

# Innovations Program: 2010 ACT E-learning Innovations Guidelines for Applicants



**Australian Government**

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Department of Education, Employment  
and Workplace Relations

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## About the Australian Flexible Learning Framework

The E-learning Innovations business activity is funded through the Australian Flexible Learning Framework (Framework<sup>1</sup>). The Framework provides the vocational education and training (VET) system with the essential e-learning infrastructure and expertise needed to respond to the challenges of a modern economy and the training needs of Australian businesses and workers.

The *2008–2011 Framework Strategy*<sup>2</sup> has three strategic priorities:

- building on the national investment in essential e-learning infrastructure
- investing strategically in business–training provider partnerships between registered training organisations (RTOs) and business or industry
- investing in empowering learners to take control of their own learning.



The 'Build on essential e-learning infrastructure' priority is implemented through the Framework's **Leadership Program**, which is responsible for consolidating the essential infrastructure, knowledge creation and support services that are central to ensuring continuity and connectedness in the pursuit of mainstreamed e-learning in the VET system.

The 'Invest strategically in business-training provider partnerships between RTOs and business or industry' and 'Invest in empowering learners' strategic priorities are implemented through the **Innovation Program**. This program supports the embedding of e-learning in Australian VET through the provision of funding, resources and support to RTOs to work with business, learners and industry clusters. Recipients of funding are required to use the essential e-learning infrastructure eg Flexible Learning Toolboxes (Toolboxes<sup>3</sup>), e-standards<sup>4</sup>, LORN<sup>5</sup> and e-learning services created by the Leadership Program.

**E-learning Innovations** is a business activity within the Innovation Program.

<sup>1</sup> <http://flexiblelearning.net.au>

<sup>2</sup> <http://www.flag.edu.au/content/2008-2011-framework-strategy>

<sup>3</sup> <http://flexiblelearning.net.au/toolboxes>

<sup>4</sup> <http://flexiblelearning.net.au/e-standards>

<sup>5</sup> <http://flexiblelearning.net.au/lorn>

## About E-learning Innovations

The E-learning Innovations business activity supports Australian RTOs to embed e-learning as a key aspect of their business strategy and become more responsive to employers and learners who are increasingly demanding flexibility, choice and control over the time, place and mode of delivery.

This is a national business activity with competitive funding rounds conducted in each state and territory tailored to local priorities. In 2010 a total of \$5.3m will be allocated nationally for projects and their support to:

- support business-training provider partnerships that can drive the integration of e-learning into business and training
- empower learners through projects which target the needs of individuals in the community or existing and future students of the RTO.

RTOs are eligible to apply for this funding. RTOs are registered by state and territory training authorities to deliver nationally recognised training. This means training that:

- is recognised by all RTOs throughout Australia
- is part of a training package that has been developed to meet the needs of a particular industry, and
- results in a qualification that is part of the Australian Qualifications Framework (AQF<sup>6</sup>).

Funded organisations invest in either a **business-training provider partnership** project which targets the workforce development needs of the partner's business, or in an **empowering learners** project which addresses specific learner needs relating to the mode, timing, place and/or structure of their learning.

RTOs are required to contribute matched funds and/or in-kind contributions to their project. Projects are undertaken between May and November of each year.

### ***Why you should apply***

E-learning Innovations projects collectively offer multiple benefits to the VET system.

- RTOs benefit from new opportunities to form partnerships with business to address workforce development needs and broaden the range of services offered to learners through innovative e-learning.
- Businesses benefit from developing strong relationships with training providers who get to know their business and tailor e-learning to their organisational context.
- Individual learners benefit from greater access to e-learning opportunities that offer personalised e-learning solutions beyond those based on traditional classroom-based structures.
- All parties benefit from increased access to strengthened e-learning infrastructure.

Information about previously funded E-learning Innovations projects can be found at <http://www.flexiblelearning.net.au/teamprofiles>

Information on all Framework initiatives and resources are available from the Framework website at <http://www.flexiblelearning.net.au>

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<sup>6</sup> <http://aqf.edu.au/>

# 2010 Guidelines for funding

## ***Eligibility***

Funding is open to Australian RTOs. All funded projects must be led by an RTO or an RTO in partnership with identified stakeholder(s).

## ***Project category***

Within the ACT, selection processes will allocate:

1. At least 40% of funds to business-training provider partnerships.
2. At least 40% of funds to empowering learners.

**Business-training provider partnership** projects involve a demonstrable relationship with one or more businesses and/or employers who have engaged the services of the RTO to embed e-learning solutions in that workplace or business.

The focus of the delivery solution is on the employees of that business and the business partner is expected to be a key driver in the implementation of the solution. Businesses may include any employer organisation including small businesses, government bodies, non-profit organisations, volunteer organisations.

**Empowering learners** projects target the needs of individuals in the community or existing and future learners of the RTO through stimulating demand, providing greater choice, responding to the needs of disadvantaged learners and through facilitating increased RPL (recognition of prior learning).

These projects empower learners through providing greater access, control or other benefit to learners through the project. While any learners can be targeted in this category, priority will be given to applications which target youth at risk, Indigenous learners, learners with disabilities mature age workers, and learners who are disadvantaged because of their location and/or their inability to access technology.

## ***Alignment to the ACT VET priorities***

The [ACT Annual Vocational Education and Training \(VET\) Priorities 2010](#) (PDF 6.4 MB) provides a set of priorities that guides government funding of vocational education.

1. The **industry priorities** for the ACT are:
  - government services industry
  - construction and property services industry
  - community services and health industry
  - innovation and business skills industry
  - services industry.
2. The ACT **training priority groups** are:
  - people with a disability (PWD) which may affect access to training and employment
  - Indigenous Australians
  - mature aged workers (aged 40 years and over) (MAW)
  - youth at risk (aged 15-19 years)
  - small business (fewer than 20 employees actively involved in business activities or directly employed with the business).

3. The **enabling priorities** for 2010 are:

- business services, particularly supervision and management
- information technology (IT)
- employability skills
- basic literacy and numeracy skills
- training and assessment
- recognition of existing skills

4. Skills for **sustainability**.

### ***Project focus***

Funded projects will:

- support a VET qualification, skills set, and/or accredited program
- be based on a clearly identified issue or need with a compelling business case for e-learning
- embed sustainable, quality e-learning processes and practices in the RTO's delivery of VET programs to learner groups identified in the project
- require formal support of the CEO of the applicant RTO and, where relevant, clear involvement of business partners and stakeholders
- show how they are building on past practice and contributing to the national VET e-learning infrastructure
- focus on supporting learners within the ACT Community.

### ***Funding***

Within the ACT applicants may apply for funding ranging from \$20,000 to \$50,000 (plus GST) for ACT E-learning Innovations projects.

Applicants will be required to demonstrate that they will match the funding on a dollar-for-dollar basis. Matched funding can include in-kind contributions.

#### **Funding can be used for:**

- project management
- project roles eg learning design, content writing, content development, facilitation/delivery
- IT/tech support and communication
- promotion/marketing
- coaches/mentors/workplace champions
- administrative costs.

#### **Funding cannot be used for**

- purchase of infrastructure, equipment or software
- entry level e-learning awareness training
- professional development projects
- coordination of one-off events such as conferences
- providing security to obtain any form of credit.

Please contact the ACT E-learning Innovations Coordinator for more information on funding arrangements in the ACT, contact details are on page 8 of these guidelines.

## ACT Timelines

Milestones	Timeline (2010)
General Framework funding opportunities advertised	Monday 18 January
Online application opens	Monday 1 February
Information session for ACT funding opportunities	Wednesday 3 February
ACT Toolbox workshop followed by information session	Tuesday 16 February
Applications close	Tuesday 2 March
ACT selection	Tuesday 16 March
ACT selection process completed	Friday 19 March
Advice provided to successful ACT applicants	<i>From</i> Friday 19 March
ACT induction workshop (full day and face-to-face)*	Tuesday 30 March
Establishment of contractual arrangements and first payment	April/May
Project public updates on progress	<i>Ongoing</i>
Team visit by ACT E-learning Innovations Coordinator	Monday 2 – Friday 6 August
Online mid-year progress report due	<i>By</i> Friday 6 August
ACT progress reporting (full day and face-to-face)* and second payment	Tuesday 17 August
Presentation to ACT or Framework Community (online or face-to-face)	<i>To be negotiated</i>
Online final report due	<i>By</i> Tuesday 30 November
Handover of deliverables, financial acquittal and final payment	<i>By</i> Tuesday 30 November
ACT E-learning Showcase & Exhibition (full day and face-to-face)*	Tuesday 7 December

\* attendance and participation from project team expected

## 2010 Project selection

The 2010 application form has been designed to guide you through a process where you will, if you answer all the questions, address all selection criteria and develop a working business case for e-learning that, should you be successful in obtaining funding, will allow you to commence immediately.

The **working version** of the *2010 ACT E-learning Innovations Application Form* is designed to assist RTOs and their business partners in developing their application, prior to them completing the **online application** which will be available from Monday 1 February 2010 at: <http://flexiblelearning.net.au/innovations/2010application>

**ACT applications must be lodged by 5.00pm on Tuesday 2 March 2010.**

A selection panel will conduct a merit based assessment of applications for E-learning Innovations funding shortly after applications close on Tuesday 2 March 2010. The ACT E-learning Innovations Coordinator may contact you during the selection period on behalf of the selection panel to seek clarification on your proposal if necessary.

The selection panel will inform applicants of the results of the selection process from Friday 19 March 2010. Appeals will not be considered.

Criteria specific to each category, where applicable, is noted below. These criteria will be the basis on which the selection panel determines the merit of applications.

## **Selection criteria**

### **1. Project overview**

- Overview provides sufficient evidence of eligibility, contact details and summary information to allow panel to short-list applicant.

### **2. Project proposal provides**

- Compelling need and strong business case.
- Genuine commitment and involvement of business partners (including statements of support from relevant stakeholders as per Appendix 1).
- Clear description of employee/learner cohort being targeted and understanding of needs of learners.
- Educationally sound e-learning approach including descriptions of strategies and tools being employed.
- Appropriate review and evaluation strategies within project period.

### **3. Implementation plan**

- Action plan is viable and provides evidence of good planning.
- Project team has capability to execute project and implement proposed e-learning strategy.
- Realistic budget is provided for achieving project outcomes.
- Milestones and budget match learning strategy being described.
- Effective measures for disseminating and sharing new knowledge are described.

### **4. Project impact**

- Proposal shows how project outcomes will result in effective uptake and sustainability of e-learning within the RTO (and, if applicable, the partner organisation).
- Genuine benefits to stakeholders are evident.
- Proposed project deliverables show how the project will build on and contribute to the national VET e-learning infrastructure.

## **Important:**

**ACT E-learning Innovations funding will be prioritised to applications that support learners in the ACT Community.**

**Applications must align to an ACT VET priority** (refer to pages 3-4 of these guidelines).

## ***Project requirements***

If you are successful in winning funding you will be required to comply with the following:

### **Project commencement and support**

Successful applicants will enter an agreement with the Canberra Institute of Technology (project managers of ACT E-learning Innovation on behalf of the ACT Government) which will outline the detail of the project, project deliverables, milestones, funding arrangements and reporting requirements. The project team will be supported throughout the duration of the project via a range of activities and processes implemented by the ACT Framework Team, including:

- induction workshops upon commencement
- monitoring and support from ACT E-learning Innovations Coordinator
- integration of other Framework products and resources, and establishment of strong links with the ACT based Framework E-learning Coordinator, Toolbox Champion and/or other relevant stakeholders as required
- involvement in national networks and events.

National coordination will provide linkages across jurisdictions and Framework business activities.

### **Project reporting**

Each approved project will formally report twice annually to their ACT E-learning Innovations Coordinator:

- outcomes-focused progress report (6 August)
- a final outcomes-focused report at the conclusion of the project (30 November).

Each project is required to keep accurate records of income and expenditure associated with the project.

### **Project communication and participation in promotions**

Funded projects will be required to participate in nationally and locally coordinated information gathering and sharing strategies, provide regular public updates on progress and contribute to promotional events such as end of year showcases or online events.

Projects are also expected to support and encourage knowledge sharing in the sector beyond the life of the project within 18 months of project commencement.

### **Branding**

Framework branding is to be used on all learning content and materials contributed to the national VET e-learning infrastructure on completion of projects.

### **Copyright and intellectual property**

a) Intellectual property in any material produced under projects conducted under the Framework will vest in the Commonwealth.

b) Where third parties own intellectual property in existing material (ie material drawn from existing sources incorporated into project material), project managers or private entities (where relevant), must obtain a licence for the Commonwealth in this material, so as to ensure that the Commonwealth (and any other person or organisation under licence from the Commonwealth) will be able to use the project material for its intended purpose and without breaching third party intellectual property rights.

Where project managers subcontract Framework projects to other persons or organisations other than states or territories, then those project managers must enter into arrangements with those persons or organisations consistent with (a) and (b) above.

### **Engagement with national VET e-learning infrastructure**

E-learning Innovations projects build on essential VET e-learning infrastructure by utilising and contributing where appropriate to the products and resources developed and maintained through the Framework's Leadership Program.

Applicants for 2010 E-learning Innovations funding should show how they will engage with the national VET e-learning infrastructure (such as e-standards, resources, guidelines and professional networks etc), when framing their e-learning solutions.

For more information on what is available within the national VET e-learning infrastructure, refer to <http://flexiblelearning.net.au>

### **Project deliverables**

Projects will be required to clearly show how they will return benefit to the training system on completion of their projects. Any materials contributed to the national e-learning infrastructure on completion of projects will be made available for the adaptation of others.

Projects developing learning objects must refer to the 'E-learning Innovations Toolkit' (available from <http://flexiblelearning.net.au/toolkit>) to ensure that their contribution:

- Complies with the national technical content standards.
- Will be developed for distribution through [LORN](#) where possible.
- Will avoid duplication. Projects are expected to check for relevant content in the national Toolbox Repository<sup>7</sup> prior to applying for projects. If similar content already exists, funding preference will be given to projects customising or enhancing Toolbox learning objects rather than new development.

## **Contact information**

Should you require any further information regarding the E-learning Innovations project funding process and guidelines for the ACT, please contact the ACT E-learning Innovations Coordinator:

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<sup>7</sup> <http://flexiblelearning.net.au/toolbox/repository>