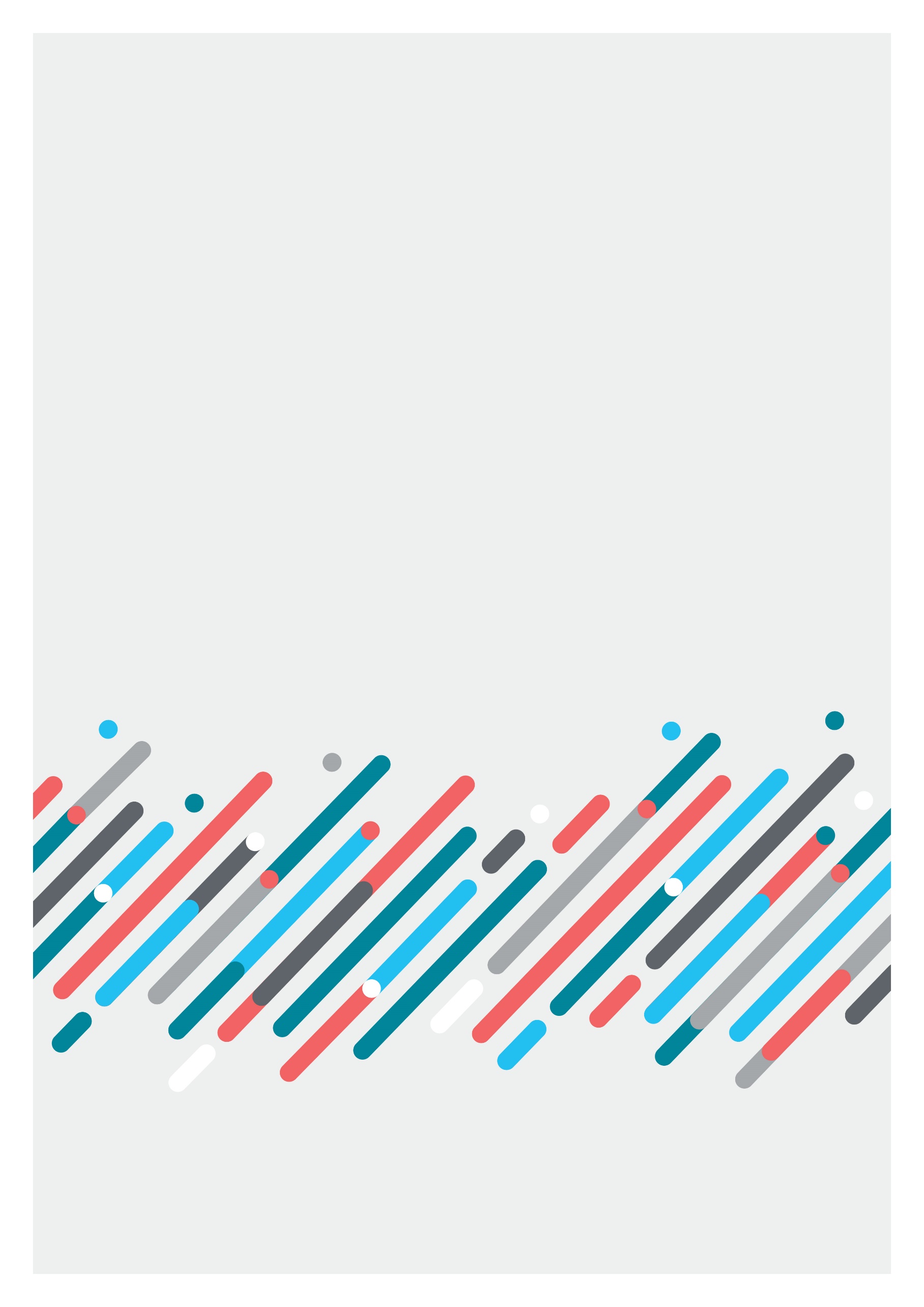
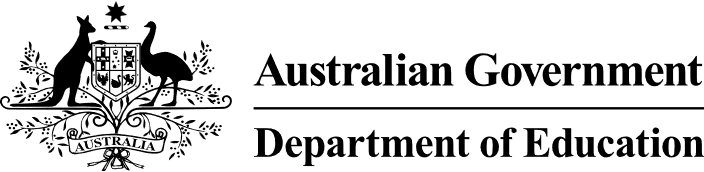
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# Strong Beginnings (Transition) Fund 2024

Administrative information for applicants

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The document must be attributed as the (Capital Grants Guidelines).

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## General Information

### Introduction

1. The *Strong Beginnings (Transition) Fund 2024: Administrative information for applicants* sets out detailed information about the administration of the Australian Government’s Strong Beginnings (Transition) Fund.
2. The *Strong Beginnings (Transition) Fund 2024: Administrative information for applicants* should be read alongside the [*Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024*](https://www.legislation.gov.au/F2024L00469/asmade/text) which amends the *Higher Education Support (Other Grants) Guidelines 2022*.If there are any inconsistencies between these documents, the Guidelines prevail to the extent of the inconsistency.

### Definitions

1. The following terms used in this document have the meanings provided below.

#### Core Content

1. The core content as listed in Schedule 2 of the [addendum: Accreditation of Initial Teacher Education programs in Australia Standards and Procedures,](https://www.legislation.gov.au/F2024L00469/asmade/text) as developed by the Australian Institute for Teaching and School Leadership (AITSL).

#### Eligible ITE course

1. An eligible ITE course is a [course recognised by AITSL](https://www.aitsl.edu.au/deliver-ite-programs/apl) under the Accreditation of Initial Teacher Education Programs in Australia: Standards and Procedures (Accreditation Standards and Procedures), and which was accredited by the relevant Teacher Regulatory Authority (TRA) as at 31 October 2023.

#### ITE

1. Initial teacher education.

#### ITE provider

1. A higher education provider offering ITE courses.

#### Teacher Regulatory Authority

1. A Teacher Regulatory Authority (TRA) is a State or Territory authority that is responsible for the registration of qualified teachers and for accrediting ITE courses under the Accreditation Standards and Procedures.

#### The department

1. The Australian Government Department of Education

## Strong Beginnings (Transition) Fund – overview

### Legislative Authority

1. The Strong Beginnings (Transition) Fund is established as a grant program under Part 2-3 of *Higher Education Support Act 2003* (the Act).
2. Section 238-10 of the Act provides that the Minister for Education make Other Grants Guidelines to, amongst other things, provide for matters necessary or convenient to be provided in order to carry out or give effect to Part 2-3 of the Act in relation to grants payable under that Part.
3. The Minister has made the *Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024* to amend the *Higher Education Support (Other Grants) Guidelines 2022* to establish the Strong Beginnings (Transition) Fund.

### Objectives

1. The objective of the Strong Beginnings (Transition) Fund is to improve the quality of ITE courses by supporting higher education providers to ensure their ITE courses align with new core content described in the Accreditation Standards and Procedures.
2. Aligning ITE courses with the new core content includes reaccrediting ITE courses with the relevant TRA by 31 December 2025, outside of the usual five yearly accreditation cycle.
3. The Strong Beginnings (Transition) Fund was established in response to [*Strong Beginnings: Report of the Teacher Education Expert Panel*](https://www.education.gov.au/quality-initial-teacher-education-review/resources/strong-beginnings-report-teacher-education-expert-panel)(the Report), released on 6 July 2023. The Teacher Education Expert Panel was established by the Australian Government to improve ITE to boost graduation rates and ensure graduating teachers are better prepared for the classroom.
4. The Strong Beginnings (Transition) Fund implements Recommendation 6 from the Report.

### Funding available

1. A grant amount of $15,000 is available for each eligible ITE course.

### Contact information

1. Please contact the department at [TeacherEducation@education.gov.au](mailto:TeacherEducation@education.gov.au) for any queries relating to the Strong Beginnings (Transition) Fund.

## Eligibility for grant funding

### Eligible higher education providers

1. Australian higher education providers offering accredited ITE courses as at 31 October 2023 are eligible for grant funding. This includes Table A providers as listed in the Actand the following providers:

* Alphacrusis University College
* The Australian College of Physical Education
* Christian Heritage College
* Eastern College Australia
* Excelsia College
* Holmesglen Institute
* Melbourne Polytechnic
* Montessori World Educational Institute Australia
* Tabor College
* Avondale University.

### Eligible courses

1. Eligible ITE courses are courses recognised by AITSL under the Accreditation Standards and Procedures, and which were accredited by the relevant TRA as at 31 October 2023.

## Application process

### Preparing an application

1. Applicants must complete the ‘Strong Beginnings (Transition) Fund Grant application form’ (see attachment 1) in full. Each ITE provider should submit one application form that covers all ITE courses for which the provider is seeking funding.
2. Evidence must be provided that each ITE course for which grant funding is sought was accredited by the relevant TRA as at 31 October 2023. For example, evidence could be in the form of correspondence from the TRA that shows the period the course accreditation is valid for.
3. Attached evidence should be clearly labelled. There is space in the application form to list each attachment and the course(s) it relates to.
4. The declaration in the application form should be made by the ITE provider’s Dean of Education or similar, or their representative.

### Lodging an application

1. Applications must be provided to the department no later than 5.00 pm Canberra local time, Monday 20 May 2024.
2. Email completed application forms, along with any attached evidence, to [TeacherEducation@education.gov.au](mailto:TeacherEducation@education.gov.au). Please use ‘Strong Beginnings (Transition) Fund grants’ in the subject line.
3. The department will not accept applications by post or fax.

### Notification of approval

1. The department will inform each applicant of the outcomes of their applications in writing.

### Payment of grants

1. Grants will be paid to ITE providers through the Unipay system, as a once-off payment of the full grant amount.

## Conditions of grant

1. The conditions of grant are specified in the *Higher Education Support (Other Grants) Guidelines 2022,* as amended by the *Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024*.
2. ITE providers that receive a grant must use the grant funding to:

* review their ITE courses and make changes necessary to include core content; and
* reaccredit their ITE courses with the relevant TRA by 31 December 2025 (or another date stipulated by their TRA in accordance with their state or territory legislative frameworks).

1. Examples of how the grant funding could be used include, but are not limited to, reviewing ITE course content against the core content, updating or developing curriculum resources and professional development resources for staff to cover core content, and preparing documentation required for reaccrediting ITE courses with the relevant TRA.

### Reporting Requirements

1. ITE providers in receipt of a grant under the Strong Beginnings (Transition) Fund will be required to report to the department by 31 December 2025, in the format requested by the department.
2. The report must include evidence from the relevant TRA that the ITE provider has met the requirements of the Accreditation Standards and Procedures with respect to core content, for each ITE course for which the provider has received grant funding.
3. If the ITE provider has not met the requirements of the Accreditation Standards and Procedures with respect to the core content for a course(s), the report must include the reasons and a project plan detailing how the provider will implement core content and the timeframe for doing so.
4. The department will provide further information to ITE providers about reporting, including a template.

## Accountability

### Privacy and freedom of information

1. The department is subject to the *Privacy Act 1988 (Cth)* and the *Freedom of Information Act 1982 (Cth)* and any information ITE providers submit to the department will be subject to both pieces of legislation.
2. The application form requires that contact information be provided for two people in relation to the application, as well as the name and position in the organisation of the applicant or authorised representative. A privacy notice in the application form provides further information about the collection and handling of this information.

NOTE: In providing any data or any other information to the department, giving false or misleading information is a serious offence under section 137.1 of the *Criminal Code Act 1995.*

### Reporting Fraud

1. The department is committed to preventing fraud in all aspects of its business. If fraudulent activity is suspected, it should be reported. Fraud can be reported anonymously through the [department's fraud reporting tool](https://education-gov-au.whispli.com/reportfraud?locale=en). The tool allows direct communication with the department without the disclosure of an individual’s identity. Find out more about how to report fraud on the [department’s website](https://www.education.gov.au/how-report-fraud) ([www.education.gov.au/how-report-fraud](http://www.education.gov.au/how-report-fraud)).

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# Grant application form

Strong Beginnings (Transition) Fund 2024

## Important information for applicants

### Closing date

Applications must be submitted to the Australian Government Department of Education (the department) by **5.00 pm Canberra local time, Monday 20 May 2024**.

### How to lodge an application

To apply for a grant, applicants must complete this ‘Grant Application Form’ and submit it and any attachments to [TeacherEducation@education.gov.au](mailto:TeacherEducation@education.gov.au) with ‘Strong Beginnings (Transition) Fund grants’ in the subject line by **5.00 pm Canberra local time, Monday 20 May 2024**.

The department will not accept applications by post or fax.

### Grant Guidelines

You should read the [*Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024*](https://www.legislation.gov.au/F2024L00469/asmade/text)which amends the [*Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024*](https://www.legislation.gov.au/F2022L00347/latest/text) and establishes the Strong Beginnings (Transition) Fund.

You should also read the *Strong Beginnings (Transition) Fund: Administrative Information for Applicants* as it contains important information to assist you in completing this application.

### Grant eligibility

One-off grants are available for Australian higher education providers offering eligible initial teacher education (ITE) courses.

Eligible ITE courses are courses recognised by the Australian Institute for Teaching and School Leadership (AITSL) under the *Accreditation of Initial Teacher Education Programs in Australia: Standards and Procedures* (Accreditation Standards and Procedures), and which were accredited by the relevant Teacher Regulatory Authority as at 31 October 2023.

A grant amount of $15,000 per eligible course is available.

### Preparing your application

When preparing your application, you must:

* Read the privacy statement;
* provide answers to each question in this application form;
* complete the Grant Applicant details at Part 1;
* complete the Grant Funding Sought information at Part 2;
* attach any supporting evidence and complete the Evidence Summary at Part 3;
* complete the Declaration at Part 4.

### What happens after the application is submitted?

The department will assess applications received by the closing date. The department will liaise with providers to confirm grant amounts ahead of payment and approved grant funding will be paid to providers via Unipay.

### Need assistance?

Please contact [TeacherEducation@education.gov.au](mailto:TeacherEducation@education.gov.au) if you would like further information about the Strong Beginnings (Transition) Fund or assistance with completing the application form.

## Privacy Statement

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

### Personal information

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual’s name and contact details.

### Collection of your information

Your personal information is collected by the Australian Government Department of Education (the department) in the application form for the Strong Beginnings (Transition) Fund (the Program) as part of your organisation‘s application for the Program.

### Collection of personal information about others

We need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. Where you provide personal information about another individual, including in Part 1 and/or Part 4 of the application form, you need to check with them first that they agree to the information being provided and being handled by the department in accordance with this privacy statement.

Please do not provide personal information about any other individual unless you have their consent.

### Purpose of collecting your information

The application form requires that personal information, including the contact details for two nominated contact people in your organisation and the name and position title of the applicant or their authorised representative be provided. Personal information will be used for the purpose of assessing applications for the Program, and contacting applicants in relation to their application and any grants provided under the Program.

The information may also be used for the purposes of evaluating the Program and policy development and research relating to initial teacher education (ITE).

Your personal information may also be used for other purposes where you have agreed, or where it is otherwise permitted under the Privacy Act.

If you do not provide some, or all, of the personal information requested, the department may not be able to assess your application.

### Disclosure of your personal information

Your personal information may be disclosed to third parties, including but not limited to:

* a contracted service provider engaged by the department to conduct an evaluation of the Program, and
* the Department of Employment and Workplace Relations (DEWR) for the purpose of providing information technology support and services to the department for the Program.

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

Your personal information and the personal information about other individuals collected by this form is unlikely to be disclosed to overseas recipients.

### Privacy policy

The department’s [Privacy Policy](https://www.education.gov.au/privacy) contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email [privacy@education.gov.au](mailto:privacy@education.gov.au).

To contact the department about the Strong beginnings (Transition) Fund, contact [TeacherEducation@education.gov.au](mailto:TeacherEducation@education.gov.au).

## Part 1: Grant applicant details

Please provide complete contact details, including a primary and secondary contact for this application.

|  |  |
| --- | --- |
| **Higher education provider name:** |  |

### Primary contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |
| **Ph:** |  | **Email:** |  |

### Secondary contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |
| **Ph:** |  | **Email:** |  |

## Part 2: Grant funding sought

Please provide information about the amount of funding that is being sought.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of eligible ITE courses:** |  | **Total funding sought¹:** |  |

¹ The total funding sought is the number of eligible ITE courses multiplied by $15,000.

Please list the ITE courses funding is being sought for, including HEIMS reference number if possible.

|  |  |  |
| --- | --- | --- |
| No. | Course name | Was the course offered in 2023? ² |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

² Check the box to indicate yes.

## Part 3: Evidence to support the application

Please attach evidence that each ITE course is recognised by AITSL under the Accreditation Standards and Procedures, and was accredited by the relevant State or Territory Teacher Regulatory Authority as at 31 October 2023. For example, a copy of correspondence from the relevant Teacher Regulatory Authority showing the course accreditation period.

Please label attachments clearly, and list in the summary table below. There is space to include comments if you need to provide a short explanation for any of the attachments.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Attachment name | Course(s) the attachment relates to | Comments |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

## Part 4: Declaration

I, the applicant, or an authorised representative, declare that:

* the information contained in this form is true and accurate;
* I have read and understood the *Higher Education Support (Other Grants) Amendment (Strong Beginnings (Transition) Fund) Guidelines 2024* and understand and accept the conditions of imposed on the grant funding, and warrant that I will be able to fully comply with those conditions;
* I have read and understood the privacy statement and agree to the department’s handling of my personal information in accordance with the privacy statement;
* to the extent I have provided personal information about another individual, I have obtained that individual’s consent to provide their personal information and for their personal information to be handled in accordance with the privacy statement; and
* I understand that incomplete applications may not be considered.

By signing below, I confirm that I agree and have complied with the declaration above:

**Name:**

**Position in organisation:**

**Signature:**

**Date:**