

REGIONAL
ARTS
VICTORIA



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

Contents

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

Creative workers interested in submitting an Expression of Interest (EOI) should review the Guidance Materials for creative workers, 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 support 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 School?

- Government schools in Victoria, including primary, secondary, special and language schools

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

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

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

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.

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 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).

Schools may choose to cover additional costs for a project/activity agreed on with the creative worker if the project or activity costs exceed available funded amounts.

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 schools?

Schools will be supported by project staff experienced in working with schools in similar program, and funding towards casual relief teachers. 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.

How to apply

RAV will accept EOIs from Victorian government schools with an interest in and capacity to work with a creative worker to design and implement a creative project or set of activities in their school across Term 1, 2 and 3 2021.

To participate in the CWS program, schools will require a high-level idea, or identify the schools priority curriculum areas to be addressed through a creative approach and specify artforms of interest, and a nominated school project coordinator who will manage the project or set of activities and act as key contact to RAV and the creative worker. Schools can submit a broad idea or aim at the EOI stage. They do not have to have a fully formulated idea, but they do need to evidence how an idea could link to desired learning outcomes.

This information is submitted via an online Expression of Interest form available from rav.net.au/creative-workers-in-schools.

Schools will nominate a project coordinator in their Eoi.

Schools can submit an EOI for a residency project or set of activities as an individual or a 'cluster'. For school 'cluster' projects a lead school and project coordinator must be nominated in the EOI. An EOI must be approved and submitted by the school principal. 'Cluster' projects will be permitted only if they can be delivered in accordance with advice of the Victorian Chief Health Officer.

Participating schools will be supported by RAV project staff and mentors experienced in working with schools in similar programs, and funding towards casual relief teachers.

Schools EOIs are to be **submitted by the school principal** and participating schools **must nominate a dedicated CWS Project Coordinator** from the school to oversee the residency project/activity.

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

Your EOI submission will have three sections:

1. Contact information
2. Your school profile
3. Support material

It is in the school profile section you will have an opportunity to talk about your school and your project/activity ideas. You will have 200 words to respond to each of these questions. The questions in this section are:

1. Please give a brief description of your school (please include total number of students, size of school, SFO, recent creative projects and any other relevant information).
2. Describe how a creative project or set of activities could benefit your school and the opportunities participating in the CWS program might present.
3. Indicate the year level and number of students and teachers that will work with the creative worker/s. This can change as the project/activity develops.
4. Does your school have any preferred area/s of creative practice or project ideas for the CWS project? See some examples of arts and education partnerships [here](#).
5. Is there a creative worker you already know who you wish to work with for this project or activity?
6. The proposed number of school staff and their responsibility for the project (e.g. classroom teacher, school project coordinator).
7. Which discipline of the Arts key learning area would you like to address with the project or set of activities? Are there other key learning areas of the Victorian Curriculum F-10 that you would like to focus on? See some examples [here](#) of how creative approaches to learning can address learning objectives.

8. State your preference for working as an individual school or as part of a cluster of schools.
9. Is your school interested and resourced to work with a small group of creative workers on an individual project or set of activities (e.g. a small company rather than an individual artist)?
10. Nominate any training or awareness the creative worker/s may require before embarking on the project in your school (e.g. CALD students, high needs students etc.).

It is understood that details in the above section may change as the project develops.

Assessment criteria

Applications for this program from schools 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 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 provide ongoing support to schools and creative workers for the project duration.

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 experienced 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.

School details and applicant contact information may be provided to the State Government (including the Minister and the Department), Members of the Victorian Parliament and may be published on the internet by any of them. This may include the school's name, project description, location and electorate.

This information may also be used for promotion and reporting purposes. The Directors of Regional Arts Victoria and their representatives may also use this information to conduct research so that we may better understand community needs and can improve service delivery.

When participating in this program you will be providing permission for this information to be used in this way.

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. The engagement of at least one First Peoples Regional Area Manager and at least one First Peoples Mentor will be a priority in establishing the support team for the CWS program.

If a CWS project or set of activities involves working with Indigenous content/artefacts, and/or an Indigenous creative worker or organisation and/or Indigenous community, the school must provide letters of support from the relevant Indigenous community/organisation and/or representatives.

Please see here for appropriate protocols:

education.vic.gov.au/school/teachers/teachingresources/multicultural/Pages/koorieculture.aspx

If you are successful: school responsibilities

The school is required to:

- Provide adequate staff support, including a project coordinator/lead teacher (Education Support staff may also take on this role) and possibly a reference or support group where relevant, and time release to attend CWS program induction and planning sessions.
- Organise casual relief teachers to cover the school project coordinator's time as needed. Up to \$3,500 is available for each creative worker towards this cost.
- Allocate an appropriate working area for the creative worker/s. This may include secure storage for materials and equipment between sessions.
- Identify the target group of students to be involved. Be mindful of class sizes in relation to scheduling and consider the levels of impact and engagement possible working in smaller groups over individual sessions.
- Indicate in their EOI whether creative workers will be working with students with additional/high needs and provide appropriate briefing and support.
- Ensure that a teacher supervises and is present in the classroom where the creative worker is delivering the project.
- Welcome the creative worker/s into the school community.
- Ensure that a teacher supervises and is present in the classroom where the creative worker is delivering the project or activities at all times.
- Inform RAV and creative worker/s (and make available where relevant) of relevant school policies and procedures that creative workers will be required to adhere to while working at the school, including the Visitors Policy, Supervision of Students Policy and Child Safe Standards.

- Ensure RAV's COVID Safe Plan has been received prior to accepting a creative worker onsite.
- Work collaboratively with the creative worker on the planning, delivery, monitoring and evaluation of the project, with support from RAV.

The **school project coordinator** plays the key role in a school's CWS project or set of activities. The school project coordinator will need adequate time and support beyond their regular duties to manage the school's CWS project or set of activities. Participation in the CWS program should be discussed with the school principal from the outset; the EOI must be submitted by the school principal.

The school project coordinator is required to:

- Attend an induction session in January 2021 (in fortnight commencing 25 January) or April 2021 for Stream Two Projects.
- Attend the initial planning session in January 2021 (in fortnight commencing 25 January) or April 2021 for Stream Two Projects.
- Make the creative worker feel welcome and supported in the school and wider school community.
- Work collaboratively with the creative worker/s to prepare the project plan.
- Liaise between the creative worker/s and the school and take responsibility for the creative worker/s stay in the school.

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.

Creative workers are NOT replacement teachers and a teacher must always be present when the creative worker is engaging with students.

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

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