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**Knowledge Exchange Program – School Proposal**

Thank you for your interest in hosting a Knowledge Exchange Program participant. Completing this form will enable the Department to find placements which are meaningful for both the schools and participants.

The 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 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.

**Please complete and submit this form electronically to the People Division by**

**COB 6th March 2020** at [staffdevelopment@edumail.vic.gov.au](mailto:staffdevelopment@edumail.vic.gov.au).

**For more information**

More information, including frequently asked questions, can be found on the Knowledge Exchange Program [page](http://www.education.vic.gov.au/hrweb/pd/Pages/knowledge.aspx).

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

| **Named contact:** |
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| **Position:** |
| **School:** |
| **Phone:** |
| **Email:** |
| **Region:** |
| **School context** (e.g. multicultural; high/low Student Family Occupation and Education (SFOE); outer metropolitan, inner metropolitan, regional)**:** |
| **Schools are asked to identify a leadership team member who will support the participant throughout the placement** |
| **Name:** |
| **Position:** |
| **Phone:** |
| **Email:** |

**School activity or project**

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.

Participants will collaborate with schools on the planning and implementation of policy and programs or by sharing expertise and skills to undertake specific projects or programs.

| 1. **Describe the piece of work you would like the participant to support.**   **Please limit your response to 150 words** |
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| 1. **What are the expected outcomes of the piece of work?**   **Please limit your response to 150 words** |
| 1. **What do you anticipate the participant’s responsibilities will be?**   **The information provided will be used to identify the support, knowledge and experience participants need prior to placement.**  **Please limit your response to 150 words** |
| 1. **How do you feel your school will benefit from hosting a participant?**   **Please limit your response to 150 words** |
| 1. **Is the piece of work specific to your school or could it benefit more schools in your network?** |

**Participant**

| 1. **Based on the Expression of Interest register, do you have (a) preferred participant(s)?** |
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| **Name:**  **Position:** |
| **Name:**  **Position:** |
| **Name:**  **Position:** |
| **Please** **provide a short explanation for your choice(s):** |
| 1. **Considering the objectives of the program (outlined on page 1), how do you feel the participant will benefit from undertaking this work?**   **Please limit your response to 150 words** |

**Your preferred term for a placement**

**Please indicate one or more**

| **Term 2** (14 April – 26 June) | **Term 3** (13 July - 18 September) |
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