Thank you for your interest in participating in the Knowledge Exchange Program. Please complete all sections of the application

By participating in this program you will gain an understanding of how your work area outcomes are delivered and implemented in a school setting and the level of impact. This will enable you to build on your implementation strategies to ensure effective delivery and for your host schools to gain an understanding of the corporate areas that support their work.

Placements offer an immersion in a school, or a network of schools, are full time and usually run for six weeks. Shorter or longer placements are possible and the start date will be agreed between the participant and the host school.

**Application review checklist:**

1. Have you read the Knowledge Exchange Program outline?
2. Have you completed the application in full?
3. Have you discussed your application with your manager?

**Please complete and submit this form electronically to People Division by COB 7 February 2020** at [staffdevelopment@edumail.vic.gov.au](mailto:staffdevelopment@edumail.vic.gov.au).

**For more information**

If you have any further questions contact Mark Dunlop, People Division at [dunlop.mark.j@edumail.vic.gov.au](mailto:dunlop.mark.j@edumail.vic.gov.au) or by telephone on (03) 7022 1125.

| **Name:** |
| --- |

**Work details**

| **Position:** |
| --- |
| **Division:** |
| **Group:** |
| **VPS Grade 5, 6 or Executive Officer:** |
| **Email:** |
| **Phone number:** |

**Your interest in participating in the Knowledge Exchange Program**

Candidates will have the opportunity to see first-hand the lived experience of school leadership. This will require the capacity to multi-task, manage competing priorities and be flexible to the dynamic needs of the school community. You will have the opportunity to observe and participate in a fluid and complex leadership environment where you will draw on and develop skills in human leadership, policy and program implementation, school level strategic thinking and stakeholder engagement.

|  |
| --- |
| **Why are you interested in participating in the Knowledge Exchange Program?**  Please limit your response to 150 words |
| **How do you think this experience will benefit your Division? What skills, knowledge and experience do you hope to bring back?**  Please limit your response to 150 words |
| **What capabilities would you like to develop by participating in the program?**  Please limit your response to 150 words |
| **What are the top three learnings you want from participating in the program:** |
| **1)** |
| **2)** |
| **3)** |

**Area of Interest**

Identify the focus areas you might be interested in working in:

* Community and industry engagement
* Capability development and leadership
* Health, wellbeing and inclusion
* Policy review, development and implementation
* Strategic resource management
* Strategic planning, implementation and management

**Preferred School Context**

|  |  |
| --- | --- |
| **What type of school setting would you like to be placed in?** (e.g. primary,  secondary, P-12, special, other - please state) | |
| **What type of community would you like to be placed in?** (e.g. multicultural; high/low Student Family Occupation and Education (SFOE); outer metropolitan, inner metropolitan, regional) | |
| **What are you hoping to achieve by being placed in this context?** | |
| **Do you have a preferred region/area for a placement?** | |
| **Do you have a preferred term for the placement? Please indicate one or more** | |
| During Term 2  (14 April-26 June) | During Term 3  (13 July-18 September) |

| **To participate in the program you will be required to hold a Working with Children Check Card. Do you currently hold one?**  More information can be found on the [Suitability for Employment Checks](https://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx) page on HRWeb. | **Yes** |
| --- | --- |
| **No** |

**Manager details**

Please note: Managers may be contacted as part of the shortlisting process to provide a reference. Managers will also be asked to participate in a school visit during the placement.

| **Line manager name:** |
| --- |
| **Position:** |
| **Phone number:** |
| **Email:** |

**Executive Director details** (if not your manager)

Executive Directors will be asked to participate in a school visit during the placement.

| **Name:** |
| --- |
| **Phone number:** |
| **Email:** |