



Australian Government
Department of Education, Employment
and Workplace Relations



Grant Application Process 2013 - 2016

Information sessions / website version
January 2012



Australian Government
Department of Education, Employment
and Workplace Relations



WELCOME

Request for Applications
for the
Inclusion and Professional Support
Program
2013 – 2016

Information Session



Overview of presentation

Topics covered in this presentation include:

- Overview of the Inclusion and Professional Support Program (IPSP)
- Region Profiles
- Grant application arrangements
- Probity Principles
- Conditions of applying & preparing applications
- Key Dates
- Contact details



Background to Presentation

- Information provided in this presentation is an overview only. More detail is available in the RFA documentation on the DEEWR website at www.deewr.gov.au/IPSPapplications.
- Prospective applicants should ensure they read all of the RFA documentation and seek their own legal and/or professional advice as necessary.
- The IPSP is an integrated approach to supporting Early Childhood Education and Care (ECEC) services. Therefore, applicants should ensure they read all available information to understand how the activities of one provider relate to and support the activities of the other providers. This will assist in framing responses to the Selection Criteria and in better understanding the expectations that will apply to successful applicants.



IPSP Program

Objectives

- To promote and maintain high quality, inclusive education and care for all children in eligible ECEC settings
- Increasing the knowledge and skills of educators, and the capacity of services, through providing professional development, advice and access to additional resources and support

Program elements:

- Inclusion Support Agencies (ISAs) - operate in 67 regions across Australia
- National Inclusion Support Subsidy Provider (NISSP) - a single national provider
- Professional Support Coordinators (PSCs) - 8 state and territory based regions
- Indigenous Professional Support Units (IPSUs) – 8 state and territory based regions (2 regions in NT; and ACT supported by the NSW IPSU)

Program Guidelines

- Details on the eligibility requirements for ECEC services, and information on the activities, roles and responsibilities for each IPSP Provider, are provided in the IPSP Guidelines 2013-2016 released as part of the RFA package of documents
- The IPSP Guidelines have been revised for the next funding period starting 1 January 2013 to reflect the outcomes of recent reviews and evaluations of the program



Inclusion Support Agencies (ISAs)

ISAs generally work with individual eligible services, visiting and providing them with appropriate support and assistance to build the knowledge and confidence needed to offer quality inclusive services and environments to children with additional needs

In particular, ISAs aim to:

- promote and support access to quality eligible services
- help build the capacity of eligible services to successfully include children with additional needs
- ensure inclusion support is delivered in a flexible manner, and is responsive to the needs and priorities of eligible services, and
- ensure inclusion support is delivered in an efficient and cost effective manner by appropriately skilled staff



Key Changes to ISAs

Under the new Program Guidelines, the key changes to the role of an ISA include:

- Removal of requirement to contact all eligible services in a region, but will be required to respond, as appropriate, to all requests for support from eligible services in the region
- Ensuring all Inclusion Support Facilitators undertake nationally consistent orientation training and have the skills and experience required to provide support to an increasingly qualified ECEC workforce
- The Guidelines provide greater clarity around the type of support ISAs provide to eligible services, including when they are:
 - applying for the Inclusion Support Subsidy
 - accessing Bicultural Support (ie attend, where possible, the first visit) and/or Specialist Equipment

Refer to IPSP Guidelines, Section B, for more detail on the responsibilities of ISAs



National Inclusion Support Subsidy Provider (NISSP)

- The NISSP is a single, national provider responsible for:
 - the assessment and approval of Inclusion Support Subsidy (ISS) applications
 - ensuring eligible services have equitable access to the ISS
 - consistent, timely assessment of applications
- The ISS is a contribution towards the costs associated with employing an additional carer or educator
- IPSP Guidelines, Section C, provides more detail on the activities, and roles and responsibilities of the NISSP



Professional Support Coordinators (PSCs)

PSCs aim to:

- drive continuous improvement within the ECEC sector
- support eligible services with self assessment and development of Quality Improvement Plans
- prepare and support ECEC educators for their changing roles under the National Quality Framework, and enhance their knowledge and skills in existing and new areas of practice
- support the inclusion of children with diverse backgrounds, including Indigenous children, children with disability and children from culturally and linguistically diverse backgrounds

The role of the PSC within each state/territory includes to:

- deliver and/or facilitate professional development to eligible services across the region (ie state or territory), which will assist them to understand and meet the requirements of the National Quality Standard and to implement approved learning frameworks
- manage and ensure equitable access to Bicultural Support and Specialist Equipment and contribute to the management of the IPSP Resource Library



Key Changes to PSCs

Under the new Program Guidelines, the key changes to the role of a PSC include:

- Focus on providing nationally consistent professional development guided by DEEWR in collaboration with Australian Children's Education and Care Quality Authority (ACECQA) and State and Territory Regulatory Authorities and/or government departments
- Removal of requirement to subcontract at least 55% of professional development to a third party provider. PSCs may choose to subcontract where this is the most effective and efficient mode of service delivery
- Removal of research activities, as from 1 January 2012 – responsibility of ACECQA
- Consolidation of IPSP library resources into a single library – online resources and materials will be accessible free of charge to services
- Change of focus and delivery of Bicultural Support. PSCs will provide access to a suitably skilled and experienced interpreter or bilingual/bicultural person for up to 8 hours to work directly with the eligible service when enrolling and settling a new child from a CALD or Indigenous background. For the first visit, where possible, Inclusion Support Facilitators will also be present
- IPSP Guidelines, Section D, provides more detail on the responsibilities of PSCs



Indigenous Professional Support Units (IPSUs)

- IPSUs are funded across 8 regions , one in each state (with NSW IPSU supporting the ACT) and two regions in the NT
- Provide support, based on evidence and good practice, that meets the needs of the managing bodies and staff in Indigenous focused Budget Based Funded services to improve the quality of their ECEC environments and to:
 - Implement approved learning frameworks, including the Early years Learning Framework
 - Improve governance and build capacity
- Provide advice to other IPSP providers and assist mainstream services to include and support Indigenous children and educators, and to become more culturally competent



Key Changes to IPSUs

Under the new Program Guidelines, the key changes to the role of the IPSUs include:

- Greater focus on supporting Indigenous focused Budget Based Funded services (BBFs) to meeting their licensing requirements and to provide quality ECEC services and environments
- IPSU staff having the skills and experience required to provide appropriate support and advice to Indigenous focused BBFs
- Provision of some cultural advice and support on a fee for service basis
- IPSP Guidelines, Section E, provides more detail on the responsibilities of IPSUs



IPSP Region Profiles

There is a separate Region Profile for each Program Element and each region

- Region Profiles contain the indicative funding amount available for each program element for each specific region
- The Region Profiles for ISAs also:
 - include the number of eligible services receiving Child Care Benefit (CCB)*
 - include the number of children from IPSP priority groups receiving CCB* and enrolled in eligible services
 - now align with ABS Statistical Area Level 2* areas (the ISA Region Maps in the RFA pack show the old and new boundaries)

*Refer to the Region Profile cover sheet for the sources of the data.



Probity Principles for IPSP RFA

- Promote open and fair competition
- Ensure the same information is available to everyone
 - All questions and answers posted on the IPSP applications website
- Integrity in evaluation and selection processes
 - Objective and consistent assessment of all applications
 - Conflicts of interest are addressed
 - Defensible process and outcomes
- Confidential information is secured
- Independent Probity advisor has been appointed and can be contacted through the IPSP Helpline (last slide has details)



Grant application arrangements

The RFA pack contains

- The IPSP Guidelines 2013-2016
- An application form for each IPSP Program Element
- A Financial Viability and Credentials Form
- A Credentials form for any subcontractors nominated by an applicant
- Regional profiles for each of the IPSP Program Elements
- A draft funding agreement for each of the IPSP Program Elements and standard letter of offer
- A referee report template

Note

- A separate Application Form must be completed for each region within a program element
- **Addendums to the RFA and associated documents will be added to the [IPSPapplications](#) page on the DEEWR website** – prospective applicants should regularly check for updates on the [IPSPapplications](#) webpage



Conditions

Eligibility

- Applicants must be eligible organisations, that is they must be able to enter into a legally binding agreement with the Commonwealth
- Must have an ABN and be GST-registered
- Commonwealth and state/territory government agencies are not eligible

Group Applications

- Applicants can be made up of a consortium, joint venture, partnership or some other alliance – all members are jointly and severally liable to the Commonwealth
- Group applications must appoint a Lead Member to act on behalf of the group



Financial Viability and Credentials Form

- All applicants must complete a Financial Viability and Credentials Form
- The Form allows DEEWR to assess an organisation's financial viability and any associated risk to the Commonwealth
- Only one form per organisation is required (regardless of the number of applications being submitted)
- Each member of a group application must complete the form
- A Subcontractor Credentials Information Form must be completed for each subcontractor
 - If subcontractor details are not known at the time of submitting an application, subcontractors can complete the form at a later date before signing a Funding Agreement



Funding

- Indicative funding amounts have been identified for the first year for each program element and each region (details in Region Profile)
- Funding is indexed each financial year
- Applicants must provide a 12 month budget for each program element
- The Funding Agreement will be based on the applicant's budget
- Applicants must sign a Statement of Compliance with the draft Funding Agreement



Applications

- Applicants must complete all relevant parts of the Application Form
- The Form must be in MS Word format
- The Form must be legible and in English
- Currency must be expressed in Australian dollars
- Two Referee Reports must be provided, however, in exceptional circumstances, referee contact details, together with a compelling reason for not providing Reports, must be provided
- DEEWR may seek clarification at any stage in the grant process



Submitting an application

- Applicants must complete a separate Application Form for each program element
- Applications must be signed and witnessed
- Applications must be lodged by email to IPSPapplications@deewr.gov.au by 2pm, Canberra time, 24 February 2012



Applications continued

- Once submitted, application cannot be altered
- Where there are unintended administrative errors, DEEWR may request the Applicant to correct or clarify the error
- Applicants are able to identify confidential information
- DEEWR will maintain strict privacy in relation to personal information
- Once received, applications become the property of DEEWR



Application closing time

- Applications must be received before the closing time:
2 pm (Canberra time), Friday, 24 February 2012
- Late applications will not be accepted unless due to DEEWR's mishandling OR
 - technical difficulties or unforeseen circumstances beyond the Applicant's control. Documentary evidence must be supplied
 - Refer to Section 4.9 of the RFA Pack for further information



Selection criteria

- Applicants must address the criteria for each program element and region for which they are applying
- There are four selection criteria for each program element
- Selection criteria for the four program elements are similar. However, there are some differences
- Each criterion has equal weighting
- There is a 1000 word limit for responses to each selection criterion
- No additional material should be submitted



Selection criteria

- The criteria include:
 1. Demonstrated experience and understanding of inclusion principles (ISAs, NISSP) or professional development and support needs (PSCs, IPSUs)
 2. Demonstrated relevant knowledge and service delivery experience
 3. Ability to plan for and deliver activities
 4. Capacity and infrastructure
- Section 5 of the RFA lists points the applicant may consider in responding to the selection criteria. This list is for guidance only – it is not exhaustive or exclusive.
- Full details of the selection criteria are in Section 5 of the RFA Pack



Assessment process

- DEEWR will register all applications and undertake a conformance check as set out in the RFA
- The selection process will be open and competitive
- Applications will be assessed against their response to the selection criteria
- A financial viability and credentials assessment will be undertaken to determine any circumstances that may affect an applicant's capacity to fulfil its contractual obligations under the Funding Agreement
- DEEWR will assess applications on the basis of the information provided as well as any publicly available information



Application outcomes

- Value for money will be a factor in determining a successful application
- A public announcement of the outcome will be made at the conclusion of the grant process
- All applicants will be entitled to a debriefing within one month of the final announcement
- Transition arrangements will be advised in the lead up to the commencement of the new Funding Agreements



Key Dates

- 21 February 2012 Closing date for questions (5 pm Canberra time)
- 24 February 2012 Closing date for applications (2 pm Canberra time)
- May/June 2012 Dispatch & execution of Funding Agreements
- June 2012 Announcement of grant results
- 1 January 2013 New Funding Agreements commence



Further Information

- Questions can be submitted by COB 21 February 2012
 - Check the Question and Answers on the DEEWR website at www.deewr.gov.au/IPSPapplications
- Email questions to IPSPapplications@deewr.gov.au
- Telephone the Helpline on (02) 6240 8867 (9.00 am to 5.00 pm weekdays)

