



# Knowledge Exchange Program Handbook



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# PURPOSE OF THE PROGRAM

The Knowledge Exchange Program aims to provide participants with an understanding of how their work area outcomes are delivered and implemented in a school setting and the level of impact. This will enable participants to build on implementation strategies and ensure effective delivery. Host schools will also gain an understanding of the corporate areas that support their work.

The key objectives of the Knowledge Exchange Program are to:

- build capability and understanding to optimise effective implementation and impact of policy development in a school setting focused 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.

## OVERVIEW

The Knowledge Exchange Program offers corporate volunteers, VPS5 through to Executive Director level, placements in schools to provide support to schools or regional networks. This is done through supporting the planning and implementation of Department policy and programs in the school context or sharing expertise and skills to undertake specific projects, programs or tasks to support school requirements.

The program will take place in Term 2 and Term 3 in the 2020 school year. Placements in schools are full time and usually run for six weeks. The duration is flexible and shorter or longer placements can be agreed with the host school.

Placements offer an immersion in a school, or a network of schools, to ensure a breadth of experience and exposure to school operations. Participants will gain a greater understanding of the school context, how they operate and the challenges faced by school leaders. Schools will determine how this is implemented for each participant on a school by school basis.

## TIMING

Participants will be placed in their host schools during Term 2 or Term 3 2020. The actual duration of the placement is normally six weeks and the start date will be agreed between the participant and their host school.

### PHASE 1 – EXPRESSIONS OF INTEREST AND MATCHING

The Expression of Interest (EOI) process will identify participants' desired learning outcomes, areas of interest or expertise, region or location and availability. EOIs will be assessed and successful applicants will be included in a register.

### PHASE 2 – BEFORE THE PLACEMENT

The register of participants will be shared with participating schools who will be asked to identify their preferred candidates. Host schools will also be asked to identify their school context, what they would like to achieve from participating in the program and outline how they would like to work with the participant.

A panel will review the school submission and match participants to schools.

Once the matching is complete, a welcome event will be arranged for the participants, their managers and their host schools. This will be used to clarify the program's objectives and outcomes, provide an overview of the school environment and discuss working agreements.

The host school and participant should arrange an introductory meeting. This will include an exchange of school contextual information and a visit to the school. Both parties should discuss the work that will be undertaken and agree a start date. It is also important that they discuss the key learnings the participant would like from being involved in the program and how parties can maximise the experience.

### PHASE 3 – DURING THE PLACEMENT

During this phase, the participant will be placed in their host school. Participants will be allocated to a host school for the duration of the placement. Where possible, participants will also be provided with the opportunity to visit one or more additional schools to gain further insights about the range of learning environments in that geographic location.

The participant will undertake a range of agreed tasks focused on school planning or improvement initiatives. They will also have exposure and contribute to a range of school forums and activities to gain a broader insight into the workings of the school environment.

The participant's Manager and Executive Director will visit the school during the placement to hear about their experience and discuss how learnings can be shared.

## **PHASE 4 – AFTER THE PLACEMENT**

To ensure staff across the Department benefit from the program, participants will identify opportunities to document and share their experiences and learnings. This will be done by:

- identifying three objectives for participating prior to placement
- completing surveys prior to and after placement to identify key learnings
- committing to providing presentations to team/unit/branch focusing on their learnings and how these will impact on their behaviours and approach to working with schools.

Participants and host schools will be asked to evaluate the program.

## **ROLES**

To be a meaningful and successful learning experience it is important that both the participant, their manager and the host school principal have a clear understanding of the roles that each plays.

It is both expected and desirable that the participants are active agents in regards to both the organisation and implementation of their placement and that they take responsibility for their learning during this time.

Schools will ensure participants have a broad experience of the educational environment. This will be provided by gaining access to a range of meetings and activities and, where possible, by visiting other schools.

### **PARTICIPANT**

- Participate in the Welcome event activities
- Agree to clearly articulated and mutually understood protocols regarding confidentiality, communication and accountability throughout and beyond the completion of the placement
- During the initial visit the participant should meet other school leaders in the host school and seek background information, data and policies relevant to anticipated focus areas/tasks of the placement
- Discuss learning objectives with their manager and host principal and keep them informed of their learning trajectory
- Arrange meetings with the principal throughout the placement
- Actively seek opportunities to visit other schools to get a breadth of school experience
- Commit to sharing learning with corporate team and colleagues
- Contribute to the evaluation of the program to ensure that learning is captured and to enable ongoing improvement for the and future programs.

### **MANAGER**

- Participate in the Welcome event activities
- Visit the school with the Executive Director during the placement

### **SCHOOL PRINCIPAL**

- Participate in the Welcome event activities
- Agree to clearly articulated and mutually understood protocols regarding confidentiality, communication and accountability throughout and beyond the completion of the Internship component of the program
- Prepare the school community for the participant's arrival and provide the rationale for the school's involvement in hosting before the participant's first visit. A notice in school bulletins, newsletters and the school website is also recommended
- During the initial visit the participant should meet other school leaders in the host school and be provided with background information, data and policies relevant to anticipated placement focus areas/tasks
- Ensure a work space is arranged for the duration of the placement
- Ensure the participant is supported before and whilst undertaking their role
- Provide the participant with access to relevant school data and policies where relevant whilst ensuring confidentiality
- Ensure his/her availability throughout the placement

- Provide participant with access school events, meetings, planning sessions, gatherings etc. to gain a full understanding of school environment. If possible, help the participant to arrange one-day visits to schools in the host school's network.
- Facilitate involvement of the participant with regional and network activities
- Provide feedback to the participant at the completion of the placement
- Contribute to the evaluation of the program to ensure that learning is captured and to enable ongoing improvement for the and future programs.

## EXPECTATIONS AND REQUIREMENTS FOR PARTICIPANTS AND HOST SCHOOLS

Timescale	Requirement	Who
March 2020	Participate in Welcome event	Participant, manager and school
2 weeks prior to placement	Pre-meet prior to placement	Participant and school
2 weeks prior to placement	Provide participant with background information about your school	School
2 weeks prior to placement	Finalise placement dates and agree development plan	Participant and school
Term 2 or 3	Host participant	School
During placement	Engage in reflective conversations about the placement, providing feedback and creating opportunities for practice and development throughout the program	Participant and school
During placement	Arrange school visit with Manager and Executive Director	Participant, manager and school
During placement	Attend Debrief event(s) with other participants	Participant
Post-placement	Share learnings	Participant
Term 4	Participate in program evaluation	Participant and school

## CONFIDENTIALITY

Confidentiality will be respected at all levels. Each parties' contexts, issues or personal information will not be discussed or alluded to with any third party unless a previous agreement is made to do so. Confidential information will not be included in any documentation that is to be shared with a third party, and such documentation will be jointly agreed prior to any sharing with a third party.

## HOW TO APPLY

Read about the Knowledge Exchange Program on [HRWeb](#).

Complete the EOI form and submit it to [yps.performance.development@edumail.vic.gov.au](mailto:yps.performance.development@edumail.vic.gov.au). Please discuss the program with your manager before submitting an EOI.

## Further Assistance

If you would like to know more about the Knowledge Exchange Program, and the selection process, please contact:

- Mark Dunlop on (03) 7022 1125 or [dunlop.mark.j@edumail.vic.gov.au](mailto:dunlop.mark.j@edumail.vic.gov.au)