# Application Guide

# Expression of Interest: Assessor Pool

## Victorian Aspiring Principal Assessment (VAPA)

The Victorian Academy of Teaching and Leadership (the Academy) is inviting Expression of Interest (EOI) applications to be an Assessor for the Victorian Aspiring Principal Assessment (VAPA).

Anyone interested in the EOI process should review this document and the following documentation:

* The Expression of Interest Requirements
* The Expression of Interest Form
* The Pricing Template.

### What is the VAPA?

The Academy delivers the VAPA as part of a system-wide approach to identify and prepare Victoria’s next generation of principals. The assessment enables aspiring and past principals to:

* evaluate readiness for the principal role
* identify targeted professional development needs
* create an evidence base for professional recognition of performance.

The VAPA entails a mixed-method approach to assessment and reporting that involves an interview, 360-degree assessment, and a portfolio as detailed in this link <https://www.academy.vic.gov.au/professional-learning/victorian-aspiring-principal-assessment>.

There is an Assessment Pool comprising a Lead Assessor and Partner Assessor (the subject of this EOI process) trained in the VAPA and Emotional Intelligence Frameworks and assessment methods. The pool is responsible for assessing portfolios, interviewing and moderating candidate performance scores and making an overall ‘on-balance’ judgement of a candidate’s current level of competence.

### Terminology

* An ‘aspiring principal’ refers to people currently in the education system who have aspirations to become a principal.
* ‘Past principals’ refers to people who have previously held a Substantive Principal position who may wish to return to such a role.
* The term ‘candidate’ refers to a person who is currently undertaking the VAPA.

### Role of VAPA Assessors

VAPA Assessors ensure robust assessments are made and moderated for all candidates.

There are two roles that Assessors undertake:

* Lead Assessor role: responsible for onboarding of their assigned candidates and the assessment of these candidates. They are the primary point of contact for assigned candidates throughout the assessment.
* Partner Assessor role: responsible for the assessment of their assigned candidates. They also hold responsibility for supporting the lead to ensure bias is checked and there is adherence to the process.

At a high level, the following table articulates the responsibilities required of the VAPA assessor role, these will vary dependent upon specific lead or partner assessor assignments:

|  |
| --- |
| Assessor responsibilities include: |
| **Candidate Assessment:** |
| * Onboard candidate
 |
| * Assess and score candidate portfolio
 |
| * Prepare for and conduct candidate interview
 |
| * Moderate and finalise candidate scores
 |
| Total hours for an assessment  |
| * Up to 24 hours (Up to 15 hours for a Lead Assessor, up to 9 hours for a Partner Assessor)
 |
| **Training and development** |
| Total hours for training and meetings  |
| * Up to 60 hours annually
 |
| **Stakeholder communication**  |

Administrative related responsibilities for either assessor role include:

* Submitting timesheets and invoices in Academy templates within 30 days of the service delivery in accordance with Academy processes and requirements. The Academy timesheet and invoice templates will be provided to assessors upon commencement of their engagement with the Academy.
* Maintain the insurance and coverage as specified in The Expression of Interest Requirements
* Contacting the VAPA inbox vapa@education.vic.gov.au for any queries regarding their assessor work.

Assessor roles are available for an initial 2-year period until 31 December 2027 (Completion Date) or as notified in writing by the Academy. The Academy may offer up to 2 additional Agreements with Terms of up to one year, in its sole and absolute discretion, to be confirmed in writing at least one month prior to the Completion Date of each iterative Agreement. The total duration would be no longer than 4 years in total (2026-2029).

It is recommended that Victorian Public Service employees working in a full-time capacity do not apply to undertake services as a VAPA Assessor due to the time required to undertake this role, the substantial nature of the assessment process and the standard of delivery required.

# EOI Instructions

The remainder of this Application Guide contains information about the Industry Briefing and Frequently Asked Questions. The following documents have been provided separately:

* **Expression of Interest Requirements:** articulates the requirements of the Assessor roles.
* **Expression of Interest Form:** outlines questions you should answer on which your EOI will be assessed. Please note, you are required to complete the EOI Form and submit this as part of your EOI application.
* **Pricing Template**: provides a template for you to submit your per hour pricing. Please note, you are required to complete the Pricing Template and submit this as part of your EOI application.

Anyone interested in responding to this EOI and applying to be part of the Academy Assessor Pool must review the Expression of Interest Requirements and provide their EOI application using the Expression of Interest Form and the Pricing Template by the **closing time of 2pm on Friday, 29 August 2025 Melbourne time**.

You MUST lodge your response via email to academy.procurement@education.vic.gov.au. Upon lodgment, you will receive a *confirmation of receipt* email.

## Industry Briefing

A briefing on this EOI process for prospective respondents will be held:

|  |  |
| --- | --- |
| **Date and time** | 14 July 2025, 10.00 – 11.00 am Melbourne time |
| **Location** | Briefing will be held online via WebEx. Confirmed attendees will receive the link before the event. |
| **Attendance at this briefing is** | Optional |
| **Requirements for attendance** | If you wish to attend the industry briefing, please contact vapa@education.vic.gov.au to receive an online meeting invitation and link |

# Frequently Asked Questions

#### Q1: What is the purpose of this EOI process?

The Academy is seeking suitably qualified individuals to express interest in joining our pool of Assessors for the VAPA. These assessors will contribute to rigorous, standards-based assessments for VAPA candidates.

#### Q2: I have been a past Assessor, do I have to re-apply?

Yes. As a Victorian government entity, the Academy is required to undertake transparent processes for the purchase of goods and services. The current Assessor engagements are due to conclude on 31 December 2025 and the Academy is therefore undertaking a new EOI process to engage its assessors from 1 January 2026. All current assessors and any other individuals who can meet the specifications as described in the Expression of Interest Requirements are encouraged to apply.

#### Q3: What has changed from the previous EOI process?

Previously, the EOI process was conducted as a one-time engagement round. In response to the evolving needs of the service, we are now introducing a rolling EOI process. This allows us to maintain a responsive and flexible pool of Assessors and recruit throughout the 2026 and 2027 period as required.

The Academy may offer up to two additional Agreements with Terms of up to 1 year, in its sole and absolute discretion, to be confirmed in writing at least one month prior to the completion date of each iterative Agreement for a total duration of no longer than 4 years in total (2026-2029).

#### Q4: What does a rolling EOI process mean?

A rolling EOI process means we will accept and consider applications on a semi-ongoing basis, rather than only during a single fixed period. For instance, the Academy intends to engage as many assessors as possible in this first EOI round that is set to close on 29 August 2025. However, to enable the Academy to engage Assessors in response to changing demand, we may undertake further EOI rounds throughout the coming years when required.

#### Q5: When is the current EOI Round 1 open?

Round 1 is now open and will remain open until 2pm on 29 August 2025 **Melbourne time**. You are encouraged to apply as soon as possible.

#### Q6: Who can apply to be a VAPA Assessor?

We welcome applications from current assessors as well as other leaders (school or system) in various aspects of the education sector. Specific eligibility and selection criteria are outlined in the Expression of Interest Requirements.

#### Q7: Is there a set rate that I am paid at?

This EOI is a competitive market process to engage individual assessors. While the Academy anticipates a market rate of $130.00 per hour, applicants are required to propose their own competitive hourly rate in the Pricing Template.

#### Q8: Do I pay for any travel and accommodation I am required to do as part of the Assessor role?

All assessments must be completed online. Whilst most training is planned to be delivered to assessors online, there may be some travel where you are required to travel to Academy centres for training or conferences. The Department will meet travel expenses, including accommodation, incurred by Assessors in the performance of Services. All travel and accommodation requests must be pre-approved in writing by the Academy. Other travel and accommodation expenses will be paid to assessor at the prescribed Australian Tax Office (ATO) rates.

#### Q9: How many hours of work are involved?

Up to 15 hours for Lead Assessors; up to 9 hours for Partner Assessors per Candidate.

Up to 60 hours annually for training and meetings.

We expect to assign up to 12 lead and up to 12 partner assessments to each assessor.

Q10: Is training provided?

Yes. All assessors will undertake training to build familiarity with the VAPA and emotional intelligence frameworks and assessment methods. Ongoing development and calibration will also be provided.

#### Q11: How do I lodge my EOI?

You can lodge your EOI (which must include, at a minimum, the EOI Form and the Pricing Template) to academy.procurement@education.vic.gov.au. Upon lodgement, you will receive a *confirmation of receipt* email.

#### Q12: How long will it take to find out if my EOI has been successful?

Applications for Round 1 close at 2pm on the 29 August 2025 **Melbourne time**. The Academy anticipates undertaking an evaluation of the EOIs by October 2025 and will notify all applicants of the relevant outcome. For successful applicants, it is anticipated that all contracts will be agreed for a start date of 1 January 2026.

#### Q13: Who can I contact with further questions?

Please direct any enquiries to the VAPA team at vapa@education.vic.gov.au.