## What are the objectives of the program?

* Build capability and understanding to optimise effective implementation and impact of policy development in a school setting focussed on improving outcomes for students through implementing the Education State agenda
* Strengthen relations and professional practice across the Department and enable greater mutual understanding and cooperation between schools and corporate
* Promote open dialogue between schools and corporate and potentially increase the number of school leaders who could be consulted with on Departmental initiatives.

## When do the placements take place?

The program will take place in Term 2 (14 April – 26 June) and Term 3 (13 July – 18 September) in the 2020 school year. Placements in 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.

## Who is able to apply to the program?

We are looking for volunteers from across the Department at VPS5 through to Executive Director level. People with no, or minimal, experience of schools will be prioritised.

## What kind of work will participants be doing?

Participants 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. They will have the opportunity to observe and participate in a fluid and complex leadership environment where they will draw on and develop skills in human leadership, policy and program implementation, school level strategic thinking and stakeholder engagement.

## Which schools are participating in the program?

All the schools participating in the program had a leading teacher, assistant principal or principal in the Pathways at DET Program. See Attachment 1 for a list of these schools, noting that not all have confirmed their involvement in 2020. You can also nominate a school that is not on the list.

## What is the expression of interest process?

Expressions of Interest are due by 7 February 2020. A register of participants will be provided to the participating schools. It is anticipated that placements will be offered by the end of March. Details about the expression of interest process and an expression of interest form can be found on the Knowledge Exchange Program [page](http://www.education.vic.gov.au/hrweb/pd/Pages/knowledge.aspx).

## How will Performance and Development Plans (PDP) be managed during the placement?

Participants may want to include their placement as an objective in their PDP. Their reviewer may consult with the host school about the participant’s performance in their school role to inform PDPs.

## What will be expected of me at the end of the program?

Participants and schools will attend a closing event which will be focused on sharing insights from the experience.

Participants are asked to provide presentations to their Division/Area on their experience.

As part of the evaluation of the program participants will be asked to complete a survey. A member of the Knowledge Exchange Program Project Group will also meet with them to discuss their experience.

Participants will also be asked to ensure there is an effective handover of their work to the school.

## Is there a cost for participating in the program?

There is no cost to the program. Participant or their work area will need to pay for a Working with Children Check Card.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.

## Will the Department cover relocation and travel costs?

Relocation costs will not be supported. However, some travel may be negotiated with your Division.

## What are the backfill arrangements?

Normal backfill arrangements will apply with work areas managing their own processes.

**Attachment 1: List of participating schools**

Please note, not all these schools have confirmed their involvement in 2020. Schools not on the list can be nominated. If there is a school you would like to collaborate with contact Mark Dunlop, People Division, at dunlop.mark.j@edumail.vic.gov.au or (03) 7022 1125 to discuss further.

| **School** | **School type** | **Region** | **Melbourne/Regional** |
| --- | --- | --- | --- |
| Abbotsford Primary School | Primary | NWVR | Melbourne |
| Balwyn North Primary School | Primary | NEVR | Inner Eastern |
| Belmont High School | Secondary | SWVR | Barwon |
| Bendigo Special Development School | Special | NWR | Region - Bendigo |
| Brunswick Secondary College | Secondary | NWVR | Melbourne |
| Buckley Park College | Secondary | SEVR | Melbourne |
| Bulleen Heights School | Special | NEVR | Inner Eastern |
| Canterbury Girls Secondary College | Secondary | NEVR | Inner Eastern |
| Charles La Trobe P-12 College | P-12 | NEVR | Melbourne |
| Colbinabbin Primary School | Primary | NWVR | Region - Loddon Campaspe  |
| Dromana College | Secondary | SEVR | Region - Bayside Peninsula |
| Eastern Ranges School | Special | NEVR | Region - Ferntree Gully |
| East Gippsland Specialist School | Special | SEVR | Outer Gippsland |
| Epping Secondary School | Secondary | NWVR | Melbourne |
| Fairfield Primary School | Primary | NWR | Melbourne |
| Fitzroy High School | High | NWVR | Melbourne |
| Foster Primary School  | Primary | SEVR | Region - Inner Gippsland |
| Kilmore Primary School | Primary | NEVR | Region - Goulburn |
| Latrobe Special Developmental School | Special | SER | Region - Inner Gippsland |
| Laurimar Primary School | Primary | NWVR | Melbourne |
| Laverton P-12 College  | P-12 | SWVR | Western Melbourne |
| Lightning Reef Primary School | Primary | NWVR | Region - Bendigo |
| Lower Plenty Primary School | Primary | NWVR | North Eastern Melbourne |
| Mandama Primary School | Primary | SWVR | Region - Barwon |
| Marnebek School Cranbourne  | Special | SEVR | Southern Melbourne |
| McClelland Secondary College | Secondary | SEVR | Region - Bayside Peninsula |
| Meadowglen Primary School | Primary | NWR | Melbourne |
| Melba Secondary College | Secondary | NEVR | Outer Eastern |
| Montmorency South Primary School | Primary | NWVR | North Eastern Melbourne |
| Morang South Primary School | Primary | NWVR | North Eastern Melbourne |
| Mt Eliza Primary School | Primary | SEVR | Bayside Peninsula |
| Narre Warren South P-12 College | P-12 | SEVR | Southern Melbourne |
| Pascoe Vale North Primary School | Primary | NWVR | Melbourne |
| Patterson River Secondary College | Secondary | SEVR | Bayside Peninsula |
| Powlett River Primary | Primary | SER | Region - Inner Gippsland |
| Red Hill Consolidated School | Prep & Primary | SER | Region - Bayside Peninsula |
| Ringwood North Primary School | Primary | NEVR | Outer Eastern |
| Rosewood Downs Primary School | Primary | SEVR | Southern Melbourne |
| Roxburgh College | Secondary | NWVR | Hume Moreland |
| Rosebud Secondary College | Secondary | SEVR | Bayside Peninsula |
| Stanhope Primary School | Primary | NWVR | Region - Loddon Campaspe |
| Stawell West Primary School | Primary | SWVR | Region - Wimmera South West |
| St Kilda Park Primary School | Primary | SEVR | Melbourne |
| Sunbury Downs College | Secondary | NWVR | Melbourne |
| Traralgon College | Secondary | SEVR | Region - Inner Gippsland |
| Victoria University Secondary College | Secondary | SWVR | Brimbank Melton |
| Wheelers Hill Secondary College | Secondary | NEVR | Inner Eastern |