

Expression of Interest for prospective participating organisations 'Enhanced Pathways to Family Violence Work' – Stage 2

1. Introduction

At a glance

- On behalf of Family Safety Victoria (FSV) and the Department of Health and Human Services (DHHS), the Victorian Council of Social Service (VCOSS) is inviting Expressions of Interest for community service organisations to participate in Stage 2 of the 'Enhanced Pathways to Family Violence Work' project.
- **The Expression of Interest (EOI) process opens on 8 May 2019 and closes at 5pm on 22 May 2019.** The EOI is open to Victorian community services organisations (specialist and non-specialist).
- Stage 2 of the project commenced April 2019 (project planning and establishment phase) and will be funded for 12 months to support community service organisations to provide increased student placements in the 2020 academic year.

'Enhanced Pathways to Family Violence Work' (the project) is a flagship initiative of the Victorian Government's 10-year plan for Victoria's future family violence workforce.

The project is designed to:

- Strengthen pathways for new workers into the specialist family violence and community services sector
- Build capabilities of students and graduates to be more "work-ready".

Thirty-four (34) community service organisations participated in Stage 1 of the project, which commenced in April 2018. To maintain the positive momentum, the Victorian Government is funding a second stage of the project, creating an opportunity for up to 100 additional community services organisations ('participating organisations') to be involved and benefit from the funding, training and other capacity-building and capability-building resources.

This EOI document provides:

- Information about the project's context and scope, the role and responsibilities of participating organisations, and how they will be supported to participate.
- An overview of the EOI process for organisations that wish to participate in the Stage 2 project, including key dates.
- An EOI form which must be completed by organisations to be considered for Stage 2 project participation and funding (based on commitments made in the form), together with instructions on how and when to submit the form.

This EOI document is accompanied by a 'Frequently Asked Questions' document which communicates additional detail about the project.

2. Project context

The *Royal Commission into Family Violence* highlighted the critical importance of building a flexible and dynamic workforce that puts safety and accountability at the core of everything they do.

Through *Building from Strength: 10-Year Industry Plan for Family Violence Prevention and Response ('the Plan')*, the Victorian Government is equipping a wide range of workforces with the expertise and resources to deliver services and support needed by Victorians impacted by family violence and to prevent it from occurring in the first place.

The Plan encompasses:

- the specialist family violence workforce
- the primary prevention workforce
- other sectors that work with victim survivors and perpetrators of family violence – including (but not limited to) alcohol and other drug services, child and family services, disability services, education, health, housing and homelessness services, justice, and mental health
- other sectors that play a role in primary prevention.

The 'Enhanced Pathways to Family Violence Work' project is an important enabler for that transformational change. The project supports the development of the family violence and community services workforce by:

- Assisting specialist and non-specialist community services organisations to increase the number of student placements, creating a pipeline of future workers
- Building the skills and confidence of emerging practice leaders to provide effective supervision to students and new workers
- Creating and fostering a culture of workplace learning that sets up students and new workers for success
- Orienting students and new workers to family violence practice (in specialist and non-specialist settings).

3. Key dates and process to establish Stage 2 of the project

The EOI process at a glance

8 May 2019	VCOSS opens Stage 2 Expression of Interest (EOI)
22 May 2019	VCOSS closes Stage 2 Expression of Interest at 5pm
23 May – 27 May 2019	VCOSS collates all EOIs for submitting to DHHS
28 May – 30 May 2019	DHHS reviews all submitted Expressions of Interest DHHS determines successful applicants and their project funding allocation
31 May 2019	DHHS notifies all applicants of the EOI outcome DHHS advises successful applicants of their project funding allocation based on commitments made in the EOI form
21 June 2019	Last date for participating organisations to email DHHS their invoice for project funding. No invoices for project funding can be accepted after this date.

Up to 100 additional community service organisations in Victoria will have the opportunity to participate in Stage 2 of the project.

To be considered for participation in Stage 2, community service organisations are required to:

- Complete the 'Expression of Interest' form provided in this document, and
- Email the completed 'Expression of Interest' form to VCOSS at link@vcooss.org.au by 5pm on Wednesday, 22 May 2019. Please note that no late submissions can be considered.

Representatives of the DHHS project team will contact organisations to verify the information provided in the submitted EOI on a rolling basis (i.e. as EOIs are received).

There will be no additional steps in the application process. Once the EOI closes, DHHS will determine successful applicants and notify all organisations of the outcome and decision on 31 May 2019.

In this communication on 31 May, successful organisations will be:

- Advised of the quantum of project funding (the 'funding support package') they have been allocated by DHHS. (More detail about how project funding is calculated is provided in the 'Frequently Asked Questions' document accompanying this EOI).
- Directed to submit an invoice for project funding to DHHS **by 21 June 2019**.

Please note that:

- EOIs sent to other email addresses may not be seen and therefore only EOIs sent to email link@vcooss.org.au can be considered.
- EOIs submitted after the closing date and time cannot be considered. EOIs must be received by 5pm on Wednesday, 22 May 2019.
- Organisations that have already received project funding in Stage 1 can apply to participate in Stage 2 of the project **only if they can demonstrate that a different workforce/region/client cohort would benefit from participating in Stage 2**. To be considered for inclusion in Stage 2, EOIs from previous participating organisations must provide detailed information articulating the case for further funding.
- Whilst VCOSS – as the community sector peak body – is coordinating the EOI process, the final decision and outcome of the process rests with DHHS and FSV.
- Stage 2 of the project commenced in April 2019 (project establishment phase) and will be funded for 12 months.
- DHHS can only release the ‘funding support package’ allocated to each Stage 2 participating organisation upon receipt of an invoice from the organisation. The DHHS deadline for receiving invoices from Stage 2 participating organisations will be 5pm on 21 June 2019. Invoices will need to be sent directly to DHHS (not VCOSS) via email enhancedpathwaysfv@dhhs.vic.gov.au. Unfortunately, no invoices for project funding can be accepted after 21 June 2019.

4. Scope of the project

4.1 Participating organisations' role and responsibilities

Participating organisations will receive funding, access to training for staff and other resources to assist them in the project, including the support of a dedicated Capability Building Coordinator. More detail about the support available to participating organisations is provided in section 4.2 of this document and in the accompanying 'Frequently Asked Questions'. Queries regarding participating in the project can also be directed to enhancedpathwaysfv@dhhs.vic.gov.au or to Anita Wallace on 9096 8520.

In return, Stage 2 participating organisations will be required to:

- Deliver an increase in their student placement headcount for the 2020 academic year compared to previous annual student placement numbers. (DHHS will not proscribe a percentage increase in student placements in 2020 – rather, through the EOI process, prospective participating organisations are requested to make an assessment and commit to a figure that their organisation can realistically deliver with project funding and other project resources).
- Work with their designated Capability Building Coordinator to:
 - Participate in student placement planning in 2019 for the 2020 academic year, including attending a statewide planning meeting to be held in Melbourne.
 - Promote and facilitate student placement opportunities for the 2020 academic year, to meet their project commitment.
 - Use the Placeright web-based system for student placement planning and administration.
 - Implement the 'Best Practice Clinical Learning Environment' (BPCLE) Framework and tools to foster and create a workplace culture of learning. (Specifically, all participating organisations will be required to complete the initial organisational self-assessment in BPCLE. Engagement with additional BPCLE features will be at the discretion of each participating organisation.)
 - Ensure student supervisors participating in the project attend General Supervision Training and Family Violence Supervision Training. (More detail about the training is provided in the accompanying 'Frequently Asked Questions' document.)
 - Introduce the project's 'Orientation to Family Violence Work Guidelines' (developed in collaboration with the sector as part of the first year of the project) to student supervisors, ensure this resource is implemented for all student placements in the project, and identify opportunities to embed the resource more broadly in their organisation.
- Participate in a Community of Practice facilitated by their Capability Building Coordinator.
- Participate in project evaluation as identified by DHHS.

4.2 Support available to participating organisations

Each participating organisation will:

- Receive a funding support package (linked to the commitment to the 2020 number of student placements and the number of staff being sent to general and family violence supervision training) to contribute to costs associated with project participation, including (but not limited to) costs associated with staff training and backfill.
- Receive dedicated support from a project Capability Building Coordinator (CBC) who will:
 - Assist organisations to build their capacity and capability to provide student placements. This assistance will include (but not be limited to) expert support to establish and implement the web-based Placeright student placement management system used in the project and other complementary tools, systems and administrative support that assist organisations with placement management.
 - Support organisations to develop formal partnerships with education providers (Vocational Educational and Training providers and Universities) as required, across a range of relevant disciplines.
 - Liaise with staff and training providers to ensure all identified staff attend training to build their capability in supervision and increase their understanding of family violence practice. CBCs will also be able to assist organisations to identify and source additional training options where there are additional capability building needs relevant to the project.
 - Support supervisors to build their supervision capability and understanding of family violence practice through facilitation of a Community of Practice.
 - Foster a workplace culture of learning by supporting the organisation's implementation of the BPCLE Framework and relevant BPCLE tools.
 - Introduce and support the implementation of the 'Orientation to Family Violence Practice Guidelines'.

Further information

The EOI form is provided over the page (starting on page 7 and finishing on page 14), and there is a separate, accompanying 'Frequently Asked Questions' document. **For any further information about the EOI**, please contact Deborah Fewster, Manager Advocacy and Engagement, VCOSS at deborah.fewster@vcoss.org.au

Please note that there is a dedicated email address to submit the completed EOI form. All EOIs must be submitted to the following email address: link@vcoss.org.au

Expression of Interest form to participate in 'Enhanced Pathways to Family Violence Work' – Stage 2

About your organisation

Organisation name

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Address

Street Address	
Suburb	
State	
Postal Code	
Website Address	

Key project contact

Name	
Position	
Phone number	
Email address	

Details of authorised representative who has approved the EOI (CEO or CEO delegate)

Name	
Position	
Phone number	
Email address	

Services provided by your organisation

What are the main services provided by your organisation, e.g. homelessness, alcohol and other drugs, child and family, disability, family violence response, mental health etc.

Services provided	
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Participating in the project

Please indicate your readiness and willingness to participate in the Project by marking with an 'X':

Emailing an invoice to DHHS for project funding by 21 June 2019	
Working closely with the allocated Capability Building Coordinator (CBC)	
Participating in student placement planning in 2019, including using Placeright for student placement planning and management and the option to attend a statewide planning meeting (CBCs can attend on behalf of participating organisations)	
Delivering an increased number of student placements in your organisation in the 2020 academic year (compared with 2019), in line with the commitment made in your EOI form	
Implementing the Best Practice Clinical Learning Environment (BPCLE) Framework – including completing the initial organisational self-assessment (and utilising other BPCLE features as relevant to your organisational context)	
Implementing a Student Placement Agreement (utilising the DHHS Student Placement Agreement pro forma where the participating organisation and/or the Vocational Education and Training Provider or University does not have an existing, equivalent Student Placement Agreement document)	
Sending all nominated staff (student supervisors) to general and family violence supervision training	
Supporting supervisors to be part of a Community of Practice facilitated by the CBC	
Implementing the Orientation to Family Violence Work Practice Guidelines for each student on placement.	
Participating in the project evaluation	
Allowing the information provided in this EOI form to be provided for project evaluation	

Question	Answer
<p>Did your organisation participate in the Stage 1 of the Enhanced Pathways to Family Violence Work Project project</p> <p>Yes/no</p>	

If you answered 'NO', please proceed to 'Student placement activity and capability' questions on the following page

If you answered 'YES', please respond to the following questions about your participation in Stage 1 of the Enhanced Pathways to Family Violence Work Project project.

Question	Answer
<p>How many students did you commit to place in 2019?</p>	
<p>How many staff did you commit to sending to General Supervision Training?</p>	
<p>How many staff did you commit to sending to Family Violence Supervision Training?</p>	
<p>Did your organisations meet all project commitments and deliverables in Stage 1?</p> <p>Yes/No</p>	
<p>What are the organisational impacts of your previous participation in Stage 1 of the Enhanced Pathways to Family Violence Work Project project?</p> <p>(Provide comprehensive details)</p>	

Question	Answer
<p>How is your organisation <u>sustaining</u> the benefits derived from participating in Stage 1 of the Enhanced Pathways to Family Violence Work Project project? (Provide comprehensive details)</p>	
<p>Provide comprehensive information about how participating in <u>Stage 2</u> would benefit a <u>different</u> workforce(s) at your organisation and/or a <u>different</u> region(s)/location(s) in Victoria and/or a <u>different</u> client cohort(s), compared with your participation in Stage 1.</p> <p>Please note that only responses from previous participating organisations that demonstrate benefits to different workforces, regions/locations and/or client cohorts will be considered for inclusion in Stage 2.</p>	

Student placement activity and capability

Please respond to the following questions about your current student placement activity.

Question	Answer
<p>Does your organisation currently provide placement to students who are completing qualifications that would lead to employment in the community services sector? <i>Yes/no</i></p>	

If you answered 'No', please proceed to the next section in this EOI form headed 'Proposed Student Placement Activity'.

If you answered 'Yes', please answer the following questions on the next page.

Question	Answer
<p>How many students did you have on placement in 2018?</p> <p><i>This should be provided as total student head count in 2018, not student placement hours.</i></p>	
<p>How many students will you have on placement in 2019?</p> <p><i>If all student placements for 2019 have been booked and/or completed, please provide the total number of student placements (head count) you have delivered or are on track to deliver in 2019.</i></p> <p><i>If bookings for 2019 are still being made, please provide your organisation's projected number of student placements (head count) and a brief statement explaining the basis for that projection.</i></p>	
<p>What type of student placements do you currently provide?</p> <p><i>Please list the main disciplines and qualifications/courses for which you provide placements.</i></p>	
<p>In which services or program areas of your organisation do you currently place students?</p>	
<p>How do you currently manage the administration of student placements?</p> <p><i>E.g. Placeright, diary, Excel spreadsheet.</i></p>	

Question	Answer
<p>Do you have any existing partnerships or agreements with education providers for student placements?</p> <p><i>Yes/no/not sure</i></p>	
<p>If 'Yes', provide list your education provider partners (name of institution).</p>	

Proposed Student Placement Activity through participation in Enhanced Pathways to Family Violence – Stage 2

Please respond to the following questions about your **proposed** student placement activity as part of this project (taking into account that you will have dedicated support from a Capability Building Coordinator, training for staff, a funding support package and other tools and resources).

Please note that the funding support package will be based on the answers provided in this section of the EOI form – as such, answers to the following questions constitute commitments to activity.

Question	Answer
<p>How many students* will your organisation commit to placing in the 2020 academic year? (2020 student placements must be increased compared with previous annual student placements.)</p> <p><i>This number is a commitment for which funding will be allocated and will be one of your contracted deliverables for this project. Please ensure this is an achievable commitment for your organisation.</i></p>	
<p>How many of your staff have completed General Supervision Training?</p>	

Question	Answer
<p>How many staff (student supervisors) will you commit to sending to General Supervision Training as part of this project?</p> <p><i>This number is a commitment for which funding will be allocated and will be one of your contracted deliverables for this project. Please ensure this is an achievable commitment for your organisation.</i></p>	
<p>How many of your staff have completed Family Violence Supervision Training?</p>	
<p>How many staff (student supervisors) will you commit to sending to Family Violence Supervision Training as part of this project?</p> <p><i>This number is a commitment for which funding will be allocated and will be one of your contracted deliverables for this project. Please ensure this is an achievable commitment for your organisation.</i></p> <p>Prior to attendance at ‘Family Violence Supervision Training’ there is a requirement for staff to attend foundational family violence training unless they are family violence practitioners or have already completed foundational family violence training.</p>	
<p>How many staff will you need to send to foundational family violence training (prior to attending ‘Family Violence Supervision Training’)?</p>	

*Please note the following information about the scope of this project:

Within scope: Students on placement for qualifications which enable students to enter practice in a profession or occupation for the first time, or enable graduates to apply directly for initial registration (where applicable).

Outside of scope: Qualifications that do not lead to initial entry to practice in a profession or occupation, upskilling courses, professional development courses for qualified professionals or current occupational workforce.

Sustaining project benefits

Please respond to the following questions about sustaining the benefits of the project

Question	Answer
What are the anticipated organisational benefits of participating in this project (Stage2)?	
How will your organisation sustain the benefits derived from participating in Stage 2 of the Enhanced Pathways to Family Violence Work Project project?	

Family violence service system

What (if any) family violence response does your organisation already provide?

For example, risk assessment (specify resources or frameworks used), referrals to specialist family violence services, provision of support to victims, interventions for perpetrators.

Does your organisation currently have policies or procedures for responding to family violence?

Other information

Please provide other relevant information in support your expression of interest. *For example, this may include work your organisation has done to build partnerships with educational providers, or other relevant projects*