

Expression of Interest Application Form

Procurement title: Victorian Aspiring Principal Assessment (VAPA) Assessor

Instructions

* Suppliers should provide their Expression of Interest (EOI) using this template form.
* Suppliers may format their response as they see fit. The Buyer requests suppliers to keep decorative formatting and content to a minimum.
* Where a separate template has been provided by the Buyer for your response to any specific piece(s) of information, please provide that information as a separate document and reference that document within your main response at an appropriate place.
* Suppliers must ensure that pricing information is only included in dedicated pricing documents. Pricing information must not be inserted into other documents.

Supplier’s Details

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| Corporate information |  |
| Trading name |  |
| Registered name |  |
| Australian Business Number |  |
| Australian Company Number |  |
| Address of registered office |  |
| Principal office in Victoria  (if different from above) |  |

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| Contact information |  |
| Contact name |  |
| Contact email address |  |
| Contact phone |  |

**Compliance with** **Expression of Interest Requirements**

Does your response deliver the Expression of Interest Requirements in full?

* If yes, please state this clearly.
* If no, please state this clearly and specify the extent to which it does not, and why.

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Confirm that you have read and understood the VAPA Assessor responsibilities, expectations and the key performance indicators detailed in the Expression of Interest Requirements.

Confirmed /  Not Confirmed

Are you a current employee of the Department of Education?

Yes /  No

If yes: in what capacity / role?

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# School Leadership Experience – 40%

Detail your recent experience as a leader (school or system) in various aspects of the education sector. (Recommended word limit 400)

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As a potential VAPA Assessor, I understand that I am required to attend training as requested from the Academy.

Yes /  No

As a potential VAPA Assessor, I understand that upon successful completion of training, I will have the capacity and commitment to deliver the minimum required (up to 12 lead and up to 12 partner assessments per year) VAPA Assessments.

Yes /  No

# Technical Capability – 15%

Provide your CV / Resume.

Provided /  Not provided

Describe your experience of undertaking tasks in an online mode and utilising platforms, systems and portals. (Recommended Word limit 200)

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Provide an example of your ability to demonstrate agility and perseverance when managing technology. (Recommended word limit 200)

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# Interpersonal Capability – 20%

Describe how you give and receive feedback, employing empathy and interpersonal courage when interacting with colleagues and stakeholders. (Recommended word limit 200)

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Describe how you perceive, use, understand and handle emotions with self and others. (Recommended word limit 200)

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Provide two referees who can support your ability to be an Assessor (Lead or Partner). Please provide: name, organisation, phone, email, and a brief summary of your prior professional work with these referees.

*The Buyer reserves the right to speak to any of a supplier’s referees*.

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# Communication and stakeholder engagement - 15%

Describe how you collaborate, engage and keep colleagues and key stakeholders informed of progress, issues, and risks. (Recommended word limit 200)

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Provide examples of how you communicate clearly, both orally and in writing. (Recommended word limit 200)

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# Methodology – 10%

Provide an example of how you have used your understanding and ability to apply the Australian Institute for Teaching and School Leadership Australia Professional Standard for Principals and the Academy Leadership Excellence Framework. (Recommended word limit 200)

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Provide an example of where you have demonstrated an ability to adapt to change by learning new skills, approaches or ways of thinking with flexibility and open-mindedness. (Recommended word limit 200)

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# Insurance

The Expression of Interest Requirements specifies a certain type of insurance coverage that a successful supplier will be required to hold.

For this insurance type, either:

* confirm that you hold the necessary coverage and provide a valid Certificate of Currency; or
* state clearly your agreement that such coverage will be obtained prior to the execution of a contract.

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*Responses to this section will be evaluated on a risk basis.*

# Acceptance of Proposed Terms

The Buyer has attached a copy of the **proposed contract** for the engagement of a successful supplier.

Either:

* confirm here your acceptance of this contract’s terms in full; or
* specify here all departures that you seek from those terms, including the reason for you seeking such a departure.

Departures will not be considered if they are provided in any form of mark-up of the attached copy of the proposed contract. In that case, this question will be treated as if it has not been answered.

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| **Clause #** | **Current wording** | **Proposed wording** | **Reason for departure** |
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*Responses to this section will be evaluated on a risk basis.*

# Conflict of Interest

Declare any actual, potential or perceived conflicts of interest that your organisation or key personnel may have in relation to this EOI process.

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Describe how you will identify and address any conflicts of interest that may arise during the term of an engagement by the Buyer.

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*Responses to this section will be evaluated on a risk basis.*

# Pricing

The Buyer has provided a **pricing template**. Complete this template with your pricing information and attach it as part of your response.

The Supplier’s pricing information has been provided as a separate document.