

Commonwealth of Australia
Higher Education Support Act 2003
OTHER GRANTS GUIDELINES (EDUCATION) 2008

I, JULIA GILLARD, Minister for Education, make these Other Grants Guidelines (Education) 2008 under section 238-10 of the *Higher Education Support Act 2003*.

Dated 11 November 2008.

signed

JULIA GILLARD
Minister for Education

1 CITATION

These Guidelines may be cited as the Other Grants Guidelines (Education) 2008.

2 AUTHORITY

These Guidelines are made under section 238-10 of the *Higher Education Support Act 2003* for the purposes of Part 2-3 of the Act.

3 DATE OF EFFECT

These Guidelines take effect on the day after the day on which they are registered on the Federal Register of Legislative Instruments.

4 REVOCATION

The Other Grants Guidelines 2006, dated 23 November 2006 and all subsequent amendments are revoked.

5 TRANSITIONAL ARRANGEMENTS

- (1) The revocation of the Other Grants Guidelines 2006, dated 23 November 2006, does not affect the validity of a payment or decision made under those guidelines.
- (2) A decision made under those guidelines is taken to continue to have effect as if it were made under these Guidelines.

COMMONWEALTH OF AUSTRALIA

Higher Education Support Act 2003

OTHER GRANTS GUIDELINES (EDUCATION) 2008

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CHAPTER i INTRODUCTION

i.i Purpose

The purpose of these Guidelines is to provide for Other Grants under Part 2-3 of the *Higher Education Support Act 2003* (the Act).

i.ii Interpretation

Unless the contrary intention appears, the terms within the Other Grants Guidelines (Education) 2008 have the same meaning as in the Act.

The following terms are defined specifically for these Guidelines:

<i>Access</i>	In respect of the programs in Chapter 1, access means commencing domestic higher education students. The access rate for a particular group of students is that group's percentage share of all commencing domestic higher education students.
<i>the Act</i>	means the <i>Higher Education Support Act 2003</i>
<i>AMC institute</i>	has the same meaning as in the <i>Maritime Legislation Amendment Act 2007</i>
<i>the Department</i>	means the Australian Government Department of Education, Employment and Workplace Relations
<i>HEP</i>	Higher education provider
<i>HESDC</i>	Higher Education Student Data Collection
<i>ISP</i>	Indigenous Support Program
<i>Participation</i>	In respect of the programs in Chapter 1, participation means total domestic higher education students. The participation rate for a particular group of students is that group's percentage share of all domestic higher education students.

<i>Retention</i>	In respect of the programs in Chapter 1, retention means the number of domestic students who re-enrol at a higher education provider in a given year, as a proportion of all domestic students enrolled in the previous year, less those who completed their course. It provides a broad measure of retention, that is, an Apparent Retention Rate (ARR), as it does not count as retained those who deferred study or transferred successfully to another institution. The Retention indicator in subparagraphs 1.60.5 and 1.85.5.1 shows the ratio of the ARR for domestic higher education students from a particular equity group to the ARR for all other domestic students.
<i>Success</i>	In respect of the programs in Chapter 1, success is defined as the student progress rate (SPR), and means the proportion of units passed within a year compared with the total units enrolled. The Success indicator in subparagraphs 1.60.5 and 1.85.5.1 shows the ratio of the SPR for domestic higher education students from a particular equity group to the SPR for all other domestic students.

i.iii Freedom of Information

The *Freedom of Information Act 1982* (FOI Act) extends as far as possible the right of the Australian community to access information in the possession of the Government of the Commonwealth subject to certain exceptions and exemptions necessary for the protection of the essential public interests and the private and business affairs of those of whom the information is collected.

All documents held or created by the Department with regard to the Other Grants Guidelines (Education) 2008 are subject to the FOI Act. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

All Freedom of Information (FOI) requests are to be referred immediately to the FOI Coordinator in the Administrative Law Branch, Legal, Investigations and Procurement Group (LIPG), in National Office of the Department. Decisions regarding requests for access will be made by the authorised officer in accordance with the requirements of the FOI Act.

It is very important that FOI requests are forwarded immediately on receipt by the Department, as there are strict statutory timelines that apply to FOI requests.

A good overview of the Department's FOI policy can be found at: <http://www.deewr.gov.au/deewr/About/FreedomofInformation.htm>.

CHAPTER 1 GRANTS TO PROMOTE EQUALITY OF OPPORTUNITY IN HIGHER EDUCATION

INTRODUCTION

1.1 Purpose

1.1.1 The purpose of this chapter is to specify programs in accordance with subsection 41-15(1) of the Act for the purpose of promoting equality of opportunity in higher education in accordance with item 1 of the table in subsection 41-10(1) of the Act, and to specify matters listed in subsection 41-15(2) of the Act.

1.5 Description of programs under this chapter

1.5.1 Programs in this chapter aim to assist with overcoming barriers to *access and participation* by domestic students in higher education, particularly relating to Indigenous background, low socio-economic status, regional and remote background, disability, non-English speaking background and gender.

1.10 Eligible providers

1.10.1 In accordance with section 41-10 of the Act, higher education providers listed in Table A of the Act are eligible to receive grants under the equity programs specified in this chapter subject to any extra conditions of eligibility specified under this chapter.

INDIGENOUS SUPPORT PROGRAM

1.15 Program description and objectives

1.15.1 The Indigenous Support Program provides funding to eligible higher education providers and aims to assist eligible higher education providers to meet the special needs of Indigenous Australian students and to advance the goals of the National Aboriginal and Torres Strait Islander Education Policy.

1.15.5 Grants under the Indigenous Support Program assist with Indigenous support activities.

1.20 Extra conditions of eligibility

1.20.1 To be eligible to receive Indigenous Support Program grants in any one year, Table A **providers must satisfy DEEWR** that they meet all of the following criteria:

- the provider has implemented strategies for improving *access, participation, retention and success* of Indigenous Australian students;
- **the provider has demonstrated** increased participation of Indigenous people in the provider's decision-making processes; and
- the provider has an Indigenous employment strategy.

1.25 Total program funds and indexation

1.25.1 The total amount to be allocated under the Indigenous Support Program in any calendar year will be calculated by indexing the previous calendar year's Indigenous Support Program grants total using the method set out in Part 5-6 of the Act.

1.25.5 Grants under the Indigenous Support Program are in respect of a calendar year.

1.30 Payment to higher education providers

1.30.1 In accordance with section 164-5 of the Act, grant amounts will be paid in such a way as the Minister determines, and at such times as the Secretary determines.

1.35 Conditions of grant

1.35.1 In addition to compliance with the quality and accountability requirements stipulated under subparagraph 41-25(a) (ii) of the Act, which includes compliance with the financial reporting obligations under section 19-10 of the Act, the following conditions of grant apply.

1.35.5 Higher education providers who receive grants under the Indigenous Support Program in respect of a year are required to provide DEEWR in the following year with a report on initiatives funded under the Program. This report must include

- (a) details of expenditure of ISP funds, including:
 - I. the proportion of ISP funding provided to the Indigenous Education Support Centre;
 - II. the proportion of ISP funding provided to individual facilities within the university; and
 - III. the proportion of ISP funding allocated to staff salaries, on-costs and operating costs; and
- (b) providers must make a written request of the Department for carrying forward unspent ISP funds, specifying the project or program to which the funds will be applied, and demonstrate consistency with the provisions in section 1.15 of these guidelines; and
- (c) details of all additional funding provided to the recipient to support the recipient's Indigenous activities (for example, in kind support; financial support); including funding provided by the higher education provider and all additional funding provided by sources other than the higher education provider. This report must exclude funding received under any other DEEWR Indigenous specific funding programs already reported on separately (for example the Indigenous Tutorial Assistance Scheme or the Away-From-Base Program).

- 1.35.10 Higher education providers who receive grants under the Indigenous Support Program in respect of a year must provide DEEWR, in the following year, with a report on the expenditure of the grant amount. The expenditure report must be included in the Indigenous Education Statement in the format prescribed in the Institutional Assessment Framework information collection Instructions and submitted to DEEWR by 31 May each year.

HIGHER EDUCATION EQUITY SUPPORT PROGRAM

1.40 Program description and objectives

- 1.40.1 The Higher Education Equity Support Program provides funding to eligible higher education providers to undertake activities that assist in removing barriers to access for disadvantaged domestic students and promote equality of opportunity in higher education
- 1.40.5 In particular, the Higher Education Equity Support Program aims to increase the *access* and *participation* in higher education of students from the following equity groups: Students who are from low socio-economic status backgrounds, students from regional and remote backgrounds, students with a disability or students from non-English speaking backgrounds. The Higher Education Equity Support Program also aims to assist in overcoming educational disadvantage associated with gender.
- 1.40.10 Grant funds are intended to be expended on equity initiatives which target students in the equity groups as set out in subparagraph 1.40.5 and encourage sustainable improvements in *access*, *participation*, *retention* and *success* of higher education for those students. The initiatives should target equity groups consistent with the higher education provider's equity objectives. Higher education providers may tailor their programs to address specific disadvantage, as appropriate to the demographics of their student population and catchment area.
- 1.40.15 Grant funds are not to be spent on infrastructure, which includes all buildings, fixtures, roads, pathways and modifications thereof and generic facilities and services that are integral to the provision of education for all students.

1.45 The allocation and indexation

- 1.45.1 In this chapter, the total amount of funds available for allocation under the Higher Education Equity Support Program in any particular year is referred to as the "**Allocation**".
- 1.45.5 The Allocation will be \$11.715 million in 2009 (the "2009 ESP Grants Total"). The total amount available under the Higher Education Equity Support Program in any subsequent year will be calculated by indexing the 2009 ESP Grants Total in accordance with Division 198 of Part 5-6 of the Act.

1.50 Allocation of grants

1.50.1 In each **year** the Allocation will be available for:

- (a) meeting existing funding commitments made under the Equity Support Program Fund for the year; and
- (b) grants in response to proposals invited by the Minister; and
- (c) distribution to eligible providers under the formula at paragraph 1.60 of these Guidelines.

1.50.5 Grants will be made only in response to proposals that are consistent with the objectives of the Higher Education Equity Support Program.

1.50.10 Grants may be made in respect of a project or in respect of a year.

1.50.15 Grants will be subject to the Minister's approval (under section 41-20 of the Act), and the Minister's determination in writing of:

- (a) the amount of the grant (under section 41-30 of the Act); and
- (b) any conditions on which the grant is made (under subparagraph 41-25(b)(i) of the Act), in addition to the condition specified in subparagraph 41-25(b)(ii) of the Act.

1.50.25 Grants made under the Higher Education Equity Support Program are in respect of a calendar year.

1.55 Conditions of eligibility

1.55.1 To be eligible to receive Higher Education Equity Support Program funds in any one year, eligible providers must provide a statement demonstrating to the satisfaction of DEEWR that they are undertaking activities which assist equity group students, consistent with the aims of the Higher Education Equity Support Program as set out in subparagraph 1.40.5 of these Guidelines, and meet all of the following eligibility criteria:

- (a) providers run outreach programs to attract equity group students to higher education;
- (b) providers offer specialised support for equity group students to assist their progression through higher education;
- (c) administer application and selection processes for Commonwealth Scholarships in accordance with the Commonwealth Scholarship Guidelines; and
- (d) providers have established an institutional equity scholarship program to complement the Commonwealth Scholarships Program.

1.60 How Allocation of Grants are to be Determined

1.60.1 The amount of a grant payable to a provider for a calendar year under paragraph 1.50.1(c) is the proportion of the Allocation in that year remaining after grants under paragraph 1.50.1 (a) and 1.50.1 (b) of these Guidelines are made. The total amount of grants made under paragraph 1.50.1 (a) and 1.50.1 (b) of these Guidelines will not exceed approximately 5% of the Allocation.

1.60.5 The amount payable to an eligible provider is calculated using the following formula:

$$\text{Grant} = (A / C) \times E + (B / D) \times E$$

- Where:
- A** is the total number of domestic students from low socio-economic backgrounds enrolled at a higher education provider, multiplied by the *retention* and *success* ratios for this group at the higher education provider.
 - B** is the total number of domestic students from low socio-economic backgrounds who are also from regional and remote areas, enrolled at the higher education provider, multiplied by the *retention* and *success* ratios for this group at the higher education provider.
 - C** is the total number of domestic students from low socio-economic backgrounds enrolled at *all* eligible higher education providers, multiplied by the *retention* and *success* ratios for this group.
 - D** is the total number of domestic students from low socio-economic backgrounds who are also from regional and remote areas, enrolled at all eligible higher education providers, multiplied by the *retention* and *success* ratios for this group.
 - E** is 50% of is the proportion of the Allocation in that year remaining after grants under paragraph 1.50.1 (a) and 1.50.1 (b) of these Guidelines are made.

HIGHER EDUCATION DISABILITY SUPPORT PROGRAM

1.65 Program description

1.65.1 The Higher Education Disability Support Program consists of three components:

- (a) Additional Support for Students with Disabilities;
- (b) Australian Disability Clearinghouse on Education and Training; and
- (c) Performance-based Disability Support funding.

1.70 Total program funds and indexation

1.70.1 The total grants amount available for the Higher Education Disability Support Program in 2009 will be \$6.102 million (the “**2009 DSP Grants Total**”). The total amount available under the Higher Education Disability Support Program in any subsequent year will be calculated by indexing the 2009 DSP Grants Total in accordance with Division 198 of Part 5-6 of the Act.

1.70.5 Grants made under the Higher Education Disability Support Program are in respect of a calendar year.

1.75 Additional support for students with Disabilities

1.75.1 Objectives

1.75.1.1 The objectives of the Additional Support for Students with Disabilities component of the Higher Education Disability Support Program are to:

- (a) provide funding support to eligible higher education providers to assist with high costs incurred in providing educational support and/or equipment to domestic students with a disability with high cost needs; and
- (b) encourage efficient and effective use of equipment and resources to support students with a disability.

1.75.5 Description of component

1.75.5.1 Funds are provided to eligible higher education providers to assist them to meet the costs of providing support to students with a disability with high cost needs.

1.75.5.5 The amount of grant paid to each higher education provider will be determined by adding together the proportion of the amount claimed that is payable, minus the threshold for eligible expenditure.

1.75.5.10 Grants will be allocated annually on application by the higher education provider using a claim form which is available from DEEWR. Completed claim forms must be signed off as a true and accurate record at senior level within the higher education provider.

1.75.5.15 Eligible higher education providers may claim for expenditure incurred for domestic students who are enrolled with the higher education provider, who have been assessed by the higher education provider as having a disability and who have received educational support related to that disability. Higher education providers may not claim for the costs of infrastructure, salaries or other costs relating to the ongoing operation of general disability support services or for the provision of personal care for students with a disability.

1.75.5.20 For educational support, a proportion of costs over the minimum threshold level per student will be calculated and paid. The threshold level and the proportion of costs to be reimbursed above the threshold level will be determined after all claims have been received and analysed. The threshold will be no less than \$500 per year but may be higher than \$500.

1.75.5.25 For equipment items a proportion of actual cost will be paid. The proportion will be determined after all claims have been received and analysed.

1.75.10 Extra conditions of grant

1.75.10.1 Before providing an educational support service or equipment item to a student, higher education providers must obtain evidence of the student's disability and support needs and must undertake a needs assessment process, in accordance with the higher education provider's usual procedures.

1.75.10.5 Higher education providers must maintain records of the evidence and assessment process, including details of the medical, specialist or other advice obtained in verifying disability and support needs.

1.75.10.10 Higher education providers must publish their eligibility assessment procedures in a format that is readily available and accessible to people with a disability.

1.80 Australian Disability Clearinghouse on Education and Training

1.80.1 Objectives

1.80.1.1 The objective of the Australian Disability Clearinghouse on Education and Training (ADCET) component of the Higher Education Disability Support Program is to facilitate equitable access to education and training for people with a disability.

1.80.5 Description of component

1.85.5.1 The Australian Disability Clearinghouse on Education and Training is a website that provides information and other resources designed to promote inclusive teaching and learning practices for people with a disability.

1.80.5.5 Funds will be provided to the higher education provider hosting the Australian Disability Clearinghouse on Education and Training as determined by the Minister.

1.85 Performance-Based Disability Support funding

1.85.1 Objectives

1.85.1.1 The objective of the Performance-based Disability Support funding component of the Higher Education Disability Support Program is to encourage higher education providers to implement strategies to attract and support domestic students with a disability.

1.85.5 Description of component

1.85.5.1 The Performance-based component of funding comprises that amount of funding which remains after allocations for the Additional Support for Students with Disabilities component, the Regional Disability Liaison Officer component, and the Australian Disability Clearinghouse on Education and Training component have been made to eligible providers. Remaining funds will be distributed according to the funding formula:

$$\text{Grant} = (A / B) \times C$$

Where:

- A** is the number of domestic students with a disability enrolled at the higher education provider multiplied by the *retention* and *success* ratios for this group.
- B** is the total number of domestic students with a disability enrolled at all eligible higher education providers, multiplied by the *retention* and *success* ratios.
- C** is the total funding pool for the Higher Education Disability Support Program less the amount allocated to the Additional Support for Students with Disabilities and the Australian Disability Clearinghouse on Education and Training components.

1.85.10 Extra conditions of grant

1.85.10.1 In addition to compliance with the quality and accountability requirements stipulated under subparagraph 41-25 (a) (ii) of the Act, which includes compliance with the financial reporting obligations under section 19-10 of the Act, the following conditions of grant apply.

1.85.10.5 Grant funds must be spent on disability strategies as outlined in subparagraph 1.90.1.1.

1.85.10.10 Grant funds must not be spent on:

- (a) Infrastructure, which includes all buildings, fixtures, roads, pathways and modifications thereof and generic facilities and services that are integral to the provision of education for all students; and

- (b) The provision of personal care for students with a disability, which includes assistance provided by a paid or unpaid carer to ensure that basic activities of daily living and self-care such as eating, dressing, toileting and mobilising are accomplished. The provision of personal care also includes providing assistance with medications and treatments.

CHAPTER 2 GRANTS TO ENHANCE LEARNING AND TEACHING IN HIGHER EDUCATION

LEARNING AND TEACHING PERFORMANCE FUND (LTPF)

2.1 Purpose

2.1.1 The purpose of this chapter is to establish the LTPF as a program for the purposes of subsection 41-15(1) of the Act for the purpose of enhancing learning and teaching in higher education in accordance with item 3 of the table in subsection 41-10(1) of the Act, and to specify the matters listed in subsection 41-15(2) of the Act.

2.5 Program objectives

2.5.1 The objective of the LTPF is to reward those higher education providers for excellence and improvement in learning and teaching.

2.10 Eligibility

2.10.1 The higher education providers specified in item 3 of section 41-10 of the Act are eligible for funding under the LTPF.

2.15 Amount spent on the program in a particular year

2.15.1 Funding for the LTPF is provided under Part 2-3 of the Higher Education Support Act 2003. Subject to parliamentary disallowance under Section 41-50 of the Act, the level of funding provided is \$74.436 million in 2009. The allocations for 2010 and any later year will be indexed in accordance with Part 5-6 of the Act, as in force from time to time.

2.20 Allocation process

2.20.1 Each year providers will be notified of the process to be applied for working out the distribution of the LTPF in the following year. The process will be established on an annual basis.

2.25 Payment to higher education providers

2.25.1 In accordance with section 164-5 of the Act, amounts will be paid in such a way as the Minister determines, and at such times as the Secretary determines.

CHAPTER 3 GRANTS TO SUPPORT NATIONAL INSTITUTES

NATIONAL INSTITUTES PROGRAM

3.1 Purpose

- 3.1.1 The purpose of this chapter is to specify the national institutes which may be supported by grants under item 4 of the table in subsection 41-10(1) of the Act.

3.5 National Institutes

- 3.5.1 The following national institutes are specified under item 4 of the table in subsection 41-10(1) of the Act (the Other Grants):

- (a) The Australian National University;
- (b) the AMC institute at the University of Tasmania; and
- (c) Batchelor Institute of Indigenous Tertiary Education.

CHAPTER 4 GRANTS TO SUPPORT THE CAPITAL DEVELOPMENT PROJECTS OF HIGHER EDUCATION PROVIDERS

CAPITAL DEVELOPMENT POOL PROGRAM

4.1 Purpose

4.1.1 The purpose of these guidelines is to specify the Capital Development Pool (CDP) program as a program for the purposes of Part 2-3 of the Act.

4.5 Program objectives

4.5.1 Grants under the CDP program are to support capital development projects of eligible higher education providers, as specified in item 5 of the table in section 41-10(1) of the Act. The focus of the program is to encourage:

- (i) Development of, or on, new campuses in suburban growth corridors and regional centres. Priority will be given to projects which support greater collaboration:
 - Between higher education providers;
 - Between higher education providers and vocational and technical education providers; or
 - Between higher education providers, other organisations and the private sector;
- (ii) Capital developments that:
 - Assist higher education providers to establish or expand provision of courses identified by the government as discipline areas of national importance;
- (iii) Information and communications technology infrastructure projects which improve the cost-effectiveness and quality of educational delivery, for example:
 - By improving the efficiency of the higher education provider's infrastructure, or
 - By providing access to education and research networks;
- (iv) The building or major refurbishment of capital infrastructure for student amenities;
- (v) The rebuilding or restoration of campus facilities in circumstances which are, in the view of the Minister special and extraordinary; and
- (vi) Capital developments which the Minister considers are priorities for particular higher education providers.

CHAPTER 5 GRANTS TO ASSIST WITH THE COST OF HIGHER EDUCATION PROVIDERS' SUPERANNUATION LIABILITIES

HIGHER EDUCATION SUPERANNUATION PROGRAM

5.1 Purpose

5.1.1 The purpose of these guidelines is to specify:

- (a) in accordance with subsection 41-15(1) of the Act the Higher Education Superannuation Program (the "**Program**") as a program under which grants can be paid for the purpose of assisting with the cost of Table A providers' superannuation liabilities as specified in item 6 of the table in subsection 41-10(1) of the Act; and
- (b) under subsection 41-15(2) of the Act, some other matters relevant to the Program.

5.10 Program objectives

5.10.1 The objective of the Higher Education Superannuation Program is to provide Commonwealth assistance to Table A providers to meet certain superannuation expenses.

5.10.2 The Commonwealth meets expenses incurred by Table A providers that have staff who are members in relevant superannuation schemes.

5.15 Allocation of grants

5.15.1 Grants made under the Program may cover:

- (a) supplementation of ongoing expenses; and/or
- (b) paying out determined liabilities.

5.15.2 The Minister may approve Administrative Information for Providers which sets out the procedures by which providers apply for funds and by which the funds are allocated. This document may be obtained through the Department's web site www.deewr.gov.au.

5.20 Grant approval

5.20.1 Grants will be approved by the Minister under section 41-20 of the Act.

5.25 Grant amounts

5.25.1 The Program grant amounts will be determined in writing by the Minister under paragraph 41-30(b) of the Act.

5.30 Conditions that apply to grants

5.30.1 The Minister may determine conditions that apply to grants under subparagraph 41-25(b)(i) of the Act.

5.35 Extra conditions of eligibility for grants

5.35.1 To receive a grant for superannuation liabilities under the program, a provider must have staff who are members of one of the following emerging cost schemes:

- New South Wales State Superannuation Fund
- New South Wales State Authorities Superannuation Scheme
- New South Wales State Public Service Superannuation Fund
- Victorian State Superannuation Fund – Revised Scheme
- Victorian State Superannuation Fund – New Scheme
- Western Australian Government Employees Superannuation Scheme
- South Australian Superannuation Fund
- Tasmanian Retirement Benefits Fund
- Catholic Superannuation Fund
- Commonwealth Superannuation Scheme
- Public Sector Superannuation Scheme

5.40 Indexation

5.40.1 The total amount allocated to the program shall be indexed in accordance with Division 198 of Part 5-6 of the Act, as in force from time to time.

CHAPTER 6 GRANTS TO ASSIST WITH THE COST OF PROVIDING THE PRACTICAL COMPONENT OF TEACHER EDUCATION

IMPROVING THE PRACTICAL COMPONENT OF TEACHER EDUCATION GRANTS

6.1 Purpose

6.1.1 The purpose of this chapter is to specify Improving the Practical Component of Teacher Education ("IPCTE") as a program from which grants to assist with the cost of providing the professional experience component of teacher education may be paid, in accordance with item 8A of the table in subsection 41-15(1) of the Act, and to specify some of the matters listed in paragraphs 41-15(2)(a) to (g) of the Act.

6.5 Program objectives

6.5.1 The objective of the IPCTE Program is to provide additional funding to higher education providers:

- (i) to supplement costs associated with provision of the professional experience component for students undertaking pre-service teacher education courses where courses in pre-service teacher education are structured to offer:
 - (a) minimum of 80 days of professional experience to all three or four year education degree students;
 - (b) a minimum of 60 days of professional experience to all students undertaking two year courses;
 - (c) a minimum of 45 days of professional experience to all students undertaking one year courses; and
- (ii) where higher education providers implement processes to assure and improve the quality of the practical component of pre-service teacher education courses.

6.10 Total program funds and allocation

6.10.1 The Allocation available to eligible higher education providers under this program is \$77 million for the period 2008-2011. This amounts will be indexed in accordance with Part 5-6 of the Act.

6.15 Provision of grants

Grants will be made available to eligible higher education providers specified in paragraph 6.20 that implement processes to assure and improve the quality of the practical component of pre-service teacher education courses and that fall into one or more of the following four categories:

- (a) where pre-service teacher education courses are structured to offer a minimum of 80 days of professional experience to all three or four year education degree students, a minimum of 60 days of professional experience to all students undertaking two year courses and a minimum 45 days of professional experience to all students undertaking one year courses;
- (b) where higher education providers can demonstrate that students commencing their studies in 2008 will undertake, over the full period of their course, in the case of a three or four year education degree course, a minimum of 80 days of professional experience, in the case of two year courses, a minimum of 60 days of professional experience, and in the case of one year courses a minimum of 45 days of professional experience, provided that the higher education providers can demonstrate that they would be able to implement over the period of the grant, processes to assure and improve the quality of the practical component of their pre-service teacher education courses;
- (c) where higher education providers demonstrate that they are able to increase the number of professional experience days from 2008 for students who commenced a pre-service teacher education course prior to 2008, on a proportional basis which then brings the course in-line with the minimum requirements of, in the case of a three or four year education degree course, a minimum of 80 days of professional experience and in the case of two year courses, a minimum of 60 days of professional experience, and in the case of one year courses a minimum of 45 days of professional experience provided that the higher education providers can demonstrate that they would be able to implement over the period of the grant, processes to assure and improve the quality of the practical component of their pre-service teacher education courses;
- (d) In 2008 only, for projects undertaken by higher education providers, in partnership with educational and other organisations which offer educational experiences, to improve the quality of professional experience components of pre-service teacher education courses.

Note: Graduate Diploma courses which require full time students to undertake in excess of a full-time load over a twelve month period are considered a one year course. (For example, a one year Graduate Diploma course may require full time students to undertake a 1.25 load over a twelve month period).

- 6.15.1 For the purposes of paragraph 6.15, students enrolled in double degrees where one degree is for a pre-service teacher education course, shall be considered to be undertaking a two year course and must undertake a minimum of 60 days of professional experience.
- 6.15.5 Eligible higher education providers will be issued with *Conditions of Grant* associated with the funding under this program.

6.15.10 Higher education providers must certify, on an annual basis, that their courses in pre-service teacher education meet the requirements of these Guidelines and that they have undertaken quality assurance and enhancement of the practical component of their pre-service teacher education courses in respect of:

- (a) partnerships and relationships with schools and other professional placement settings; and
- (b) the student experiences while on placement and the connections between school and campus based study.

Higher education providers must also ensure that the quality assurance and enhancement of the practical component of their pre-service teacher education courses also, as appropriate, address the following matters:

- (a) its management and organisation;
- (b) support for students undertaking placements in rural and remote Australia, indigenous communities or difficult to staff schools;
- (c) flexibility and support for students undertaking placements who have family, carer or employment commitments; and
- (d) consultation with State and Territory Governments and the non-government school sectors to align pre-service teacher education programs (including professional experience) with workforce planning needs.

6.15.15 Eligible higher education providers should contribute to the development of the new graduate professional standards and have a plan ready for implementation of those standards when they are put in place.

6.15.20 All IPCTE grants will be subject to the Minister's approval under section 41-20 of the Act, and the Minister's determination in writing of:

- (a) The amount of the grant under paragraph 41-30(b) of the Act; and
- (b) The conditions of the grant under subparagraph 41-25(b)(i) of the Act.

6.20 Organisations that are eligible for IPCTE Grants

6.20.1 All Table A providers, all Table B providers and the following higher education providers are eligible for IPCTE grants:

- (i) Avondale College
- (ii) Tabor College
- (iii) Christian Heritage College.

- 6.20.5 Any amendments that are made to reduce the requirements of any version of these Guidelines, including the requirements in respect of the minimum number of days of professional experience specified in paragraph 8A.15, whether pre-dating the current version or not, are not intended to allow higher education providers that did not meet the requirements of these Guidelines before the amendments were made to apply for funding under these Guidelines, as amended.

CHAPTER 7 GRANTS TO SUPPORT DIVERSITY AND STRUCTURAL REFORM

7.1 Purpose

7.1.1 The purpose of this chapter is to specify the:

7.1.2

- (a) Diversity and Structural Adjustment Fund [the "**Diversity Fund**"] as a program, beginning in 2008, from which grants to support diversity and structural reform in higher education may be paid; and
- (b) Clinical Outreach Program, beginning in 2009 and ending in 2013, from which grants to support clinical training for dentistry students at James Cook University may be paid;

in accordance with item 9A of the table in subsection 41-15(1) of the Act, and to specify some of the matters listed in paragraphs 41-15(2)(a) to (f) of the Act.

DIVERSITY AND STRUCTURAL ADJUSTMENT FUND

7.5 Program objective

7.5.1 The objective of the Diversity Fund is to promote structural reform by eligible higher education providers that supports greater specialisation among providers, more diversity in the higher education sector and better responsiveness to labour markets operating in the local or national interest.

7.10 Total program funds and allocation

7.10.1 In this chapter, the total amount of funds available for allocation under the Diversity Fund in any particular year is referred to as the "**Allocation**", calculated in accordance with paragraph 9.10.5.

7.10.5 The Allocation will be \$49,991,000 in each of the calendar years 2008, 2009, 2010 and 2011, plus:

- (a) some or all of the Allocation for the immediately preceding year that was not used in that year, subject to the Act and any relevant approvals of the Minister and the Prime Minister; and
- (b) indexation calculated in accordance with the method set out in Part 5-6 of the Act.

7.15 Allocation of grants

7.15.1 In each year the Allocation will be available for:

- (a) meeting existing funding commitments made under the Diversity Fund for the year;
- (b) meeting existing funding commitments made under the Collaboration and Structural Reform Fund;

- (c) grants in response to proposals invited by DEEWR; and
- (d) grants in response to proposals outside the submission-based rounds referred to in subparagraph 9.15.1(c).

7.15.5 Grants will be made only in response to proposals that are consistent with the objectives of the program and address the program's priorities.

7.15.10 Grants may be made in respect of a project or in respect of a year.

7.15.15 Grants will be subject to the Minister's approval (under section 41-20 of the Act), and the Minister's determination in writing of:

- (a) the amount of the grant (under paragraph 41-30(b) of the Act); and
- (b) any conditions on which the grant is made (under subparagraph 41-25(b)(i) of the Act), in addition to the condition specified in subparagraph 41-25(b)(ii) of the Act.

7.20 Organisations that are eligible for grants under the Diversity Fund

7.20.1 Table A providers, and Table B providers that are universities.

7.20.2 The following bodies corporate are eligible only for the purposes of meeting existing commitments made to them under the Collaboration and Structural Reform Fund:

- (i) The General Sir John Monash Foundation;
- (ii) Australian Power Institute Ltd;
- (iii) International Water Centre Pty Ltd; and
- (iv) the Australian Association of Graduate Employers Ltd.

7.25 Application process

7.25.1 Applications must be submitted on the specified application form.

CLINICAL OUTREACH PROGRAM

7.30 Program objective

7.30.1 The objective of the Clinical Outreach Program is to provide infrastructure and resources for the clinical training of James Cook University's dentistry students in remote localities, to be determined by James Cook University. This will assist James Cook University to offer diverse clinical training for students as part of its establishment of the first Dental School in tropical Australia.

7.35 Eligibility

7.35.1 James Cook University is eligible to receive a grant under the Clinical Outreach Program.

7.45 Total program funds and allocation

7.45.1 The total allocation available for approval will be \$2,000,000 in 2009 and that amount will be indexed in accordance with the method set out in Part 5-6 of the Act for each of the years 2010, 2011, 2012 and 2013.

7.50 Allocation of grant

7.50.1 Grants will be made in respect of a year.

7.50.2 Grants will be subject to the Minister's:

- (a) approval under section 41-20 of the Act;
- (b) determination in writing of the grant amount under section 41-30 of the Act; and
- (c) determination in writing of any conditions on which the grant is made (under subparagraph 41-25(b)(i) of the Act), in addition to the condition specified in subparagraph 41-25(b)(ii) of the Act.

CHAPTER 8 GRANTS FOR ACTIVITIES THAT:

(a) ASSURE AND ENHANCE THE QUALITY OF AUSTRALIA'S HIGHER EDUCATION SECTOR

8.1 Purpose

8.1.1 This chapter specifies bodies corporate eligible for grants, in accordance with item 11(a) of the table in subsection 41-10(1) of the Act.

8.5 Bodies corporate eligible for grants

8.5.1 The following bodies corporate are eligible for grants under this Item:

- (a) The Australian Institute for Learning and Teaching in Higher Education (ALTC);
- (b) The Australian Universities Quality Agency (AUQA);
- (c) Graduate Careers Australia (GCA);
- (d) The Australian Council for Educational Research Limited (ACER);
- (e) Universities Australia (UA); and
- (f) The Organisation for Economic, Co-operation and Development (OECD).

8.5.5 The Minister will determine the conditions of grants to the ALTC, AUQA, GCA, ACER, UA and the OECD by Ministerial determination under s41-25(b)(i) of the Act.

8.10 Programs under which grants are to be paid

8.10.1 The Australian Learning and Teaching Council (ALTC) Program.

8.10.5 In 2009, subject to appropriation, \$28.017 million will be provided for the ALTC Program.

8.10.10 The amount to be provided for the ALTC Program in 2010 and any later year specified in subsection 41-45(1) of the Act will be the amount specified in paragraph 11.10.5 for 2009, indexed using the method set out in Part 5-6 of the Act.

(b) SUPPORT OPEN ACCESS TO HIGHER EDUCATION ACROSS AUSTRALIA

8.15 Purpose

8.15.1 The purpose of this chapter is to specify:

- (a) The Open Learning Initiative as a program from which grants for activities that support open access to higher education across Australia may be paid, in accordance with subsection 41-15(1) of the Act;
- (b) Some of the matters listed in paragraphs 41-15(2)(a) to (f) of the Act;

- (c) The bodies corporate that are eligible for grants referred to in subparagraph 8.20.1 and
- (d) The method(s) by which grant amounts will be determined.

8.20 Bodies corporate which are eligible for a grant

8.20.1 Open Universities Australia Pty Limited [ABN 97 053 431 888] (“Open Universities Australia”) is an eligible body corporate for the purposes of item 11(c) of the table in subsection 41-10(1) of the Act.

8.25 Method by which the amount of grant is to be determined

8.25.1 The amount of a grant to Open Universities Australia in respect of the calendar year 2006 and any later year is calculated in the following way:

Grant payable = (A plus B) or C, whichever is the lower amount.

Where:

A = base grant amount, as specified in paragraph 8.25.2, subject to indexation under paragraph 8.30;

B = additional units grant amount, as specified in paragraph 8.25.2, subject to indexation under paragraph 8.30; and

C = \$257,000, subject to indexation under paragraph 8.30.

8.25.2 The base grant amount and additional units grant amount vary according to the number of Open University Australia units for which a FEE-HELP debt was incurred in the year according to the following table:

Number of Open Universities Australia units for which a FEE-HELP debt was incurred	Base grant amount (for a grant in respect of 2006)	Additional units grant amount (for a grant in respect of 2006) (Applies to the number of units above the threshold for which a FEE-HELP debt was incurred)
0 - 5,999	\$98,908	\$12.36 for each unit above 5,000
6,000 and 6,999	\$111,273	\$6.18 for each unit above 6,000
7,000 or more	\$117,455	\$2.48 for each unit above 7,000

8.30 Indexation of components of grant

8.30.1 The amounts represented by A, B and C in subparagraph 11.70.1 will be indexed each year after 2006 in accordance with the method of indexation set out Part 5-6 of the Act.

CHAPTER 9 GRANTS TO ASSIST WITH TRANSITIONAL COSTS OF CHANGES TO MAXIMUM STUDENT CONTRIBUTION AMOUNTS

9.1 Purpose

9.1.1 The purpose of this chapter is to specify:

- (a) in accordance with subsection 41-15(1) of the Act, the Transitional Costs Program as a program under which grants can be paid for the purpose of assisting with the transitional costs of changes to maximum student contribution amounts as specified in item 12 of the table in subsection 41-10(1) of the Act; and
- (b) under subsection 41-15(2) of the Act, some other matters relevant to the Transitional Costs Program.

9.5 Program objectives

9.5.1 The objective of the Transitional Costs Program is to assist higher education providers with the transitional costs of the decrease in the Commonwealth contribution amount for accounting, administration, economics and commerce units of study that are undertaken by students who are *pre-2008 students*.

9.10 Eligibility

9.10.1 A higher education provider is eligible for a grant under the Transitional Costs Program for a year, if the year is 2008, 2009, 2010, 2011 or 2012 and the provider has:

- (a) an allocation of Commonwealth supported places for that year; and
- (b) students, who are classified as pre-2008 students, are enrolled in units of study in accounting, administration, economics or commerce for that year.

9.10.5 Pre-2008 students are those students to whom Item 7 of Schedule 7 of the *Higher Education Legislation Amendment (2007 Budget Measures) Act 2007* applies.

9.15 Grant amounts

For 2008

9.15.1 The Transitional Costs Program grant amount that may be determined for an eligible higher education provider for 2008 will be calculated in accordance with the following formula:

A times B

where:

A is the estimated EFTSL of *pre-2008 students* to be enrolled in that year, as determined by the Department upon consultation with the relevant provider.

B is \$1,083

For 2009 to 2012

- 9.15.5 The Transitional Costs Program grant for an eligible higher education provider that may be determined for a year being 2009, 2010, 2011 or 2012 will be calculated in accordance with the following formula:

(A times B) plus (C times D)

where:

A is the estimated EFTSL of *pre-2008 students* to be enrolled in that year, as determined by the Department upon consultation with the relevant provider.

B is \$1,083, indexed from 2009 in accordance with the method set out in Part 5-6 of the Act.

C is the difference between the 'actual EFTSL' and estimated EFTSL for the preceding year and which may be negative.

D is the value of B for the preceding year.

- 9.15.10 Actual EFTSL' is the total pre-2008 EFTSL enrolled in units of study in accounting, administration, economics or commerce for a year as verified by the provider through the student data collection required under subsection 19-70(1) of the Act and accepted by the Department for publication in annual Higher Education Student Statistics.