**Expression of Interest Process: Victorian Aspiring Principal Assessment Assessors**

**Q&A Bulletin**

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| Bulletin Details |
| Procurement Title | Expression of Interest Process: Victorian Aspiring Principal Assessment (VAPA) Assessors |
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| New items in this bulletin | **35**  |

| No. | Question | Answer  |
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| 1 | I am a current assessor, do I have to undertake the expression of interest process and re-apply? | Yes. As a Victorian government entity, the Victorian Academy of Teaching and Leadership (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 expression of interest (EOI) process to engage providers offering assessor services from 1 January 2026. All current assessors and any other individuals who can meet the specifications as described in the EOI Requirements are encouraged to apply.Please also refer to the Application Guide, Frequently Asked Questions, question 2. |
| 2 | Will the Industry Briefing for the Expression of Interest process be recorded and provided to people who cannot attend? | The Industry Briefing will be recorded but it is only to assist the project team to capture and respond to questions raised by attendees and will not be made publicly available after the event. The Industry Briefing slides and formal response to questions (via Bulletin) will be provided on the Academy website: [Academy website](https://www.academy.vic.gov.au/about-us/services/victorian-aspiring-principal-assessment/assessors). |
| 3. | If a person is on leave without pay for twelve months before retiring, and has relinquished their principal position, does the requirement to have your own business and insurance still apply or is it a different situation as you are still employed by the Department of Education? | An assessor cannot be employed by the Department of Education when the contract is executed. An ABN and insurance are required before a contract is executed with the Academy. |
| 4. | The Expression of Interest (EOI) Application Form and Pricing Template need to be submitted but does the Short Form agreement and insurance certificate need to be submitted as well?  | No. The Short Form Agreement is a proposed agreement and does not need to be completed as part of the EOI process. The Short Form Agreement will be completed when we engage preferred suppliers. On Page 5 of the EOI Application Form, suppliers need to confirm that they accept the Short Form Agreement in full or specify all departures being sought and the reasons. Any departures need to be noted in the table on p.5 and should not be marked up in the Short Form Agreement. In the EOI Application Form suppliers need to either confirm they have the required insurance coverage and provide a valid Certificate of Currency or agree that coverage will be obtained prior to execution of the Short Form Agreement.  |
| 5.  | How many assessors will be appointed?  | We will appoint a sufficient pool of assessors to provide coverage for the number of assessments being sought. We will also have a rolling EOI process which means we will accept and consider applications from time to time as required, rather than only during a fixed term period. For instance, the Academy intends to engage as many assessors as required 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.  |
| 6. | Are we able to know who the selection team will be? | No. We don't disclose the identity of evaluators, but they are trained and briefed, and they do have relevant subject matter knowledge. The evaluators will make their decision based on appropriate information and probity guidance.The evaluators are not permitted to take their personal knowledge of assessors into account. They assess based on the EOI responses received. |
| 7. | Could you please explain the insurance and pricing requirements in a little more detail? | The pricing template needs to be completed. The 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 template, an hourly rate should be recorded for undertaking candidate assessments which includes being a lead and partner assessor, attending training, development and meetings. The hourly rates should be specified for 2026-2027 and the optional years in 2028 and 2029. Travel and other expenses should also be outlined in the template. Suppliers must maintain a minimum of AUD $1,000,000 and up to $5,000,000 of professional indemnity insurance for the term of any awarded contract.  |
| 8. | Can you outline the hourly commitment? | It is expected that lead assessments will take 15 hours and partner assessment will take 9 hours. It is anticipated that assessors will undertake up to 12 lead and up to 12 partner assessments per year.  |
| 9. | In the pricing template, travel and other expenses need to be included. How binding are those prices given Australian Tax Office (ATO) rates may increase from 2026-2029?  | Proposed travel and other expenses should be outlined in the pricing template. The Academy recognises ATO rates may change over time. The Academy will apply relevant ATO rates current at the time of any assessment regarding reimbursement for travel and other expenses.  |
| 10. | Will you go into the error you mentioned in the EOI document and the Short Form Agreement? | The error in the EOI Requirements document on page 5 and the Short Form Agreement on page 5 is outlined in the addendum section below.  |
| 11. | Several assessors have had multiple contracts, can we still apply as part of this EOI process?  | Yes. If you are currently an assessor, you can submit an EOI application, as can anyone else who meets the EOI requirements. This EOI process is for contracts that will run for a two-year period initially from 2026-2027. The Academy may offer up to 2 additional agreements with terms of up to 1 year each in its sole and absolute discretion.  |
| 12. | Could you please outline what needs to be covered in terms of potential conflicts of interest that your current organisation or key personnel may have in relation to this EOI process?  | A conflict of interest could include connections that people have to schools that might be being assessed, or it could be a connection to somebody at the Academy or in the Department of Education. Most conflicts that are disclosed will be noted and managed. It is unlikely that any conflicts raised would preclude a supplier from being an assessor. Please include in your EOI application anything that you consider may be a conflict. If you have a particular situation that you would like answered, please send this to vapa@education.vic.gov.au. If it is a confidential question, you can mark it confidential and it will either be, anonymized or answered directly. |
| 13. | In relation to referees and probity, are we able to use current or past colleagues (i.e. other assessors we have worked with) if we are an existing VAPA assessor? | Yes. The only requirement about referees is that you have their consent. You can use referees who are current assessors. If one of your referees is a current or past assessor, you may wish to disclose this as a potential conflict of interest.  |
| 14. | Could you please outline where on the website the EOI documents can be found? | The EOI documents can be found at: [Victorian Aspiring Principal Assessment assessors | Academy](https://www.academy.vic.gov.au/about-us/services/victorian-aspiring-principal-assessment/assessors) |
| 15. | Is an ABN required? | On the expression of interest application form, there is a section to provide an ABN.Having an ABN is not designated as a mandatory criteria or requirement, you do not need an ABN when submitting your EOI, but it is required before a contract is executed with the Academy.  |
| 16. | Is the EOI process and selection decided solely on the EOI documents? | Shortlisting will be based on the completed EOI Application Form and Pricing Template. If required, shortlisted suppliers may be asked to give a presentation which will also form part of the evaluation.  |
| 17. | At what stage would you require insurance? | Insurance needs to be obtained prior to the execution of the Short Form Agreement.  |
| 18. | Does a Curriculum Vitae (CV) need to be provided, and will a supplier be disadvantaged if it is not supplied?  | A CV needs to be provided. This will be considered as part of the technical capability criteria.  |
| 19. | Can a CV or Resume be attached separately or does it need to be included in the EOI Application Form?  | A CV or Resume can be provided either within the EOI or as a separate attachment. If it is being provided as an attachment, please list this on page 3 of the EOI Application Form under the Technical Capability heading.  |
| 20. | Will individual suppliers be expected to prepare for a presentation/interview? In what format will these presentations be conducted? | An interview/presentation will be undertaken if required. Suppliers will be informed of the proposed format if an interview or presentation is conducted.  |
| 21. | Will the Question and Answer Bulletin be updated on a regular basis (weekly) or is there an expectation that potential suppliers check it on a daily basis? | The Question and Answer Bulletin will be updated regularly. Suppliers should check the website frequently, as the bulletins will not be issued on a particular date or day of the week.  |
| 22. | I am planning to finish with the Department of Education in early 2026 and the pool of assessors will be appointed before this date. Is it possible to be considered as part of this EOI process and start at a later date? | As outlined at question 3, an assessor cannot be employed by the Department of Education when the contract is executed.We will have a rolling EOI process which means we will accept and consider applications from time to time as required, rather than only during a fixed term period. You are welcome to apply the next time an EOI process is undertaken.Please also refer to: Application Guide, Frequently Asked Questions, Q3 where further details are outlined. |
| 23. | Is there an online platform through which we can express interest in being an assessor as we were able to do some years back? | No, there is no longer an online platform for expressing interest in becoming an assessor. To express interest in becoming an assessor, you need to email your completed Expression of Interest Application Form and completed Pricing Template to: academy.procurement@education.vic.gov.au by 2pm on 29 August 2025. |
| 24. | Could you provide further information regarding the pricing template and how to complete this document. The document suggests $130 per hour but indicates other rates can be submitted. | This EOI process is part of a competitive market process to engage individual assessors, we are unable to provide advice on how to complete the documents.While the Academy anticipates a market rate of $130.00 per hour, applicants are required to propose their own competitive hourly rate.Suppliers should:* Outline an hourly rate for undertaking candidate assessment work which includes undertaking lead and partner assessor work, attending training and meetings.
* Complete Table 1: outline a rate for delivering the service in 2026-2027.
* Complete Table 2 and 3: outline an hourly rate for 2028 and 2029.
* Complete Table 4: outline travel, accommodation and incidental expenses costs. Travel and other expenses need to be approved by the Academy in writing prior to being incurred and must reflect rates approved by the Australian Taxation Office.

Rates are fixed for the duration of the contract.Please refer to the instructions included in the pricing template for further details.  |
| 25. | I am not registered for GST. Do I leave the GST payable and Line Total incl GST blank in the pricing template? | As outlined at question 3, you need to have an ABN before a contract can be executed with the Academy. The GST payable and Line Total Including GST should be completed.  |
| 26. | When will answers be provided in an Expression of Interest Bulletin?  | See response to question 21.  |
| 27. | When will the slide deck from the Industry Briefing be provided on the Academy website?  | The slide deck is now available and is on the Academy website: [Academy website](https://www.academy.vic.gov.au/about-us/services/victorian-aspiring-principal-assessment/assessors). |
| 28. | Can you please advise when the Industry Briefing slide deck will be provided on the Academy website.  | See response to question 27.  |
| 29. | Is it possible to provide an example of how to fill in the pricing template. If I am not intending to claim for accommodation, meals or flights, do I fill in these cells or mark them as N/A?  | See response to question 24. All cells in the pricing template should be completed. If there are cells that you consider are not applicable, you could insert either a $0 or N/A.  |
| 30.  | Do we need to complete all pricing tables?  | Yes. Suppliers should complete all parts of the pricing schedule including the “other expenses/travel” table.   |
| 31. | In the EOI Application Form, it states assessors may undertake up to 12 lead and 12 partner assessments per year. What is the minimum expectation for the number of assessments?  | The VAPA occurs on demand and the number of assessments can change, depending on when candidates are ready to undertake the assessment. A minimum number of assessments cannot be provided.  |
| 32. | I have officially relinquished my position from the end of January 2026. I will be on long service leave until August 2026 at which time I will no longer be an employee of the Department of Education.I note in one of your bulletins that I would not be able to be a VAPA assessor whilst employed and on leave.Can I proceed with an EOI for next year regardless and if successful be available from August or should I wait until this time next year to express interest for 2027? I’m assuming this is an annual process. | See responses to questions 3 and 22.An assessor cannot be employed by the Department of Education when the contract is executed.We will have a rolling EOI process which means we will accept and consider applications from time to time as required. You are welcome to apply the next time an EOI process is undertaken.Please also refer to: Application Guide, Frequently Asked Questions, Q3 where further details are outlined.  |
| 33. | Could you clarify the documents that need to be submitted as part of the EOI process. I understand the Expression of Interest document and the Pricing Template needs to be submitted but does a resume and certificate of insurance also need to be submitted?  | See responses to questions 4, 18 and 19.  |
| 34. | Is the assessor role open to substantive assistant principals who have completed the VAPA or only principals?  | See response to questions 3 and 22. The assessor role can be undertaken by anyone who meets the evaluation criteria. The EOI Application Form outlines the application questions and the EOI Requirements outline the evaluation criteria against which responses will be evaluated.  |
| **35** | **There seems to be a glitch in the EOI Application Form, with red underlined text/track changes appearing and green highlighting appearing in some of the boxes. How do we fix this?**  | **Outlined below are the steps to take if red underlined text/track changes or green highlighting are appearing in the Expression of Interest Form**. *If the template is blank and no text has been entered, follow these steps*You can stop the text from appearing as track changes by clicking on the review ribbon and clicking on the track changes button. This will turn off track changes. *If you have already filled in text and red underlined text/track changes are appearing, follow these steps* **If you have already filled in text and red underlined text/track changes are appearing in the document, you need to highlight all the paragraphs where there is red text. Click on the review ribbon, click on the accept button and in the drop-down list select accept all changes and stop tracking. This will turn off track changes and no more red text will appear in the application form.** *If green highlight is appearing in the document, follow these steps* **If green highlighting is appearing, highlight all the text that is green, click on the home ribbon, click on the text highlight colour button and then select no colour**.  |

**Addendum 1**

There was an error in the Expression of Interest Requirements document on page 5 and on page 5 of the Short Form Agreement under the Deliverables/Outputs/Delivery timelines heading. The following information replaces the text that appears in both documents.

Deliverables / Outputs / Delivery timeline

Given that candidates engage in the VAPA at any time of the calendar year, the deliverables are not associated with certain times of the calendar year. Instead, the timeline for Deliverables 1 through to 5 is expected on average to occur within 5 to 12 weeks of the candidate’s initial application. The following table outlines the deliverables and the expected timeframe for assessors to complete the required work.

Deliverables 1 through to 5 happen in sequential order as outlined below.

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| **Assessor Deliverables** | **Lead Assessor** | **Partner Assessor** |
| **Deliverable 1:**Onboard candidate | Within 5 business days of their initial application having been accepted by the Academy VAPA team. | Not required |
| **Deliverable 2:** Assess and score candidate portfolio | Once the candidate portfolio is submitted.  |
| **Deliverable 3:** Prepare for and conduct candidate interview | Occurs post portfolio and 360-degree feedback submission.  |
| **Deliverable 4:** Moderation and finalisation of candidate scores | Once all pieces of evidence have been reviewed and scored. |
| **Deliverable 5:**Provide outcome, prepare and provide feedback  | At the conclusion of the assessment process.  |
| **Deliverable 6:** Training and meetings | As required. Note: Assessors will receive notification one-month prior to any training. Note: Key meetings (such as Huddles and Quarterly Assessments) are on a recurring calendar throughout the calendar year, and these will be provided to Assessors upon engagement)  |