



Australian Government

Department of Education, Employment
and Workplace Relations



VASP – the Values in Action Schools Project

Application Guidelines

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1. Background information

This document is a guide to assist applicants interested in applying for a **Values in Action Schools Project** (VASP) grant for 2008-2009. It contains useful information on the background to the project and the project objectives; developing and submitting an application; the selection criteria; composition of school clusters, attributes of good quality applications; the selection process; and details of the support offered to applicants both during the application process and throughout the life of the project.

All applicants should read these guidelines, including the selection criteria, before completing the **online application form**.

1.1. What is the Values in Action Schools Project?

VASP, the **Values in Action Schools Project**, is a national project in which clusters of schools are funded to design, implement and evaluate the outcomes of high quality values education projects. Up to **12 focused and targeted action research projects** will be selected through a competitive application process and funded to deliver quality findings that provide guidance to all Australian schools on how to effectively use good practice values educational outcomes for the long-term benefit of students, teachers and the whole school community. Funding for VASP reflects an ongoing commitment to values education. It is part of the Australian Government Department of Education, Employment and Workplace Relations 2008-09 National Values Education Program. VASP will build on the significant work that has taken place in schools since the *National Framework for Values Education in Australian Schools* was sent to all schools in 2005.

1.2. Who can apply for VASP funding?

All schools in Australia, through cluster arrangements, are invited to develop a project proposal and apply for grants. **School clusters** may range in size from a minimum of three to a maximum of ten schools. (A school may only belong to one cluster and multi-campus schools are not considered to be a cluster.)

The final selection of funded cluster projects will reflect the broad range of Australian schools and will include representation from primary and secondary schools, a mix of school sectors, schools from different contexts, schools from across jurisdictions and systems, and schools from diverse locations.

1.3. What grants are available?

Up to 12 school clusters will be funded with grants ranging from approximately \$30,000 to \$54,000 to design, conduct and evaluate projects demonstrating how effective values education promotes high quality schooling. The outcomes of the **Values in Action Schools Project** will be shared with the wider Australian education community to foster greater knowledge, understanding and good practice in values education.

1.4. What is the VASP timeframe?

The **Values in Action Schools Project** will be conducted from October 2008 until the end of October 2009. Each cluster project will have approximately eight months of project activity time, allowing for school holidays and project evaluation time.

1.5. What are the VASP objectives?

1. Broad objective

The broad objective of the **Values in Action Schools Project** is to design and conduct quality values education projects that equip students with:

- the knowledge, values and attitudes that enable them to be tolerant, respectful and socially inclusive members of society
- the skills, abilities and resilience for social, emotional and physical wellbeing as confident, engaged learners.

2. Specific objectives

The more specific objectives of VASP are to develop quality school clusters that provide evidence-based outcomes to demonstrate how values education supports:

- development of social cohesion in school communities
- improved academic and social outcomes for young Australians
- building student resilience and wellbeing
- strategies for improving teacher quality
- ways in which values in action activities can serve specific school needs
- all Australian schools in the pursuit of high quality education outcomes.

3. Areas of special interest

The **Values in Action Schools Project** offers an opportunity for school clusters to explore the links between values education and a number of areas of special interest to the Department of Education Employment and Workplace Relations. These include, in particular, the role of values education in:

- developing student resilience and positive whole-of-school learning environments
- improving learning through fostering student wellbeing
- personal action for the achievement of sustainable futures
- fostering student participation in Australia's democracy as active and informed citizens
- developing student awareness and positive behaviours for a socially inclusive community
- developing positive relationships and mutual understanding in Indigenous, interfaith and intercultural community settings
- demonstrable improvement in learning engagement and general academic outcomes
- developing an ethos of service and learning through service to others.

VASP proposals may address one, some or none of these areas of special interest. The areas of special interest are not mandatory for project applications but are a guide to areas of particular focus.

4. Producing evidence-based outcomes

The **Values in Action Schools Project** aims to identify, produce and evaluate evidence-based outcomes of improved practice in the cluster schools in order to produce valid and useful information that can inform the implementation of values education in all Australian schools. VASP will:

- provide models of quality practice in values education developed through the clusters' projects and their evidence-based evaluation

- gather valid data (evidence) of project outcomes to inform the implementation of sustainable values education approaches
- disseminate valuable and practical information from school cluster projects that will inform values education practice and teacher professional development within clusters, across clusters and to the broader education community.

1.6. Who will manage VASP?

Curriculum Corporation is managing VASP on behalf of the Australian Government Department of Education, Employment and Workplace Relations.

Once the successful cluster projects are selected, Curriculum Corporation will develop a contract with each school in a cluster. The contracts will form an agreement between Curriculum Corporation and the schools delineating project deliverables, key milestones, the grant allocation, payments schedule and other legal requirements.

Curriculum Corporation will work directly with the schools in each cluster to support the development and successful implementation of high quality values education projects.

1.7. How will Curriculum Corporation support the school clusters?

Curriculum Corporation will use a variety of approaches to provide advice and assistance to VASP school clusters prior to and during the implementation phase of their projects. This is to ensure the best possible outcomes for the projects and to ensure that key learning and information about leading practice in values education are gathered to inform future developments in Australian schools.

1. Project manager liaison

Curriculum Corporation will provide dedicated project managers who will be responsible for the direct support of clusters throughout the **Values in Action Schools Project**.

2. From project proposal to project plan

Curriculum Corporation staff will work with each school cluster to refine, shape and translate their project proposal into an achievable project plan. The plan will articulate the cluster project objectives, methodology, activities, deliverables, schedule, budget and personnel. Each project plan will be signed off by Curriculum Corporation and by all schools in the cluster project by end February 2009.

3. University advisors

A university advisor will be identified and matched to each **Values in Action Schools Project** cluster to work as teacher-educator for the project duration. The role of advisor includes support in cluster project start up; advice on gathering and analysing data, and on reporting project outcomes; support to maintain focus on objectives and outcomes; and advice on pedagogy and professional learning.

4. Cluster Support Groups

A Cluster Support Group (CSG) will be established for each school cluster. Each CSG will comprise a Curriculum Corporation project manager, the cluster university advisor, the two cluster leaders (the Cluster Coordinator and Deputy Cluster Coordinator) and a state and territory values education contact officer. The CSG for each cluster will conduct an initial onsite visit at the commencement of the project to establish relationships and to support the cluster in developing a manageable and achievable project plan with clear goals and tasks, a

workable budget and project management processes. A second CSG meeting later in the project will review project activity, its achievements and the next phase. Other site visits may take place by agreement between Curriculum Corporation and clusters.

5. National Briefing Sessions

Two National Briefing Sessions will be convened for cluster leaders and university advisors at critical points in the project. The first National Briefing Session will be convened in Melbourne on **10 December 2008**. The second will be convened in Canberra prior to the **National Values Education Conference 30 April – 1 May 2009**. The funding for both briefings will be provided in addition to cluster project grants.

6. Evaluation Summit

Prior to submission of the cluster final reports, an Evaluation Summit will be convened on **16 October 2009** in Melbourne. The purpose of the summit will be to evaluate the outcomes of projects using a structured and facilitated participatory evaluation methodology. The summit will involve teacher, parent and student representation from each cluster and will provide an innovative means of gathering evidence of change generated by the cluster projects. The Evaluation Summit will also deeply inform the approach of clusters to their final reports. The funding for this activity will be provided in addition to cluster project grants.

7. Offsite support

Offsite support will be provided by regular formal and informal communication with cluster schools through phone/email contact with project managers, provision of feedback on interim reports and inter- and intra-cluster teleconferencing. Curriculum Corporation may facilitate and host up to two targeted teleconferences for projects at dates determined by project progress to foster the exchange of ideas and information, and support network building.

8. Online support

Online support will be provided through the Values Education website, which will act as a major portal for the provision of news, information and advice. It will provide an e-library of tools, archives, templates and other materials which will support cross-project interaction and dissemination of professional learning during the **Values in Action Schools Project**. An online Values Education Newsletter will keep all school communities aware of VASP work and share the activities of partnership projects in the 2008-09 Values Education Program. In addition, a closed online forum site for all project participants will foster cluster discussion group interaction and exchange.

1.8. What are the key project dates and deliverables?

VASP key dates and deliverables	Date
All schools invited to apply online through the Values Education website	October 2008
Closing date for applications	14 November 2008 (COB ESST)
Successful projects selected, announced and notified	28 November 2008
Project contracts signed (together with signed statements from all participating cluster principals) and returned to Curriculum Corporation	7 December 2008
Full day National Briefing Session in Melbourne for the successful cluster representatives	10 December 2008
Clusters commence project work	February 2009
Clusters sign off detailed project plans with Curriculum Corporation following a visit from Cluster Support Groups	End February 2009
Clusters participate in National Values Education Conference in Canberra with Curriculum Corporation and DEEWR	30 April – 1 May 2009
Clusters deliver Interim Project Report	30 June 2009
Monitoring visit to all clusters by Cluster Support Groups	July/August 2009
Clusters participate in the Evaluation Summit in Melbourne	16 October 2009
Project activity ends	End October 2009
Clusters submit final reports together with financial acquittal	30 October 2009
Curriculum Corporation presents a final report on VASP outcomes to the Department for Education, Employment and Workplace Relations	Late December 2009

2. Developing and submitting an application

2.1. How do school clusters apply?

School clusters **must apply** using the **online application form** available on the Values Education website: www.valueseducation.edu.au

A Helpdesk will provide any assistance or advice required during the application process. The Helpdesk can be contacted by telephone on **1800 780 370** or by email at: vasp@curriculum.edu.au

All applicants should read these guidelines before completing the online application form.

Step 1: Understand the objectives of VASP, and what and how your school cluster can contribute to them

Read all the supporting information, including:

- the VASP application guidelines, objectives and the selection criteria
- the *National Framework for Values Education in Australian Schools*
- the findings in the executive summary of *Implementing the National Framework for Values Education in Australian Schools: Report of the Values Education Good Practice Schools Project – Stage 1*

All these documents can be downloaded from the Values Education website: <http://www.valueseducation.edu.au>.

Step 2: Form a suitable school cluster

Identify a number of schools with which you could undertake a productive collaboration in values education. You may utilise an existing school cluster arrangement. School clusters may range in size from a minimum of three to a maximum of ten schools. Schools may only be part of one cluster at a time. (For the purposes of this project, multi-campus schools are not considered to be a cluster).

Decide which school will take the role of lead school. The lead school will be responsible for coordinating, assembling and submitting the cluster project proposal. A Cluster Coordinator must be nominated from the lead school, and a Deputy Cluster Coordinator must be nominated from another school within the cluster.

Cluster Coordinator

The Cluster Coordinator will be the leader of the school cluster project. Detailed contact information for this person is to be supplied on the application form. The Cluster Coordinator must be a member of the staff at the lead school in the cluster.

In consultation with partner schools, the Cluster Coordinator will be responsible for:

- developing and submitting the online application form
- coordinating/undertaking project activities
- providing leadership to all member schools in the cluster
- communicating with the Curriculum Corporation project team

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- coordinating information flows among cluster members
- leading the development of professional learning activity within the cluster
- reporting on project activities
- managing and accounting for funds received.

Cluster Coordinators will be responsible for obtaining the required information details from schools in their cluster for the online application form, and confirming each school principal's willingness to participate in the project (see Forms 1 and 3). Curriculum Corporation reserves the right to seek verification from any school or organisation named as a cluster partner.

Deputy Cluster Coordinator

A second contact person is to be nominated as deputy to the Cluster Coordinator. This person will assume the responsibilities of the Cluster Coordinator in the event that she or he is unable to continue in the role. The Deputy Cluster Coordinator must be from another school in the cluster, not the lead school.

Cluster representatives and key contacts

Successful clusters will be required to nominate and send two representatives, from two different schools in a cluster, to attend an all day **National Briefing Session** to be held in Melbourne on **10 December 2008**. (All costs, including air travel, accommodation and meal arrangements will be paid by Curriculum Corporation. These costs need not be factored into the cluster's budget.)

Each school will also need to appoint a key contact person.

Step 3: Collaborate to develop a draft project proposal

Develop a values education project proposal that addresses the **selection criteria**. Each school cluster should submit one application only.

You will need to:

- collaborate to develop a project proposal
- decide what needs to be done to achieve your objectives within the 8-month timeframe
- be realistic
- keep the project contained and manageable
- strategically design how the cluster might undertake the project to achieve the intended outcomes
- include the monitoring, measuring and evaluation methods that you will need to use to demonstrate evidence-based outcomes
- develop a plan and budget for the project
- be open to the need to revise the membership of the cluster group as an outcome of these discussions.

Step 4: Write the project proposal

Together with your cluster colleagues, complete a draft of your project proposal as an MS-Word document using your responses to the selection criteria. You may wish to use Form 2 as

a template, and then copy and paste the information from each field into the online application form. By keeping your project proposal as an offline document you will have a record of your responses in the event of any technical glitches. The online application form 'times out' after 20 minutes, so this is another good reason for keeping your responses as a separate document.

Step 5: Gather all the profile information from each participant school

In order to complete the online application form, Cluster Coordinators will need to collect the following information for all schools in the cluster (see Form 1).

- Name and contact details of the Deputy Cluster Coordinator, and for the key contact person from each of the partner schools. Details should include a direct email address, phone and/or fax number.
- Contact details for each school, including mailing and physical addresses, sector of schooling (government, independent or Catholic), level of the school (primary, secondary, K-12 or other), whether the school is a boys', girls' or coeducational school, the total number of students and effective full-time teachers at the school.
- Approximate percentages of students from each school's population who:
 - are entitled to support benefits
 - are from linguistically and culturally diverse backgrounds
 - are of Aboriginal or Torres Strait Islander backgrounds
 - have special needs.
- Each school's location, that is, whether it is in a remote area, rural area, regional city or capital city.

Step 6: Gather support statements from the principals of the cluster schools

The principals' support statements (see Form 3) are essential to your application as they validate school authority for each school to enter into a contract with Curriculum Corporation. They also provide evidence of school management support and authorise project activity to take place in each school. Successful school clusters will be required to submit a **signed** copy of each statement as a condition of accepting the grant. (Please note: the signed statements are not required for purposes of applying for the grant.)

Step 7: Complete and submit the online application form by close of business (Eastern Standard Summer Time) 14 November 2008

Copy and paste all elements of your project proposal from your MS-Word documents into the **online application form** on the Values Education website:

<http://www.valueseducation.edu.au>.

Applications may be checked or changed at any time until the 5pm (ESST) 14 November 2008.

If you have any problems associated with the online application process contact the Helpdesk on **1800 780 370**.

If, as a result of technical difficulties reported to the Helpdesk, it is necessary for schools to submit a hard copy application, please phone Maureen Gustus or Helen Trotter on (03) 9207 9600 or email: vasp@curriculum.edu.au.

Applications must be received by Curriculum Corporation by close of business 5.00pm (Eastern Standard Summer Time) on 14 November 2008.

Curriculum Corporation will acknowledge receipt of all applications. If an application is deemed non-compliant, the lead school will be notified and they will not be allocated additional time to amend the non-compliant application.

2.2. What are the selection criteria?

Project description

In consultation with, and on behalf of, all schools in the cluster, the Cluster Coordinator will need to respond to the selection criteria. Please note the word limit for each field. An indicative budget also needs to be provided for your project. A template is provided in the online application form, which includes suggested categories for expenditure.

Project title (10 word limit)

This should indicate the focus of your project.

Proposed cluster name (10 word limit)

Give your cluster a meaningful name.

Project snapshot (200 word limit)

This description may be used in promotional materials involving your project. It should summarise the most significant aspects of your project as described in detail in your responses to the selection criteria.

Responses to selection criteria

All applications for project funding will be assessed and scored against the following key selection criteria. The application form provides a word-limited field for you to directly address each of the criteria. It may be helpful to address the criteria as a set of questions that you answer.

1. **Clear articulation of VASP objectives**, which may also include the areas of special interest, as outlined (200 word limit)

The project should demonstrate how it will address particular needs at the local level *and* how it will also serve the broad outcomes and purposes of the whole **Values in Action Schools Project**. The aims(s) should indicate what the project intends to achieve for students, teachers and/or the school community. You should clearly articulate how the cluster project links to the *National Framework for Values Education in Australian Schools*.

Some questions to consider.

Is the intended project realistic? Is the project manageable and achievable in the 8 month timeframe? What particular local needs will be addressed? Is this a whole school approach or clearly building towards such an approach? What are the broader **Values in Action Schools Project** purposes the project will address? What special areas of interest, if any, will it address? How does your project build on the *National Framework for Values Education in Australian Schools* (2005) and extend the findings from the Values Education Good Practice Schools Project Stage 1 (2005-2008)?

- 2. High quality and achievable activities** supporting values education across the cluster and which have application to other schools (200 word limit)

Your project proposal should explicitly indicate the range and type of activities that will be undertaken during the project lifetime. These may include activities for a range of key stakeholders in the school community such as teachers, parents, students, local community members and be meetings, seminars, lessons, professional learning, displays, and development of a vision statement or policy. Describe what will remain in the cluster schools, and be available to other schools, after the funded project is completed.

Some questions to consider.

What are the project's activities? How will they achieve VASP aims? Who will be involved and what will they do? How are the activities linked to VASP outcomes? How will the project activities yield sustainable outcomes beyond the life of VASP? How will the activities facilitate professional learning and foster a learning community in values education across the cluster?

- 3. Evidence and data** that will be produced, gathered and evaluated to demonstrate project outcomes (200 word limit)

This is a participatory action research project. Gathering, analysing and presenting evidence is an integral requirement of the project.

Some questions to consider.

What evidence will you gather to indicate whether or not the project has been successful? How will you gather this information? How will the information be analysed and presented?

- 4. Management and professional collaboration** which will ensure effective project operation (200 word limit)

Provide an outline of how the project will be facilitated and managed within the cluster to ensure broad teacher participation. Provide descriptions of any existing effective leadership roles and/or cluster relationships, and describe ways in which effective leadership and collaboration among members in the cluster maintained, in this project. The management information should include the name and role of the Cluster Coordinator (from the nominated lead school) the names and roles of other identified project leaders (from all participating schools within the cluster) and a description of how the cluster schools will participate and work together effectively.

Some questions to consider.

How will schools provide support for identified staff as they implement the **Values in Action Schools Project**? How will the project ensure participation of all cluster schools? What are the possible risks to successful completion of the project? What strategies will the cluster use to manage those risks, including consequences of changes to key staff involved in the project?

- 5. Developing a whole school approach** as a key element of the project (200 word limit)

The project should aim to provide models of quality practice which can be applied and which inform a whole school approach to values education.

Some questions to consider:

How will the proposed project actively engage a cohort of key stakeholders of the school community – school leadership, school council, teachers, parents/care-givers, students and the broader local community? Or how, in the future, is it planned that the outcomes of the

project can encompass these groups? How will the proposed project involve a range of the elements of school community life such as pedagogy, curriculum, professional learning, across year level and KLA activities, development of the school vision statement and policy document?

6. Effective and efficient use of resources and budgetary accountability (100 words and budget template)

The project proposal should include an indicative budget that reflects realistic costing and an effective use of resources for the project. The budget should be presented as a set of discrete line items and spending should only be for project activity. To facilitate the development of your budget, a number of suggested line items are included in the budget section of the online application. Please note: the grant cannot be used for capital expenditure items or to supplement other school activities.

Suggested line items include:

- teacher release for a range of project activities
- targeted student activities
- project specific consultancy work
- teacher release for the project coordinator
- relevant additional professional development for teachers (conferences, workshops and seminars)
- travel and costs for visits by staff to other schools and organisations
- research, evaluation and development of reports
- administration services (eg, project support, administration officer time)
- project specific teaching and learning resources
- other (you may add a number of other specific line items).

Some questions to consider.

How do you propose to use the grant funds? What proportions of the total would be used for particular project components? How will the finances be managed, accounted for and audited at the end of the project?

7. Links with relevant state and territory and national initiatives related to values education (200 word limit)

Before preparing any application, prospective applicants should familiarise themselves with the values education policies and frameworks of their state/territory and other related state and territory or national initiatives related to values education.

Some questions to consider.

How does your project link to and support expressed jurisdictional policy or national education agendas related to values education? Where appropriate, name the state/territory or national initiative(s) which may provide additional resources or valuable past experience for your proposed project. National links may include the *National School Drug Education Strategy*, the *MindMatters* programs, Australian Government's current Civics and Citizenship Education Program, the *National Safe Schools Framework* and the *Family-Schools Partnerships Framework*.

8. Evidence of support from the schools' principals in cluster applications (100 word limit for each school in the cluster)

It is a requirement that all applications demonstrate the support of school management in each of the cluster schools nominated for the duration of the project.

A brief statement from the principal of each of the participating schools expressing support for the project and approving the project activity within the school is required (see Form 3). Only the statement text is required to be entered in the online form (not the Principal's signature). The signed version of each statement will only have to be presented to Curriculum Corporation if the cluster proposal is successful.

Each school should also indicate willingness to share the outcomes of the project with other schools around Australia and with the Australian Government.

Some questions to consider.

How well will your project be supported by the school leadership? How will you demonstrate that support in your application? How is the sustainability of the project expressed/demonstrated in the application?

2.3. How do I fill in the online application form?

When you have collected the required information on your cluster schools and completed your responses to the selection criteria (see Forms 1, 2 and 3) in an MS-Word document you are ready to complete the online application form. The application form is to be completed by the Cluster Coordinator.

- Go to the Values Education website: <http://www.valueseducation.edu.au> and find the **Online application form**. When you access the form for the first time you will need to complete the new registration details (username, password, email). **Please make a note of your registration details** to use the next time you log in. If you forget your password there is a retrieval link next to the 'log in' box.
- Explore and become familiar with the application form and its field structure. There are a number of drop down menus to help you complete the online form. Compulsory fields are marked with an asterisk. Fields identified as incomplete will be displayed in red. There are five pages within the application form which may be accessed by using the Next and Previous buttons at the top and bottom of each page:
 1. Cluster Coordinator and lead school
 2. Deputy Cluster Coordinator and school
 3. Partner schools and contacts
 4. Project description and responses to selection criteria
 5. Project budget items.
- Remember that there is a **20-minute timeout** for the online application form. Please save your data when prompted and use the Save button frequently.
- If you are working within the online application form, please save your information before you open and view or print the *Application Guidelines* or the *Project Summary*. When you open these documents you will be returned to the welcome page.

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- The *Project summary* may be used to view or print your application but the information you have entered will not appear until you have selected and saved the name of your school in the application form.
- Copy and paste all elements of your proposal (the project description, responses to the selection criteria and budget, first completed in MS-Word), the schools' data and Principals' statements into the relevant data fields.
- There is no **Submit** button. Every time you save and exit the online application form your application will be submitted.
- Applications may be checked or changed at any time until COB (ESST) 14 November 2008.
- Applications must be completed by **5.00pm (Eastern Standard Summer Time) on Friday 14 November 2008**, via the online application form to be deemed eligible. **Please note:** the online application form will not be accessible after this time.
- A Helpdesk will provide any assistance or advice required during the application process. The Helpdesk can be contacted by telephone on **1800 780 370** or by email at: vasp@curriculum.edu.au

3. Selection and start up process

Curriculum Corporation will manage the task of identifying and selecting school cluster projects through a **competitive application process**.

3.1. Evaluations

All received and compliant applications will be read and scored against the selection criteria. Each application will be read and scored by Curriculum Corporation project officers and the relevant state or territory project officer. A national selection panel representing key national stakeholders will read and score the resultant short list of applications. The selection panel's recommended list of cluster projects will be forwarded to DEEWR for final approval.

3.2. Announcement of selection

The Department of Education, Employment and Workplace Relations will inform Curriculum Corporation of its final choice of the 12 successful cluster projects. Curriculum Corporation will contact successful and unsuccessful clusters. The successful clusters will be published on the Values Education website: <http://www.valueseducation.edu.au>

3.3. National Briefing Session 10 December 2008

Two representatives of each successful cluster will be required, as part of their project commitment, to take part in a **National Briefing Session in Melbourne on 10 December 2008**. Each cluster application must confirm that, if successful, they will nominate and provide two representatives, from two different schools in the cluster, to attend.

Participating clusters will be informed about travel and accommodation arrangements and the agenda for the briefing session. Curriculum Corporation will fund and manage air travel, accommodation and meal arrangements for all participants.

3.4. Project work begins

Successful **Values in Action Schools Project** clusters will commence their projects at the beginning of the school year 2009. As part of the project start up, Curriculum Corporation staff will work with each cluster to refine, shape and translate their project proposal into an achievable project plan. The plan will articulate the cluster project objectives, methodology, activities, deliverables, schedule, budget and personnel. The project plans will be signed off by Curriculum Corporation and by all schools by end February 2009.

4.Help

See Section 2.3: How do I fill in the online application form?, or the Values Education website for possible answers to technical issues.

Values Education website – www.valueseducation.edu.au

The Values Education website provides:

- background information, objectives, selection criteria, the application and selection process, support to clusters, events and reporting requirements
- the VASP Application Guidelines (available as a downloadable PDF or Word document)
- information about Values Education and the previous Values Education Good Practice Schools Project Stages 1 and 2, including details of school cluster projects, and the Final Report and findings of the Stage 1 research.

Curriculum Corporation VASP Helpdesk: 1800 780 370

(8.00am-6.00pm Mon-Fri – Eastern Standard Summer Time)

The Curriculum Corporation VASP Helpdesk is available throughout the application, selection and notification period from 20 October 2008 until 5 December 2008. The Curriculum Corporation Values Education Team is also available for email information exchanges throughout this period (see the email address below).

Values Education Project Officers

State and territory Values Education Project Officers located in your jurisdiction (see the values education website: www.valueseducation.edu.au for contact details) may be able to provide particular advice relevant to your jurisdiction.

Enquiries

For all enquiries, contact the Values Education Team at the Curriculum Corporation Helpdesk.

Tel: 1800 780 370

Email: vasp@curriculum.edu.au

Curriculum Corporation

PO Box 177

Carlton South Vic 3053

Tel: 03 9207 9600

Fax: 1300 780 545

Form 1: School information

You will need to collect the following information from each school in your cluster. You may wish to use this document as a template and copy and paste information into the **online application form** on the Values Education website at: www.valueseducation.edu.au.

Title	Given name	Surname
Role	Email	Phone/Fax
Name of school		
Street address/Locked Bag/PO Box		
City	State	Postcode
Sector: Govt/Catholic/Ind		
Level: Prim/Sec/K-12/Other		
Gender: girls/boys/co-ed		
Total student population		
Students entitled to support benefits: 0-10%/10-25%/25-50%/50%+		
Location: remote/rural/regional city/capital city		
Students with Aboriginal/Torres Strait Islander background: %		
Students whose first language is not English: %		
Students with special needs: %		
Effective fulltime teachers: Decimal		

Form 2: Selection criteria

Project description

Project title (10 word limit)

This should indicate the focus of your project.

Proposed cluster name (10 word limit)

Give your cluster a meaningful name.

Project snapshot (200 word limit)

This snapshot should clearly summarise

- what the project is about
- any special features of the schools in the cluster and why they have joined to work on the project
- the main focus of the project
- the main objectives of the project.

Responses to selection criteria

1. Clear articulation of VASP objectives (200 word limit)

- There are a small number of clear and achievable objectives with measurable outcomes.
- The objectives are realistic within the available project time period.
- The objectives are clearly related to the VASP objectives.
- The objectives address or are linked to at least two of: specific local needs, broader application in the whole of the Australian school community, a whole school approach.
- The objectives address or are linked to at least two of : the *National Framework for Values Education in Australian Schools*; the findings of the Values Education Good Practice Schools Project – Stage 1; the VASP objectives; areas of special interest.

2. High quality and achievable activities (200 word limit)

- The activities are clearly related to the stated project objectives.
- The nature of the activities and who will do them is clear.
- Activities include professional learning for teachers in all cluster schools.
- There is clear evidence that the outcomes of activities will be sustainable beyond the life of the project.

3. Evidence and data (200 word limit)

- The nature of the evidence to be collected is clear.
- The methods by which this evidence is to be collected is clear.

- The proposed methods of analysis and presentation of the evidence are sound and well developed.

4. Management and professional collaboration (200 word limit)

- Leadership of the cluster is clearly evident, including support for all partner schools.
- The roles and relationships of the cluster leader and school coordinators are clear.
- How communication will be facilitated is clear.
- Possible risks are identified and strategies suggested to deal with these risks.

5. Developing a whole school approach (200 word limit)

- The application clearly indicates how key school community stakeholders – school leadership, teachers, parents/care-givers, students and the broader local community – are involved.
- The application clearly indicates how a range of the elements of school community life – such as pedagogy, curriculum, professional learning, across year level and KLA activities, development of the school vision statement and policy document – are involved.
- If a truly whole school approach is not proposed, the application makes it clear how the proposed approach will be used in future to build to a whole school approach.

6. Effective and efficient use of resources (100 word limit and budget template)

- No capital expenditure items are included in the budget table.
- The budget is clearly realistic for the size of the cluster.
- The budget costs equitably cover the needs of all the schools in the cluster.
- The budget is clearly committed only to VASP activity.
- There is a clear statement to explain who will manage the budget and how it will be audited.

7. Links with relevant state and territory and national initiatives (200 word limit)

- There is a clear link made to either a state/territory/sector policy or to a national initiative relevant to values education.
- The policy or initiative to which a link is made is clearly identified.
- The nature of the link (eg, common objectives, pedagogies and curriculum outcomes; materials provided to be used in the project; past learnings or experiences that may be drawn on or furthered in the project) is clearly explained.

8. Evidence of support from the schools' principals (100 word limit for each school in the cluster)

- Clear and concise statements of support from all partner school principals are included.
- These statements address the sustainability of values education in the cluster school and the broader Australian education community beyond the funding period.

Form 3: Principal's statement

VASP – Values in Action Schools Project

A signed statement (100 words maximum) from the principal of each participating school in your cluster is required for the **Values in Action Schools Project** proposal. On notification of a successful application, each cluster will be required to email or fax the signed statements to Curriculum Corporation as a condition of acceptance of their grants.

Paste the text of the statement, without the signature, into the **Evidence of support from the schools' principals** section of the online application form. Please note that an electronic signature cannot be pasted into the online application form and is not required for purposes of applying for the grant.

Cluster name:

Cluster Coordinator:

School name:

Name of key contact person:

Statement:

Date:

Principal's name:

Signature:

Email: vasp@curriculum.edu.au

Fax: 1300 780 545

Curriculum Corporation

PO Box 177

Carlton South Vic 3053

Tel: 03 9207 9600