

REGIONAL
ARTS
VICTORIA



**CREATIVE WORKERS IN SCHOOLS:
GUIDANCE MATERIALS
FOR CREATIVE WORKERS
OCTOBER 2020**

Contents

You are reading the *Creative Workers in Schools* Guidance Materials for Creative Workers. These materials have been compiled to assist **creative workers** in applying for support under the program.

Schools interested in submitting an Expression of Interest (EOI) should review the Guidance Materials for schools, available at rav.net.au/creative-workers-in-schools. This link also has some FAQs and other advice to help you prepare your submission.

This information is available in a standard PDF version, an accessible word version, and an audio version. If you require further assistance accessing the Guidelines, please contact us on email enquiry@rav.net.au. If you have difficulty understanding this document, or would prefer reading it in your first language, please contact the Victorian Interpreting and Translating Services on 131 450 and ask to be connected to Regional Arts Victoria.

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What is the *Creative Workers in Schools* initiative?

The Creative Workers in Schools (CWS) program will partner 150 creative industry workers with Victorian government schools, including special schools, for up to six months to co-design and deliver an educationally valuable project or set of activities that supports learning across the Arts and other key learning areas of the Victorian Curriculum F-10.

It will provide short-term employment for creative workers impacted by the coronavirus (COVID-19) pandemic, creative learning opportunities for students and highlight the value of the arts at a time where creative expression, hope and the sense of community are needed more than ever.

As well as supporting student learning in the Arts, the CWS program will also provide opportunities in 2021 for schools to engage in experiences that they may have missed out on in 2020.

Who is delivering this program?

The CWS program is delivered by Regional Arts Victoria (RAV) through the support of the Victorian Government's Working for Victoria (WfV) initiative, and in partnership with the Department of Education and Training (DET) and Creative Victoria.

What are the objectives for the *Creative Workers in Schools* initiative?

The CWS program has two key objectives: firstly, to provide employment and training opportunities for arts and creative industry professionals who have been impacted by the coronavirus (COVID-19) pandemic and, secondly, to enhance and support the delivery of the arts and associated curriculum areas in Victorian government schools.

Creative industries workers employment, training and opportunities

The CWS program aims to provide a platform for sustainable relationships and employment opportunities between creative workers and schools. The program will upskill creative workers for work within the education system and community engagement. The training and mentorship provided by the CWS program, and the project development and delivery experience are transferable skills creative workers can bring to other industries or future creative work.

Creative approaches to curriculum-based learning

The CWS program offers schools an avenue to support students' access to quality art education programs that are aligned to the Victorian Curriculum F-10 – The Arts. There is strong evidence that a quality arts education provides children and young people with a range of developmental benefits including: enhanced engagement and wellbeing, increased personal and social

development, and improved outcomes in other curriculum areas¹. This initiative aligns to the Victorian Government's Education State Target that 'by 2025, more schools will reach the highest levels of achievement in the Arts'.

The CWS program may benefit schools by:

- providing learning opportunities for teachers in the value of the Creative Industries within the school curriculum;
- building teacher confidence and capacity to implement the Victorian Curriculum F-10 – The Arts;
- increasing opportunities for students to progress in their learning in the Arts;
- raising awareness of pedagogical best practices in Art education; and/or,
- strengthening opportunities for school wide planning to deliver quality Arts education programs for their students.

As well as alignment with the Victorian Curriculum F-10, the CWS program hopes to expand the skills and knowledge of teachers and creative workers and build their capacity to engage meaningfully in arts education programs in the future.

Who can submit an Expression of Interest as a Creative Worker?

- Individuals, groups and/or collectives based anywhere in Victoria
- Consistent with the WFV Guidelines, these roles are open to Victorian workers impacted or displaced by the COVID-19 pandemic

Who is not eligible to submit an Expression of Interest as a Creative Worker?

- Organisations or incorporated bodies
- Individuals who are under 18 at the time of applying
- Individuals or groups not based in Victoria

What is the timeline for this program?

The CWS program will take place in schools in in one of two streams, across Terms 1 and 2 or Terms 2 and 3 2021.

Key Dates: Stream One

- Expressions of Interest (EOIs) for Stream One open: November 2020
- EOIs for Stream One close: **12noon Monday 7 December 2020**
- Stream One partnerships confirmed: week commencing 14 December 2020
- Induction and planning sessions: 25 January – 5 February 2021
- Employment period: 25 January – 23 July 2021

¹ For a recent example, see: <https://www.australiacouncil.gov.au/research/cultivating-creativity>

Key Dates: Stream Two

- EOIs for Stream Two open: Monday 11 January 2021
- EOIs for Stream Two close: **5pm Monday 22 February 2021**
- Stream Two partnerships confirmed: week commencing 15 March 2021
- Induction and planning sessions: 12 April – 23 April 2021
- Employment period: 12 April – 8 October 2021

How will the program work?

There are some important differences between this program and other creative support programs you may have applied to in the past, such as grants or fellowships. Some of the key aspects of the way this program will work are summarised below. You should also closely read the Section 'How to Apply' before submitting.

Employment of creative workers

Creative workers will be employed by RAV to work with schools. Up to 150 creative workers including designers, fashion designers, landscape designers, musicians, event staging workers, architects, games developers, film makers, make-up artist will be employed (see Appendix A for examples).

RAV will be responsible for the salary of each creative worker for up to six months as well as associated costs, including superannuation, leave loading and insurance. The salary for each creative worker will be \$33,592 before tax, paid in fortnightly installments (exclusive of superannuation and leave loadings). This rate has been determined based on relevant industry Awards and standards.

All creative workers are entitled to sick leave and 10 days annual leave during their time in this role. Creative workers will have access to other employment benefits as standard at RAV, including access to the company Employee Assistance Program.

Project/activity costs

In addition to creative worker salaries, RAV will be responsible for other associated program costs including:

- training or professional development activities;
- travel and accommodation for creative workers and school project coordinators to attend any planning sessions, induction and/or training (where required);
- up to \$4,000 towards project/activity costs including administration and materials per creative worker;
- up to \$3,500 for casual relief teachers per creative worker towards the school project coordinator's time;
- the costs of completing relevant police and Working with Children's Checks (where required);

- costs related to the provision of personal protective equipment (PPE) for creative workers (where required); and,
- access and/or cultural expenses which may be required to deliver the project or employment opportunity (where relevant).

Other program costs

Marketing and promotional costs of documenting the program will be met by RAV, with the exception of targeted communications by DET and Creative Victoria through existing channels.

What administrative support is available for employed workers?

RAV will employ a number of administrative support roles who will assist you with planning, document and delivering your project or set of activities:

- 1 x State-wide Program Manager with high level Project Management and Stakeholder engagement skills to oversee the delivery of the program;
- 1 x Human Resource Manager with necessary qualifications and experience to support employed workers;
- 1 x Payroll Administrator with payroll and bookkeeping experience to coordinate the payments to workers;
- 1 x Communications Coordinator with relevant communications experience to assist in development of marketing, communications and evaluation strategy and coordinate delivery of communications over the duration of the project;
- 5 x Regional Area Managers with arts and creative project management experience to coordinate the partnering of schools with creative workers per region; develop targeted training program/s; support the Mentors; and provide ongoing support to the active projects or set of activities in their region; and,
- 8 x Mentors with experience working within schools and community contexts (alumni of existing artists in schools type residency programs) to provide support in their designated region and/or creative art form. This will include support in curriculum integration and alignment.

If you are interested in applying for any of these roles, please visit rav.net.au/creative-workers-in-schools.

How to apply: Working for Victoria

All EOIs from creative workers for the CWS program MUST be received through the [Working for Victoria platform](#). Please do not submit your EOI to Regional Arts Victoria.

To submit your EOI:

1. Learn more about the opportunity by:
 - Reading this guidelines document for role information (and any other supporting information at rav.net.au/creative-workers-in-schools)

- Exploring the Working for Victoria website for initiative information ([link here](#))
2. **Register** for the Working for Victoria Online Jobs Platform by:
 - Registering to apply and completing your basic information (guides, including multi-lingual information, available [here](#))
 - Strengthen your profile ([tips here](#)).
 - When applying for a Creative Workers in Schools Opportunity, the "**Tell us about yourself**" section is where you can provide any further information about your relevant experience. **We strongly recommend providing online links to any material which might assist us to assess your previous creative work.** Please include at a minimum brief bio in this section.
 - In your profile, confirm your Job Preferences location is correct and you have stated the distance you are willing to travel for work. You will only see Creative Workers in Schools roles in your specified area.
 - Note that it may take a few days for the registration process to be completed. We strongly recommend you complete this early.
 3. **Apply** for the CWS roles by:
 - Finding the roles near you. You can achieve this by:
 - Filtering for **Arts and Recreation Services / Education and Training / Administrative and Support Services**
 - Sorting by Company name (Regional Arts Victoria)
 - Scanning for "Regional Arts Victoria Creative Workers in Schools" in the job title
 - Selecting the role, clicking "Apply" and completing the application questions. You will receive a confirmation message when you submit.
 - **You cannot save your application to return to later.** We recommend you draft your responses using the questions in the "What to include in your Expression of Interest" section below to prepare.
 4. **Receive communications** regarding your application.
 - Shortlisted applicants will be contacted by Regional Arts Victoria for more information, and/or to participate in an online interview.
 - Unsuccessful candidates will receive an email notifying them of their application outcome.
 5. **Commence** your Creatives in Schools role.
 - Successful applicants will receive notification of a successful outcome by Regional Arts Victoria following the interview process.

Contact a staff member

Please see the Contact Section for information on who to speak to if you require further support.

What to include in your Expression of Interest

Creative workers with a range of skills can submit an EOI as an individual or to work together in groups of **up to five** on one school project or set of activities. A lead applicant must be nominated in the EOI if working in a group, **but each individual involved must submit an EOI form.**

The school's nominated project coordinator and the creative worker/s will be supported in preparing a partnership project plan including a timeline, roles and responsibilities and a budget.

Your EOI will required you respond to 10 screening questions, which will help the assessment panel with shortlisting. **You cannot save your progress on the WFV platform;** we strongly encourage you to draft your responses in a Word document before submitting.

Each questions has a **1,000 character limit.** You may provide links to further information where relevant.

1. Do you hold a valid full Victorian license? If yes, please provide license number, expiry and indicate how far you are willing to travel on a regular basis.
2. Do you hold a valid Working with Children Check? If yes, please provide number and expiry date.
3. Do you have any ideas for project concepts for the CWS project? To see some examples click [here](#).
4. Please tell us about any previous experience working with young people in a school setting.
5. Is there a school you would like to work with for this residency? If so, please indicate which school and whether you have had communication with the school about collaborating on a project.
6. This role is a full-time position, for a duration of six months. Is there any reason you might not be able to commit to a full-time role? If yes, please explain below as well as give an indication of how many days-per-week you are able to commit.
7. Please indicate the types of school and year levels you would prefer to work with.
8. Please indicate whether you are applying to work as an individual or as a group (if the latter, please list the name of the other individuals you plan to work with)
9. If you have access requirements or require other support, please note this below.
10. Please confirm your availability and interest in participating in a CWS project across Terms 2 and 3, 2021 should your application for Terms 1 and 2 not be successful.

Assessment criteria

Applications for this program will be assessed against the following criteria:

- Demonstrated capacity and resources of the school to accommodate a creative worker during Term 1 – 3 2021.

- Whether there is an appropriate creative worker available to partner with the school, with consideration of: proximity to the school, matching of interest in creative projects or project ideas with creative worker skills and experience.
- How a creative project or activity and/or the creative worker's artistic practice can benefit the school.
- Demonstrated alignment and focus of the project or activity idea on the F-10 curriculum and one or more key learning areas.

The RAV project management team, and invited advisors (including DET and/or VCAA representatives) will assess the EOIs and undertake interviews to match suitable creative workers with schools with a focus on partnerships that will:

- Best address student learning objectives;
- Match the school's project idea with the creative worker's skills and experience;
- Promote maximum outcomes for the creative worker, teachers and students; and,
- Match creative workers within reasonable proximity to their schools.

Equity

RAV will work within existing networks to include a diversity of creative workers, project managers and schools in the program. This will include securing participation of people who identify as:

- First Peoples;
- Culturally and linguistically diverse; and,
- Deaf and disabled.

This will include seeking appropriate appointments in the project management team, creative workers and/or mentors supporting the delivery of the program, schools as well as those making decisions regarding creative selection and matching. RAV will provide appropriate cultural training for creative workers going into schools identifying with the above.

Assessment process

There are three stages to the Creative Workers in Schools assessment and matching process.

Stage 1. Creative workers and schools independently submit an EOI. Creative workers will outline their creative skills/practice and educational experience (if any) and schools will submit their ideas and desired learning outcomes.

Stage 2. Based on their experiences and EOI submission, shortlisted creatives will be interviewed, and may also be asked to submit additional information to support their EOI. The EOIs will be assessed simultaneously.

Stage 3. Based on the interviews and EOI process, RAV will partner selected creative workers and schools by matching creative workers expertise and working methods with the desired artform focus, priorities and learning outcomes of the schools.

Once the matching process is complete, schools and creative workers will then meet and co-design a project development plan, with the support of RAV. Once the residency commences in Term 1 or 2 2021, schools will work in full collaboration with the creative worker, supported by RAV staff to continue to co-design and develop your project plan.. Area Managers and Mentors will also provide ongoing support to schools and creative workers for the project duration.

Creative workers must hold a valid Victorian Working with Children's Check or be willing to apply for one if successfully matched with a school for the program.

Project/activity development

Initial planning

A school project coordinator and creative worker will be supported by the Regional Area Managers to plan their project or set of activities. They will assist in developing a project or set of activities that supports learning across the Arts and other key learning areas of Victorian Curriculum F-10 and delivers learning benefits for the students, teachers and creative workers involved.

This will also focus on preparing a project plan including a timeline, roles and responsibilities, budget and the engagement of specialists such as local elders. This planning will take place in small groups across regional and metro locations. This may be delivered virtually.

Induction to partnerships between creative workers and schools

Induction and planning sessions will be held for school project coordinators and creative workers to hone their project plans and learn more about effective partnerships. Creative workers highly experienced in working with schools will present case studies, tips and tricks, advice and contacts and networks for further support throughout the project or set of activities. Induction and planning sessions will be planned in response to school and creative worker locations and project planning timelines and may be delivered virtually.

Training for creative workers

The creative workers engaged in the CWS program will undertake training sessions to develop their capacity to work in school communities and other community settings. A range of training will be offered, including from experience project Mentors, and creative workers can select the training that best suits their needs. This is in addition to core training modules creative workers will undertake such as delivering arts projects via virtual platforms.

Program Monitoring

The CWS program will include feedback sessions with school project coordinators, classroom teachers, and creative workers throughout the duration of the project or set of activities.

Feedback sessions will be used to ensure expectations are being met, learning outcomes are being achieved, and training opportunities are provided to creative workers where needed in a timely manner.

Privacy

Regional Arts Victoria values applicants' privacy. For details on how we collect, store and use information, applicants should review our Privacy Policy at rav.net.au or contact us at enquiry@rav.net.au or call (03) 9644 1800 for a copy.

As part of this program, the Department of Jobs, Precincts and Regions (the Department) will collect your personal information in accordance with Victorian privacy laws to administer the Working for Victoria (WfV) grants program.

The information provided in your employee record is collected for the purpose of:

- ensuring that your employer has met their obligations under their WfV grant agreement
- assessing and evaluating the WfV program to ensure it has met its intended objectives at its completion
- contacting you in relation to your employment through the WfV program.
- The Department may do the following with your submission, after removing your personal information*:
 - use the information to understand the demographic and geographic representation of workers placed under the WfV program addresses

You have the right to access and correct your personal information. Requests for access should be sent to: WorkingforVictoria@ecodev.vic.gov.au

For more information read the Department's Information Privacy Policy at <https://djpr.vic.gov.au/privacy> and the Victorian Privacy and Data Collection Act 2014.

** Personal information includes names, address, phone numbers or email.*

Working with young people/working with vulnerable persons

The CWS program will prioritise safety. All participating creative workers and relevant program staff are required to have a current Working with Children Check..

RAV will comply with, and ensure that creative workers comply with, all relevant DET and school policies and procedures made available to it, including the Visitors Policy, Supervision of Students Policy and Child Safe Standards.

It is the expectation that all participants in this program follow the directives of these policies and procedures, as well as any additional requirements schools may have for working on site.

Working with First Nations cultural content and communities

The CWS program will encourage projects that see First Peoples creative workers working in partnership with a school community.

Regional Arts Victoria requires that any project or set of activities reflecting or working with Aboriginal and Torres Strait Islander people and/or community should be endorsed by the relevant authority from that community.

It is a requirement that applicants show how they will acknowledge any Aboriginal and Torres Strait Islander cultural knowledge and intellectual property.

If your project contains cultural material or activity and;

- You are a non-Aboriginal or Torres Strait Islander applicant, you must provide appropriate letter/s of support for your application to be eligible.
- You are an Aboriginal or Torres Strait Islander applicant and are delivering a project outside your community, you must provide appropriate letter/s of support from that community for your application to be eligible.

These support materials will be requested, where relevant, at the interview and/or matching stage of the program.

Further details on the protocols and appropriate acknowledgements of Aboriginal and Torres Strait Islander people and their culture, are available from the Australia Council for the Arts [Protocols for working with Indigenous Artists](#).

If you are successful: creative worker responsibilities

Creative workers will be expected to:

- Work collaboratively with the school on the planning, delivering, monitoring and evaluation of a creative project, with support from Regional Arts Victoria.
- Demonstrate and share insight into the skills and processes as well as the ideas and aesthetics involved in producing a creative work and lead the overall creative direction.
- Develop a project in line with the school's curriculum planning, assessment and reporting processes.
- Allocate time for attending briefings, planning meetings, professional development training, communications with the school and Regional Arts Victoria in addition to project delivery time in school.
- Provide evidence of a valid Victorian Working with Children's Check, or willingness to apply for one.
- Take part in an Induction session and undertake training during the program delivery.
- Regional Arts Victoria will support creative workers to source and manage purchasing of materials and equipment needed for the project.

- As employees of Regional Arts Victoria, abide by relevant employment policies and procedures.
- In a school, creative workers act as a facilitator, catalyst, resource or model. Creative workers are not the classroom teachers and routine classroom duties are the responsibility of the school.
- Creative workers are NOT replacement teachers and a teacher must always be present when the creative worker is engaging with students.
- Creative workers enrich learning and teaching practice by passing on skills and knowledge through formal or informal teacher professional learning sessions.

COVID-19

All projects or set of activities and project personnel must comply with DET and the Victorian Chief Health Officer's directives related to minimising the spread and impact of the coronavirus (COVID-19) and any associated operational guidelines issued by DET to schools.

RAV will also develop a COVID Safe Plan for creative workers and other CWS program personnel working in schools to ensure that they:

- have undergone induction in coronavirus (COVID-19) safety precautions including infection prevention and use of face coverings and PPE;
- have been provided with, and had an opportunity to review, current [Chief Health Officer's Health and Safety advice](#) (including any translated version where appropriate);
- have an adequate supply of suitable face coverings and additional PPE as required;
- comply with directions from the workplace manager or Principal, including on-site directions and measures for physical distancing, hygiene and cleaning;
- do not attend a site if:
 - unwell or experiencing any symptoms compatible with coronavirus (COVID-19);
 - they have been in contact with confirmed cases of coronavirus (COVID-19);
 - they have recently been tested for coronavirus (COVID-19) and awaiting test results; and
 - they have a suspected or confirmed case of coronavirus (COVID-19); and
- review the [DET's Emergency Closures page](#) to ensure the school is open, before attending.

RAV must also:

- issue the Notice to Employees to all participating creative workers setting out the minimum requirements for work carried out by providers on school sites to minimise the risk and spread of coronavirus (COVID-19);
- provide the school project coordinator and principal with a copy of RAV's COVID Safe Plan prior to a creative worker commencing work at a school;
- keep an up to date log or record of all school sites visited by any CWS program personnel including the name, times of entry/exit and date of any visit; and

- notify the school principal if any CWS program personnel has a suspected or confirmed case of coronavirus (COVID-19), including personnel who may not have visited school sites but has worked in or with any other person who has a suspected or confirmed case of coronavirus (COVID-19).

The CWS program also supports virtual delivery should coronavirus (COVID-19) restrictions prevent onsite collaboration with schools.

About Regional Arts Victoria's Arts & Education Program

For over 50 years, RAV has been a leader in providing workshops, performances and arts experiences for children and young people across Victoria.

The [Arts & Education program](#) we offer aims to inspire young people and develop their creativity, encouraging them to find pathways to become lifelong participants in the arts. The Arts & Education program is designed to engage, educate and delight students from foundation to VCE through a range of creative approaches that is complementary to the Victorian Curriculum F-10.

We also present [Teacher Professional Development programs](#), supporting regional teachers by providing accessible opportunities to build capacity and skills.

Contact

To speak to a Regional Arts Victoria staff member about this initiative, please contact:

Pippin Davies

Arts & Education Manager

Regional Arts Victoria

P: 0427 211 123

E: pdavies@rav.net.au

If you are having difficulties with the Working for Victoria Sidekicker platform, you can email support@sidekicker.com.au or phone 1800 882 694.

Appendix A: Examples of creative workers

Projects or activities may be undertaken in any art form or creative and cultural industries discipline.

Creative workers may be:

- Poets
- Graphic designers
- Architects
- Performers
- Digital artists
- Musicians
- Composers
- Animators
- Industrial designers
- Events staging workers
- Dancers
- Puppeteers
- Game designers
- Printmakers
- Choreographers
- Writers
- Fashion designers
- Makeup artists
- Jewellers
- Sculptors
- Painters
- Ceramicists
- Installation artists
- Filmmakers
- Landscape designers
- Costume makers
- Set designers