

**LLEN Logo**

**SERVICE AGREEMENT FOR PROJECT READY FACILITATORS:**

**<NAME OF LLEN>**

**&**

**<NAME OF FACILITATOR>**

**Item 1 – The Service Provider (The Facilitator)**

**1.1 Name:**

**1.2 Address:**

**1.3 Phone:**

**1.4 ABN:**

**1.5 LLEN Contact / Supervisor:**

**Item 2 – The Service Details**

**2.1 Training Venue & Address:**

**2.2 Training Day:**

**2.3 Time**:

**2.4 Commencement Date:**

**2.5 Completion Date:** (check when final results need to be submitted to VASS. Normally early to middle November)

**2.6 Number of Students:** (cut off for enrolment will beweek 7 – week beginning 8 March 2021. No withdrawals or entries are permitted after this date.)

**2.7 Student Requirements:**

* Students are / are not required to wear school uniform while attending the program.
* Students are / are not required to return to school after the program has finished for the day.
* Students do / do not have parental permission to attend local shops near the training venue during their lunch breaks.

**Item 3 – Fees**

Fees will be paid upon miletone achievements in accordance with the **units and sessions guide** (see Appendix 1).

**3.1 Milestone Payments**

Pre-program set-up & correspondence $500

Completion of unit 1 $500

Completion of unit 2 $2,500

Completion of unit 3 $2,000

Completion of unit 4 $2,500

Completion of unit 5 $2,000

Completion of unit 6 $2,500

Completion of unit 7 $2,000

Completion of unit 8 $1,000

Completion of unit 9 $1,000

Graduation $500

**TOTAL: $17,000** (+ GST if applicable)

Professional Development/Excursions up to 28 hours @ $35.00 per hour

(+ GST if applicable)

*(For excursions, training, debriefing sessions, incursions and workshops, as pre-arranged with the LLEN)*

**3.2 Invoices and Payment Schedule**

The facilitator will be engaged by <insert name of LLEN> LLEN as as independent consultant and is required to have a registered ABN. This ABN must be quoted on all invoices submitted to the LLEN for payment.

Invoices must contain the following;

* ABN and Business Name (this may be your name if you are trading as a Sole Trader).
* Invoice date
* Invoice number (each invoice should have a unique invoice number)
* Payment terms <insert your payment terms>
* Description of milestone achievement
* Any relevant reimbursements (please attach relevant receipts)
* Bank details for payment by EFT
* Any relevant GST (if applicable)

Payment Schedule and Invoice Submissions:

* Invoices are required to be emailed following completion of the milestone according to the units and sessions guide (Appendix 1).
* Please cc <name of LLEN contact> at [<email](mailto:lena@centralrangesllen.org.au) address> on all invoices sent to <office manager/admin>.
* Invoices are processed <frequency> for payment every <day>.

**3.3 Relationship between the parties**

Nothing in this Agreement constitutes a relationship of employer and employee. The LLEN will not be responsible for any payments to consultants in respect to annual leave, sick leave, long service leave or superannuation.

**Item 4 – Program Costs**

A one off amount of $400.00 will be paid to the facilitator upon receipt of an invoice at the commencement of the program. This amount is over and above the service fee and is specifically for incidentals incurred in the running of the program – eg. butchers paper, pencils, art supplies, snacks, breakfast items, teaching aids, prizes, etc. The facilitator is to keep a record of funds spent and receipts of these expenses to submit to the LLEN Office Manager/Admin staff when the $400 has been expended or earlier.

**Item 5 – Additional Fees & Costs Incurred in the Delivery of the Service**

Any additional fees and other expenditure incurred in the delivery of the service will be by prior mutual agreement and in writing between the LLEN and the service provider. These may include extra travel expenses, equipment hire, workshops, attendance at professional development meetings, excursions, preparation, guest speakers and catering.

**Item 6 - Facilitator (trainer)**

The facilitator will possess relevant vocational competency in Certificate II in Active Volunteering and hold a current Working With Children Card. The facilitator will hold TAE qualifications or be completing their TAE qualification under supervision. If the facilitator is completing their TAE under supervision, their supervisor must supply a trainer profile to IVET and log details of supervision. Please email [support@ivet.edu.au](mailto:support@ivet.edu.au) for more details.

The facilitator will be required to provide evidence to IVET of vocational competency in Certificate II in Active Volunteering via the IVET portal.

The facilitator will also possess group facilitation skills and commit to training in and practising the pedagogical approach of Project Ready.

**Item 7 - Insurance**

For all sessional and outreach activities (including excursions) associated with Project Ready students, facilitators, volunteer mentors and other relevant parties will be covered by the LLEN's Department of Education and Training Community Service Organisation (Education) Insurance (public and products liability insurance provided by VMIA to the value of $20 million).

<https://www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program>

**Item 8 - Excursions**

Excursions, such as tours of volunteer organisations and vocational venues, are arranged as part of Project Ready. Under Models 1 and 2, these excursions are arranged by the facilitator with support from the LLEN. All excursion costs must be approved by the LLEN.

Where an excursion falls outside a normal Project Ready session time, the facilitator will liaise with the school point of contact to ensure students can be granted leave from other classes to attend the excursion.

The facilitator will issue **LLEN Excursion Permission Forms** to students for parents / guardians to sign. A student may not attend an excursion without a signed permission form.

All excursions must be assessed for risk by the facilitator prior to approval by the LLEN. A risk management plan must be developed and put in place for all excursions using the **LLEN Risk Matrix**.

The facilitator will inform the school point of contact of any students who may *not* be attending an excursion. On the day of an excursion, the facilitator will inform their school point of contact of any absentees as soon as possible by email or SMS.

**Item 9 – Student Attendance**

The facilitator will keep a record of student attendance. Non-attendence to a session should be reported as soon as practical by email or SMS to the school point of contact.

**Item 10 - Child Protection & Mandatory Reporting**

The facilitator, while not a mandatory reporter, is required to be aware of and support the mandatory reporting requirements of schools and DET employees. The facilitators is responsible for passing on any concerns that may arise out of Project Ready sessions to the school’s nominated point of contact.

Any information that is disclosed to the facilitator that leads them to believe on reasonable grounds that a child or student has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse must be reported to the school's nominated point of contact immediately.

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectobligation.aspx>

**Item 11 - Duty of Care**

In accordance with Department of Education and Training and school policies and requirements, the facilitator has a duty of care to students during all Project Ready sessions and activities.

This duty requires the facilitator to take reasonable steps to minimise the risk of reasonably foreseeable harm, including following any policies and instructions provided by the school.

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

The facilitator must follow the school’s Child Safe and Bullying policies (a copy must be provided to facilitator).

**Item 12 -** **Standards of Care**

|  |  |
| --- | --- |
| * **How will we meet the standard of care required by the school and DET?** | |
| * **Requirement** | * **Action** |
| * Ensuring the school complies with the seven Child Safe Standards | * The facilitator and mentors will adhere to the seven Child Safe Standards and the school’s Child Safe policy * The facilitator and mentors maintain a current Working with Children Check card. * The school will provide the facilitator with a copy of their child safe policy. * The school will provide the facilitator with the name and contact details of their nominated point of contact for the purposes of child protection and mandatory reporting. |
| * Provision of suitable and safe premises | * The facilitator and supervisor will assess the training venue for suitability and safety. * Volunteer mentors and students will be provided with a site induction of the training venue. |
| * Provision of an adequate system of supervision | * The facilitator will report student attendance to the school during each training session. * Students will be supervised at all times by the facilitator or volunteer mentor during the training session. The only exception to this is during a session break when a student goes to a local shop to purchase food. This exception is subject to school and parent permission being granted for that student. |
| * Implementation of strategies to prevent bullying | * The school will provide the facilitator with any relevant policies and information in relation to preventing bullying. |
| * Ensuring that medical assistance is provided to a sick or injured student | * The school will provide the facilitator with any relevant information about students’ medical conditions and other needs, including required treatment, if any. * In a non-life threatening situation, the facilitator will call the school contact immediately to seek assistance and issue First Aid where necessary. * In a life-threatening situation, the facilitator will immediately call 000 to seek assistance, followed by the school contact. |
| * Managing employee recruitment, conduct and performance. | * The supervisor will manage recruitment, conduct and performance of the facilitator and volunteer mentor. * If the school has any concerns about the recruitment, conduct or performance of the facilitator or volunteer mentor, these will be raised directly with the supervisor. |

**Item 13 - What the school will provide to the facilitator**

**13.1 Student numbers**

A minimum of 15 students participating in Project Ready who have either opted into the program or have been nominated during course consultation. Students must turn 15 before 27 April in the year they are participating in the course in order to enrol.

* 1. **Decision maker**

A nominated decision maker who has authority to make decisions in relation to Project Ready within the school, eg. the Assistant Principal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Point of Contact**

A point of contact for the facilitator to assist with questions, referrals and photocopying where required.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Careers and wellbeing teachers**

The careers teacher and wellbeing staff will be involved in selected sessions and briefings as requested by the facilitator.

* 1. **Photocopying**

Photocopying at the request of the facilitator.

* 1. **Release of students**

The release of students to fulfil the full requirements of the units of competency, so they may undertake workshops, SWL, volunteering, excursions and other activities as required.

* 1. **Education aides**

For funded students with special needs, the school will provide an appropriate number of education aides to support the LLN requirements of those students.

* 1. **Copies of policies**

The school will provide a copy of its Child Safe Policy and Prevention of Bullying Policy to the facilitator.

* 1. **Medical information**

A copy of medical/allergy information relating to each student enrolled in the program will be provided to the facilitator.

* 1. **Background information on students**

Background and/or special needs information relating to each student so the facilitator may cater learning to best suit each individual student.

* 1. **USI**

A USI number for each participating student.

**Item 14- Student Enrolment**

**14.1** Students will be enrolled in Certificate II in Active Volunteering (Project Ready), auspiced by IVET.

**14.2** The census date for enrolment is week 7 of Term 1. No new enrolments or withdrawals can be accepted after date.

**14.3** The facilitator will enrol students on the IVET portal.

**14.4** The facilitator will guide students through enrolling on the IVET portal, LLN assessments and Pre Training Reviews during the first weeks of the program.

**Item 15 – Intellectual Property**

The facilitator acknowledges that all content, products and other intellectual property created under this service agreement remains the property of Central Ranges LLEN. Project Ready materials are not for distribution or loan to any other party. The facilitators must sign a **confidentiality agreement**. A breach in this clause may result in termination of this Agreement.

**Item 16 - Disruption to the Program**

In the event of any significant disruption to the normal delivery of Project Ready, such as a natural disaster, conflict, a pandemic or epidemic event, the LLEN will work with schools and facilitators to collectively ensure that students are able to meet the competency requirements of the program. The facilitator will agree to run additional sessions at mutually agreeable times or enable similar arrangements to ensure students can achieve competency in all units of Certificate II in Active Volunteering.

**Item 17 – Reporting**

The facilitator is required to report back to their LLEN contact following each session with information including: sessions and activities covered, welfare concerns, attendance, upcoming guest speakers or tours (these are added as events on the LLENs portal), issues or concerns arising and positive outcomes (including photos) so the LLEN may use these in publications (photo permission needed). A reporting template will be provided to the facilitator.

**Item 18 – Variations to Agreement**

Variations to this service agreement, including services to be provided and fees payable, will be by prior mutual agreement and in writing between the LLEN and the facilitator. This agreement is also subject to variation based on a) <insert name of LLEN> LLEN contractual arrangements with Department of Education and Training (Vic) and b) satisfactory completion of Project Ready content: *Item 2 - The Services.*

**Item 19 – Termination of Agreement**

Either party may terminate this Agreement prior to the completion date in Item 2.5 by providing fourteen (14) days written notice to the other party.

**Agreed:**

|  |  |
| --- | --- |
| ....................................................... | ....................................................... |
| <name> | Facilitator / Consultant Name |
| <position> | Business Name |
| <name of LLEN> Local Learning & Employment Network |  |
|  |  |
| Date: | Date: |

**Appendix 1**

**PROJECT READY UNITS & SESSIONS GUIDE 2021**

*\*Please note, for Unit 8: Participate in Work Placement, students can undertake work placement at the same time year 10s do their work experience. Alternatively, if students are not ready to do placement then, they can undertake this in term 4. The facilitator will need to manage the curriculum accordingly.*

*\*The below timeframe is a guide only. The facilitator may choose to shuffle sessions to suit circumstances, however they need to be mindful of unit completion milestones.*

**Term 1**

**Unit 1: Introduction & ‘Groupness’ (non-assessed unit)**

**Week 1**

Issue pre-program survey

LLN test on IVET portal

All students enrolled on IVET portal including USI Milestone 1

Session 1: Get to Know You

Session 2: Building ‘Groupness’ Milestone 2

**Unit 2: Be an Effective Volunteer**

**Week 2**

Session 1: Introduction to Volunteering & Volunteer Tour

**Week 3**

Session 2: Volunteer Rights & Responsibilities

Session 3: Volunteer Policies

Session 4: Volunteer Procedures

Session 5: Ethics

**Week 4**

Session 6: Organisational Lines of Communication

Session 9: National & International Volunteer Standards

Session 8: Workplace Problem Solving

Session 7a: Design Thinking Theory (partial)

**Week 5 - 9**

Session 7a: Design Thinking Theory (partial)

Session 7b: The Community Project

(20 hours of volunteering - SWL) Milestone 3

**Term 2**

**Unit 3: Use Short & Simple Strategies for Career Planning**

**Week 1**

Session 1: My Ability Strengths

Session 2: My Character Strengths

Session 3: My Personality

Session 4: Biographies of Famous People: Guess who?

**Week 2**

Session 5: My Interests

Session 6: My Values

Session 7: My Multiple Intelligences

Session 8: My Work Mode

**Week 3**

Session 9: ‘I AM Awesome’ Profile

Session 12: My Learning & Career Goals

**Week 4**

Session 10: Career Profile Presentations (2 minutes each)

Catch-up

**Unit 4: Communicate in the Workplace**

Session 1: Effective Communication: Listening and Speaking

**Week 5**

**Unit 3: Use Short & Simple Strategies for Career Planning**

Session 11: Project Ready Field Trip Milestone 4

**Unit 4: Communicate in the Workplace**

**Week 6**

Session 2: Collect Information to Achieve Work Responsibilities

Session 3: Communication Superpowers

**Week 7**

Session 4: Workplace Correspondence & Documentation

Session 5: Perceptions—is what we perceive real all the time?

Session 6: Diversity & Inclusion in Communication

**Week 8**

Session 7: Social Media in the Workplace

Session 8: Kindness Goes Around & Comes Around

Session 9: Social & Communication Protocols at Work Milestone 5

Catch-up

**Unit 5: Work with Diverse People**

**Week 9**

Session 1: Diversity is Key

Session 2: My Perspectives on Diversity

Session 3: My Social Awareness

**Week 10**

Session 4: Appreciating Diversity and Promoting Inclusiveness

Session 5: Professional Relationships in the Workplace and Safe Work Practices

Catch-up

**Term 3**

**Unit 5: Work with Diverse People CONT’**

**Week 1**

Session 6: Workplace Diversity & Inclusion Portfolio Piece

Session 7: Communicating for Connection

**Week 2**

Session 8: Non-Verbal Communication

Session 9: Communication Barriers

Catch-up Milestone 6

**Unit 6: Participate in Workplace Health & Safety (and Recognise Safety Signs & Symbols)**

**Week 3**

Session 1: WHS Polices, Procedures & Hazards

Session 2: Hazards in the Workplace

**Week 4**

Session 3 : Safety symbols and signs

**Week 5**

Session 4: Employee & Employer Rights & Responsibilities

Session 5: Emergency Procedures

Session 7: Safe Housekeeping Practices

**Week 6**

Session 6: Safe Work Practices Industry Tour

**Week 7**

Session 8: Contribute to Safe Work Practices

Session 9: Reflect on Own Safe Work Practices **8**

Catch-up Milestone 7

**Unit 7: Develop Personal Effectiveness-discovery & Personal Development 372**

**Week 8**

Session 1: Interpersonal communication

Session 2: Interpersonal communication & you

Session 3: Communicating in a group

**Week 9**

Session 4: Identifying stress & stressors

Session 5: Dealing with stress

Session 6: Dealing with conflict

**Week 10**

Session 7: Personal goal setting - what is your future?

Session 8: GRIT – achieve your goals with grit!

Catch-up

**Term 4**

**Week 1**

Session 9: Good Decision Making Good choices

= get your goals! Milestone 8

**Unit 9: Employment & Enterprise Skills (non-assessed unit)**

Session1: Employability Skills (non-assessed)

Session 2: Preparing for an Interview (non-assessed)

**Week 2**

Session 3: Resume Writing & Interview Skills

(resume and cover template provided by LLEN)

**Unit 8: Participate in Work Placement**

Prepare for work placement

Participate in work placement can be done at the same time year 10s do their work experience. Alternatively, if students are not ready to do placement, they can undertake this in term 4.

**Week 3eadiness &**

**Unit 9: Employment & Enterprise Skills (non-assessed unit)**

Session 4: Enterprise Skills

Session 5: Financial Literacy

Prepare for work placement

Catch-up Milestone 9

**Week 4**

**Unit 8: Participate in Work Placement**

Students undertake up to a week of work placement if

they have not already done it. 10-30 hours required. Milestone 10

**Week 5**

Catch-up

Issue post-program surveys

Results to VASS co-ordinator and on IVET portal by

(date TBC – usually around 7 November)

**Week 6**

Graduation. Contact LLEN about catering and someone to present certificates to students. CRLLEN has a graduation certificate template, participation certificate template and graduation e-invite template. These certificates are separate to the official IVET certificates.

Milestone 11