selected educators within Victoria’s network of Learn Local providers.

Pilot delivery of the SARA course took place in the second half of 2019 funded through the ACFE pre-accredited training budget. It involved 287 women in 38 courses run by 27 Learn Local providers. The evaluation report found significant improvements had been achieved in participants’ knowledge of and comfort in talking about money, control of decisions about money, and seeking financial help. Comments included that participation in SARA was ‘life changing’. The evaluation report recommended that the SARA program be continued.

# SARA 2020-21

The SARA program is being continued for another twelve months, June 2020 to 30 June 2021. A maximum of 20 Learn Local providers (or provider consortia) and their nominated educators will be funded to deliver SARA in the first half of 2021.

SARA 2021 includes implementation of recommendations of the evaluation report. WIRE will implement recommendations in 2020, including:

* Upgrade SARA program resources, and convert small parts of the program to an online delivery format ensuring incorporation of online safety considerations
* Improve participant recruitment methods, including refining promotion messages and reviewing referral processes, both inward and outward.

WIRE also will run train-the-trainer programs for the selected Learn Local educators in the upgraded SARA program in late January to early February 2021. These educators must be those nominated in the Expression of Interest Application Form. Learn Local providers selected to deliver the SARA course in 2021 cannot replace the educators nominated to be trained in SARA unless they too have been screened and approved for suitability.

During SARA delivery in 2021 WIRE will provide support by:

* offering each trainer one one-on-one mentoring session
* attending SARA educators’ meetings run by DET regional offices
* answering educators’ delivery queries via the WIRE general help phone line.

# Aims

SARA 2021 aims to:

* meet a need for financial literacy training among women across Victoria, and especially those affected by family violence
* effectively engage women who want to increase control of their financial wellbeing
* create an appropriate learning environment, including taking time after classes if needed to discuss problems that could involve family violence and make appropriate referrals to further information and assistance on financial wellbeing and family violence
* deliver the upgraded SARA course adapting it to the specific needs of women in each class
* provide support to SARA course participants to enable them to access and complete the course
* achieve continuous improvement via Communities of Practice managed by DET Regional staff.

# Key Outcomes

SARA 2021 will:

* engage women at risk of or experiencing family violence
* improve these women’s knowledge of and comfort in talking about money, control of decisions about money, and knowledge of where to seek financial services assistance
* collaborate with local agencies to provide referrals to and from the SARA course
* improve practice in the delivery of the SARA course including via support services offered.

# Provider eligibility

To be eligible for funding for SARA -2021, Learn Local providers or consortia of Learn Local providers must meet the following criteria:

* be currently registered with the ACFE Board or covered under the *Education and Training Reform ACT 2006*
* have a current and satisfactory Business Governance Status Assessment (BGS) or a 2020 Skills First contract
* be applying for 2021 pre-accredited training delivery.

Only 20 programs will be funded in 2021, for delivery up to 30 June 2021.

# Participant eligibility

The audience for the SARA program is women who are Australian or New Zealand citizens, or holders of an Australian permanent resident visa, and want to increase their control of money matters and their financial wellbeing. This includes:

* women who are victim survivors of family violence, including financial abuse.
* women in vulnerable situations, such as on low incomes and/or experiencing financial stress.

The SARA program is not intended for women in a crisis stage of family violence.

# What funding is available?

A fixed amount of $5,000 is available for each SARA course that has a minimum enrolment of 8 in regional areas, and 10 in metropolitan areas. The maximum enrolment is 12 in all instances. Providers may seek funds from partners and other organisations to assist.

The $5000 funding for each SARA course is to cover:

* recruitment work to engage women in the SARA program
* salaries for 30 class hours of SARA training delivery and up to 5 hours of participant one-on-one support
* support services to enable women to access and complete the SARA program, such as childcare\*, transport, language/literacy supports
* SARA program outcomes reporting (using the Participant Survey form and Survey Analyses template to report whole of class results (accessible [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2020/SARA%202021%20Participant%20Survey%20and%20Analysis%20Form.docx))

\*Providers can support costs of childcare services to enable learner participation under the following circumstances:

* To access childcare during class time
* For childcare or playgroup amenities that align with Government-subsidised training
* To subsidise or purchase registered or approved childcare services, and not to employ additional staff such as babysitters or to buy additional equipment.

Learn Local providers offered SARA delivery grants enter into an agreement with the ACFE Board via a Service Agreement in the SAMS2 system. Refer to SAMS2 details in the [2021 Pre-accredited Training Delivery Guidelines](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/grants/2021%20Pre-accredited%20Training%20Delivery%20Guidelines.docx)

Following acceptance of the Service Plan in SAMS2 funds will be released as follows:

* $1,000 on execution of contract,
* $4,000 on confirming that trainers have completed the prerequisite SARA training and have minimum required enrolments for SARA delivery (8 in regional areas; 10 in metropolitan areas).

# What are the funding conditions?

Recipients must agree to the following conditions:

* Only use project funds to implement SARA as contracted in the approved Service Plan
* Employ trainers who have completed a SARA Train-the-Trainer program delivered by WIRE. Individual providers can nominate up to two women to be trained; three can be nominated by a consortium. Details of the training are in the following section
* Meet SARA class size requirements - a minimum enrolment of 8 in regional areas, and 10 in metropolitan areas. The maximum enrolment in any course is 12
* Deliver the program between February and the 30 June 2021
* Work with DET to coordinate geographic coverage according to need and referral pathways, and to ensure required class sizes
* Deliver the identified project outcomes within agreed timelines
* Comply with all data collection and reporting requirements including distributing a survey to all participants to complete in the last session of the course and compiling the survey results using the synthesis report template (accessible [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2020/SARA%202021%20Participant%20Survey%20and%20Analysis%20Form.docx)).
* Commit to attend a practitioner SARA information sharing session before the end of April 2021
* Advise the Department immediately if any changes are required including timeframe and payment milestones.

# Train the trainer programs

# For trainers who were trained by WIRE for the previous pilot SARA program Attend a half day online refresher trainer course in January/February 2021 (date TBA).

# The refresher trainer course will:

* review new SARA program content and format and how face to face delivery will work alongside online delivery
* discuss how new content may be used
* brief on how family violence may present in a COVID-19 environment
* update any changes to referral options due to physical distancing restrictions
* update on promotion of training introducing new ideas

# For trainers new to SARA

1. Complete the Domestic Violence Resource Centre (DVRC) free online e-learning package ‘Recognise and respond to family violence training’ available at <https://www.dvalert.org.au/static/uploads/files/lifeline-dvalert-pdf-a4-01-wfwyprclioez.pdf>).  
   This e-learning package takes about 4 hours to complete and can be undertaken over more than one session.
2. Attend a day training session run by WIRE.

The session will be offered once online and once face to face (choose one) in January/February 2021 (dates TBA). The training will cover:

* understanding financial abuse (building on knowledge from the prerequisite DVRC training)
* defining financial wellbeing and capability
* understanding the behavioural change model
* tools and skills for building knowledge, skill and confidence to self-manage finances
* the rationale and content of the course, and its resources and services.
* financial capability referral pathways and family violence referral pathways
* effective promotion of SARA training.

# Reporting requirements

1. **Project ready report**: a short report submitted when the provider has trained-in-SARA trainers and a sufficiency of women have been recruited to make up a class
2. **Course delivery data:** to be entered into the Skills Victoria Training System (**SVTS)** as follows: State funding source code: ‘ACE (i.e. Funding Source State Code for standard ACFE pre-accredited programs).

* Module Code prefix: ‘**ACP’**, followed by ‘**21**’, followed by ‘**SARA’**, i.e. **‘ACP21SARA’.**

A maximum of 12 characters is to be used.

* Module Name prefix ‘**SARA**’

1. **Project outcomes report:**  within two weeks of the end of each SARA course and containing an analysis of the SARA participant feedback surveys using the analysis form (accessible [here](https://www.education.vic.gov.au/Documents/training/providers/learnlocal/memo/2020/SARA%202021%20Participant%20Survey%20and%20Analysis%20Form.docx)). The report also needs to explain the circumstances of any non-completions.

# Application assessment criteria

Applications for SARA 2020-2021 will be assessed against the criteria outlined below:

|  |  |  |
| --- | --- | --- |
| **No.** | **ASSESSMENT CRITERIA** | **WEIGHT** |
|  | Demonstrated relationships with relevant local services to support engagement and mutual referral of women into/from SARA in numbers for required class numbers. Demonstrated willingness and capacity to invest time in developing these relationships.  Relevant local services may include Family violence services, financial counsellors, employment services, Centrelink offices, Brotherhood of St Laurence Saver Plus program, Childcare/minding services etc. | 5 |
|  | Female trainers who have experience working with vulnerable women from diverse backgrounds using appropriate cultural models. Willingness and confidence to talk about family violence and financial abuse with individuals or in a group or similar experience. | 5 |
|  | Female trainers with capacity to adapt course materials and resources and teaching style to cater to learning needs of different cohorts. E.g.: supporting Language, Literacy, Numeracy and engagement activities. Commitment to participate in prerequisite SARA training and share delivery experiences. | 3 |
|  | Learn Local providers committed to working with other Learn Local providers in same locality as required to ensure prerequisite class sizes are achieved. | 3 |

|  |  |
| --- | --- |
| SCORE | **QUALITATIVE SCORE GUIDE** |
| 0 | Fails to comply and submission does not meet the selection criteria |
| 1 | Minimal compliance – significant shortcomings, submission only meets a few selection criteria |
| 2 | Limited compliance – some shortcomings, submission does not fully meet the selection criteria |
| 3 | Adequate compliance – submission meets the selection criteria. |
| 4 | Exceeds compliance – submission covers the selection criteria and has an evidenced feature that exceeds the criteria |
| 5 | Highly exceeds compliance – submission covers the selection criteria and has several evidenced features that exceed the criteria |

# To apply

Complete the EOI Application Form (**Attachment 1)** and submit **by 5pm 18 November 2020** to: [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

Enquiries can be emailed to [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au)

You will receive an acknowledgement of application receipt.

**Attachment 1**

**Application Form: SARA 2021**

**Contact details**

|  |  |
| --- | --- |
| **Name of Learn Local Provider (lead if part of a consortium)** |  |
| **TOID number** |  |
| **Contact person** |  |
| **Phone number** |  |
| **Email address** |  |
| **Are you applying as a consortium? (if yes, provide details where asked in the application** | Yes or No |

**DECLARATION**

*I confirm that all requested documentation has been supplied and the information contained in this application is true and correct. I understand that the information provided in this application and any subsequent document may be used by DET for assessment and reporting purposes.*

Signature: ……………………………………………………………

Position/Title: ……………………………………………………

Organisation: ………………………………………………………

Date: …………………………………………………………………..

**SUBMISSION OF APPLICATION**

Your application should be emailed to the Participation, Inclusion and Regional Engagement Branch at [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au) by **5pm, 18 November 2020**.

**Selection Criteria**

Please provide responses to the following selection criteria supported by evidence against claims (no more than 350 words per item): Please note you may attach practitioners’ curriculum vitae to the application.

**1. Demonstrated relationships with relevant local services to support engagement and mutual referral of women into/from SARA for required class numbers. Demonstrated willingness and capacity to invest time in developing these relationships.**

**2. Female trainers who have experience working with vulnerable women from diverse backgrounds using appropriate cultural models. Willingness and confidence to talk about family violence and financial abuse with individuals or in a group or similar experience.**

Trainer 1 Name and Background (may include CV) SARA trained or new to SARA?

Trainer 2 SARA trained or new to SARA?

Trainer 3 (if applicable) SARA trained or new to SARA?

**3. Female trainers with capacity to adapt course materials and resources and teaching style to cater to learning needs of different cohorts. Commitment to participate in the prerequisite SARA training and share delivery experiences.**

1. **Learn Local providers committed to working with other Learn Local providers in same locality as required to ensure prerequisite class sizes are achieved.**

**Planned SARA delivery**

1. **Please provide the following information**.

|  |
| --- |
| Locations  Justification for location(s)  Anticipated Delivery start dates |

**Learn Local consortium/partnering arrangements**

1. **Complete please if applying as a Learn Local consortium**

|  |  |
| --- | --- |
| **Learn Local consortium member names** | **Role** |
|  |  |
|  |  |
|  |  |