

**Innovations Program:
2011 E-learning Innovations
Guidelines for Applicants
South Australia**

flexiblelearning.net.au



Australian Government

**Department of Education, Employment
and Workplace Relations**

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Table of Contents

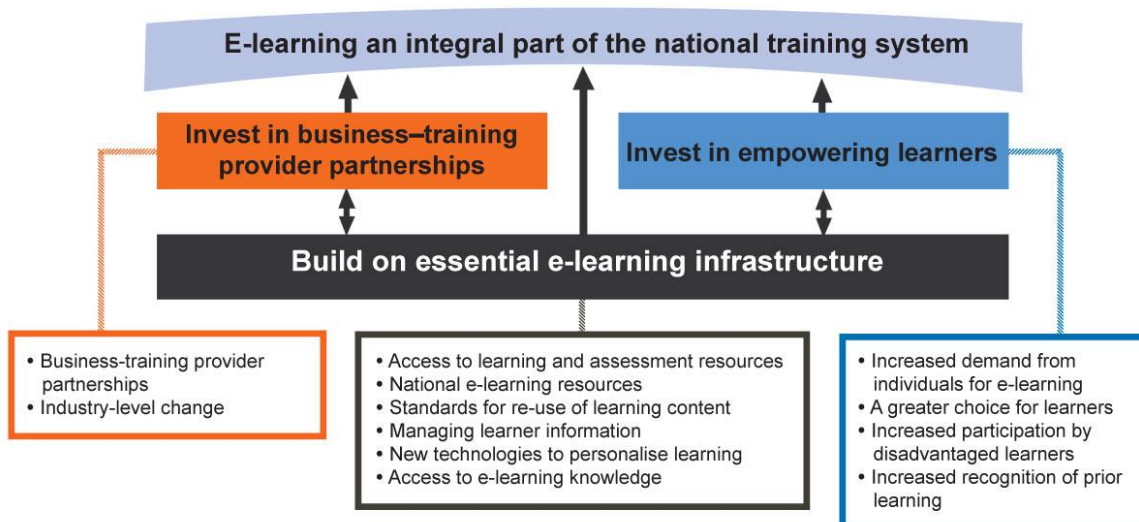
About the Australian Flexible Learning Framework.....	1
About E-learning Innovations.....	2
<i>Why you should apply</i>	2
2011 Guidelines for funding.....	3
<i>Eligibility</i>	3
<i>Project category</i>	3
<i>Alignment to South Australian priorities for e-learning</i>	3
<i>Project focus</i>	4
<i>Funding</i>	4
Timelines.....	5
2011 Project selection.....	5
<i>Selection criteria</i>	5
<i>Project requirements</i>	6
Contact information.....	8

About the Australian Flexible Learning Framework

The E-learning Innovations business activity is funded through the Australian Flexible Learning Framework (Framework¹). 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*² 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 (Toolboxes³), e-standards⁴, LORN⁵ and e-learning services created by the Leadership Program.

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

¹ <http://flexiblelearning.net.au>

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

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

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

⁵ <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 2011 a total of \$2.6m 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 (AQF⁶).

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>

⁶ <http://aqf.edu.au/>

2011 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 South Australia, 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 South Australian priorities for e-learning

Applications are encouraged from RTOs servicing:

- Skills shortages
- Up-skilling / re-skilling (mature age)
- Disengaged from workforce (youth / disability)
- Recognition of prior learning (RPL)
- Mining / defence
- Arts
- Migrants / ESL
- ACE / community groups
- Remote / regional learners
- Small business
- Sustainability skills

- Indigenous learners
- E-assessment

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.

Funding

Within South Australia applicants may apply for funding ranging from \$10,000 to \$50,000 for 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
- travel for team members to attend induction and other South Australian workshops.

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 your South Australian Innovations Coordinator for more information on funding arrangements in South Australia. Their contact details are on page 8 of these guidelines.

Timelines

Milestones	Timeline
General Framework funding opportunities advertised	24 August 2010
Applications close	22 September 2010
Selection process completed	29 September 2010
Advice provided to successful applicants	From 6 October 2010
Project induction and commencement	22 October 2010
Project implementation plan	5 November 2010
Team visit(s) by Innovations Coordinator	Mid February 2010
Team mid-year progress report and second payment	February 2011
Project public updates on progress	Ongoing
Team final report	29 April 2011
Handover of outputs	29 April 2011
Project acquittal and final payment	30 June 2011

2011 Project selection

The 2011 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.

Applications must be lodged by 5.00pm South Australian time on Wednesday 22 September 2010.

A selection panel will conduct a merit based assessment of applications for E-learning Innovations funding shortly after applications close on 22 September 2010. The selection panel may contact you during the selection period to seek clarification on your proposal if necessary.

The selection panel will inform applicants of the results of the selection process from 6 October 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.

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 form a contract with the South Australian Government. The contract 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 each state/territory, including:

- induction workshop upon commencement
- monitoring and support from the SA Innovations Coordinator
- integration of other Framework products and resources, and establishment of strong links with the SA 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 state/territory Innovations Coordinator:

- outcomes-focused progress report (February 2011)
- a final outcomes-focused report at the conclusion of the project (29 April 2011).

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 2011 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 Repository⁷ 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.

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

Contact information

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

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