



**NCSEHE**

National Centre for Student  
Equity in Higher Education



**Curtin University**

# EQUITY FELLOWS PROGRAMME

Information Package

2016

**Make tomorrow better.**

[ncsehe.edu.au](http://ncsehe.edu.au)

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# EQUITY FELLOWS PROGRAMME

Guidelines

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## 1 Background, Aim and Objectives

The Australian Government Department of Education and Training (“the Department”) is funding an Equity Fellows Programme (“the Programme”) under the Higher Education Participation and Partnerships Programme (HEPPP). The National Centre for Student Equity in Higher Education (NCSEHE) at Curtin University has been charged with managing the Programme. Six Fellowships will be awarded between 2015 and 2017. The value of each Fellowship will be up to \$215,000 covering engagement of a Fellow for a period of 12 months (full-time equivalent).

The aim of the Programme is to support Fellows to undertake strategic, high-impact, high-profile leadership projects targeted, sector-wide, at improving the access, participation and success in higher education of students from disadvantaged backgrounds. As part of the Fellowship, Fellows will spend a period of time working in and with the Department of Education and Training facilitating mutually beneficial engagement between the Department and the sector.

Equity Fellows, through their projects, are expected to have direct influence and impact on equity in the higher education sector. Applicants must demonstrate how their Fellowship and proposed project will advance the following objectives of the Equity Fellows Programme:

- (a) identification of equity issues that affect the Australian higher education system, and the development and facilitation of approaches to address these issues;
- (b) sector-wide leadership in promoting, enhancing and developing good practice in improving access, participation and success in higher education for students from disadvantaged backgrounds;
- (c) the development of a collaborative arrangement for the ongoing exchange of knowledge between the sector and the Department to inform the delivery of government programmes and policy concerned with equity in higher education.

Projects may also be designed to:

- (d) raise the profile in higher education institutions of efforts to widen participation among students from disadvantaged backgrounds;
- (e) establish and build on national and international partnerships and collaboration in widening participation.

## 2 Roles and Responsibilities

### 2.1 National Centre for Equity in Higher Education

The role of the NCSEHE is to manage the Programme. This includes:

- Convening a Selection and Reference Committee, one of whose duties is to select the Equity Fellows (see Section 4.1 and related document);
- Liaising with potential applicants to provide preliminary information and advice;
- Liaising with Fellows, once selected, to negotiate and clarify the detail of specific aspects of the proposed projects (including timeline, milestones, objectives and deliverables);
- Monitoring the progress of the projects, once underway;
- Supporting and disseminating the Equity Fellows’ work;
- Organising a Fellows’ Forum to facilitate dissemination and discussion of project processes and outcomes.

## 2.2 Department of Education and Training

The role of the Department of Education and Training is to manage the contract for delivery of the Programme with the NCSEHE, to sit on the Selection and Reference Committee and to host a placement of the Fellow during the period of their Fellowship.

During the placement, the Department will provide the Fellow with access to personnel, general IT access, building access and a physical place of work in the Department. Whenever possible, the Department will also provide the Fellow with access to relevant data. While the Fellow is on placement the Department will be responsible for Occupational Health & Safety. Workers compensation insurance will continue to be provided by the Fellow's home institution.

## 2.3 Fellow's Home Institution

The role of the Fellow's home institution is to support the application and, if it is successful, to support the Fellowship. The home institution will be required to enter into two formal agreements — one with the NCSEHE and one with the Department. The agreement with the NCSEHE will cover funding and milestones that are to be achieved in the project. The agreement with the Department will cover the details of the placement. The home university will receive funds from the NCSEHE and will be responsible for payments to the Fellow and normal employee arrangements.

# 3 Conditions

## 3.1 Eligibility and Nomination Process

Individuals who are employed by an eligible higher education institution may nominate for an Equity Fellowship. A list of eligible higher education institutions is available on the NCSEHE website. Nominees must have the strong support of their home institution.

Nominees for an Equity Fellowship should propose a project that supports the aim and objectives of the Equity Fellows Programme, as set out in Section 1.

Potential applicants are encouraged to liaise with the NCSEHE (<https://www.ncsehe.edu.au/>) and visit the HEPPP National Priorities Pool 2014 (<https://www.education.gov.au/national-priorities-pool-2014-projects/>) and 2015 Projects (<https://www.education.gov.au/national-priorities-pool-2016-projects/>) and the Office of Learning and Teaching website (<http://www.olt.gov.au/>) to investigate any potential synergies or possible collaboration with existing programmes, and to avoid duplication.

## 3.2 Departmental Placement

A requirement of the Programme is that each Equity Fellow undertakes a period time within the Australian Government Department of Education and Training in Canberra. The purpose of this placement is to enhance the ties and understanding between the higher education sector and the Department.

During the placement, the Fellow will work with the Branch of the Department responsible for equity in higher education. The Fellow is expected to be a source of advice and knowledge for the staff of the Branch and other staff, particularly those in the higher education and related areas.

The placement is also intended to provide an opportunity for the Fellow to improve their understanding of the processes and practices of the Department.

The length of the placement, work schedule, and pattern of attendance will be negotiated with each Fellow although it is envisaged that the placement will be conducted in a single block of time.

The Fellow's home university and the Department will enter a formal agreement covering the details of the placement.

### **3.4 Selection Criteria**

The selection criteria are:

- the extent to which the proposed project meets the aims and objectives of the Equity Fellows Programme as outlined in Section 1 of this document;
- the extent to which the proposed approach will generate influence and sector-wide impact;
- the professional standing and leadership capabilities of the nominee in the area of student equity, including clear evidence of prior leadership in this area; and/or
- the capacity of the individual to make an ongoing leadership contribution to the area of student equity; and
- the overall value of the Fellowship proposal in relation to the amount of funding sought.

### **3.5 Use of Fellowship Funding**

The Fellowship funding is provided to cover:

- the relinquishing by the Fellow of all normal institutional duties during the period of the Fellowship (normally expected to be 12 months' full-time equivalent, but subject to negotiation of some flexibility and timing, depending on individual circumstances);
- on costs associated with the Fellow's normal salary level;
- resources if required in relation to the specific project to be undertaken;
- travel and accommodation expenses to cover the period of placement with the Department, and travel nationally or internationally as appropriate to the project; and
- attendance at meetings convened by the NCSEHE.

### **3.6 Reporting and Accountability**

Throughout the project, the Equity Fellow will provide to the Selection and Reference Committee, via the NCSEHE, progress reports linked to the milestones of the project.

At the conclusion of the project, the Fellow will provide to the NCSEHE a final report setting out, in full, the activities undertaken during the Fellowship, the outcomes, the impact, and any materials generated.

The final report produced by the Fellow will be reviewed externally before it is published on the NCSEHE website and made publicly available.

Fellows will also provide any publications and materials produced, electronically and in other appropriate formats. Report submission dates will be negotiated with the successful Fellows and recorded in the funding agreement.

Fellows will also be required to give a short report of their placement to the Department.

### 3.7 Payment

Payments will be made to the home institution in two instalments, one upon execution of the funding agreement (80%) and one on acceptance of the final report (20%). The institution will be responsible for making payments to the Fellow.

## 4 Selection and Nomination Information

### 4.1 The Selection Process

The Selection and Reference Committee will review all Equity Fellows Programme nominations and select Fellows in accordance with the Selection Criteria set out in Section 3.4. The Selection and Reference Committee comprises a Chair nominated by the NCSEHE, a senior member of the Department and two external members of the higher education sector familiar with the requirements of the HEPPP.

Shortlisted nominees will be invited for an interview with the Selection and Reference Committee, which may take place in person or by telephone. The cost of any travel required to attend an interview will be covered by the NCSEHE.

The final selection of an Equity Fellow rests with the Selection and Reference Committee. The Selection and Reference Committee reserves the right not to make an appointment if a suitable candidate is not found.

The successful three Equity Fellows will be expected to commence in January 2017 or as negotiated in contract.

### 4.2 Nomination Instructions

Nomination instructions and the required form are provided in the Application document.

### 4.3 Lodgement and Processing

Please email your application to [ncsehe@curtin.edu.au](mailto:ncsehe@curtin.edu.au) by 5pm (WST time) **Friday 2 September 2016**.

### 4.4 Receipt of Nominations

Receipt of all nominations will be acknowledged by email to the nominee, signatory of the institution's letter of support and institutional contact officer.

## Equity Fellows Programme Application Process

The Equity Fellows Programme application must contain a description of the proposed Fellowship rationale, activities, outputs and impact (10 pages maximum).

- ✓ A nomination cover page must be completed, using the *pro forma* provided.
- ✓ Include a brief covering letter from the nominee.
- ✓ Include three pages addressing the issue/s to be examined during the Fellowship, including a broad outline of the proposed programme of activities, with a draft timeline showing periods of time at the Department of Education and Training (“the Department”), budget, aims and deliverables, using the Timeline & Fellowship Outputs table provided. (NB: budget rounded to the nearest \$1,000 and excluding GST). It should include provision for time release and travel costs, including travel costs associated with attending Selection and Reference Committee meetings including the Fellow’s Forum and any sectoral engagement activities proposed.)
- ✓ Include two pages addressing the selection criteria (refer to section 3.4 of the Equity Fellow Programme Guidelines). Include a one to two page letter of support from the nominee’s home institution which endorses the nomination and how the Fellow will be supported by the institution. This letter would normally be from the Vice-Chancellor or delegate.
- ✓ Include a copy of the nominee’s *curriculum vitae* (no page limit), including a high resolution (digital) photograph and summary page.
- ✓ Please provide the names and contact details of two referees. Please note that references are not to be included with the nomination.

### The proposed Fellows project must include:

- ✓ A period of time during which the nominee will spend with/in the Department’s Canberra office (duration to be negotiated).
- ✓ The submission of an interim and final report to the NCSEHE.
- ✓ Provision for attendance and presentation of the project at a Fellow’s Forum to be held in **November 2016**.

### The three pages addressing the project/issues must include:

- ✓ A discussion of the issue/s to be addressed. Please draw on other Higher Education Participation and Partnerships Programme / Office of Learning & Teaching / Discovery Early Career Research Award projects if appropriate.
- ✓ Rationale for the issues to be investigated, capacity to deal with the subject matter, and readiness and ability to undertake the Fellowship.
- ✓ A plan of activities to address the issue/s.
- ✓ An approach to identifying and involving other scholars and practitioners.
- ✓ An explanation of the expertise to be shared with the Department.
- ✓ The intended outputs from the Fellowship, including a strategy for embedding these outputs and achieving impact.
- ✓ The strategy for profile-building and dissemination of Fellowship output.
- ✓ An outline of the evaluation of the work to be undertaken.
- ✓ A detailed timeline, including an explanation of any concurrent academic activities to be undertaken during the period of the Fellowship.



## Nomination Checklist:

- Nomination cover page using the *pro forma* provided.
- Nominee's covering letter.
- Three pages addressing the issue/s to be examined, including:
  - a broad outline of the proposed program of activities
  - a draft timeline (see Timeline & Fellowship Outputs table) showing periods of work and attendance at the Department
  - budget (rounded to the nearest \$1,000 and excluding GST)
  - aims and deliverables.
- Two pages addressing the selection criteria.
- A letter of support from the nominee's home institution.
- The nominee's *curriculum vitae* (no page limit) and summary page.
- A high resolution (digital) photograph.
- Names and contact details of two referees.





## 2016 Equity Fellows Programme Nomination Form

### Nominee Contact Details

Title	
First Name	
Last Name	
Position	
Faculty / Organisational Unit	
Institution	
Institution's Postal Address	
Email Address	
Telephone Number	

### Proposed Fellowship Details

Project Title	
Abstract of Proposed Fellowship (Max. 160 words)	
Research Focus (Please use key words)	
Educational Issue(s) to be Addressed (Please use key words)	

## Equity Fellows Programme Privacy Notice

We must comply with the Australian Privacy Principles ('APPs') contained in the *Privacy Act 1988 (Cth)* when handling all personal information provided for nomination purposes.

### Collection of Personal Information

As part of the nomination process, the National Centre for Student Equity in Higher Education (NCSEHE) collects the personal information provided in the Equity Fellows Programme nomination documentation.

### How We Use Personal Information

Personal information is collected to assess eligibility for a Fellowship, and to undertake statistical analysis in relation to the Equity Fellowship Programme. We will also use this information to:

- maintain an ongoing relationship with nominees, and / or
- invite nominees to relevant events and programmes.

### Privacy Consent

By nominating for an Equity Fellowship, the applicant acknowledges and consents to the NCSEHE disclosing their personal information to others. The NCSEHE may also publish successful nominees' personal information (including photo provided; excluding telephone contact details) in media releases, presentations, and any promotional materials on the NCSEHE website.

The NCSEHE will not use or disclose personal information for any other purpose unless permitted by the *Privacy Act 1988 (Cth)*.

The Equity Fellows and their respective institutions will be required to enter into an agreement with the NCSEHE. The conditions of funding will be specified in the agreement. The agreement will specify the outcomes of the Fellowship to be achieved, the payment arrangements, conditions of the funding including financial and performance reporting requirements, requirements regarding variation to agreements, acquittal of funding and other related issues.

Ahead of the Fellows' placements with the Australian Government of Education and Training ("the Department"), Fellows' home institutions will be required to enter into an agreement with the Department. The agreement will specify the length of the placement, work schedule, and pattern of attendance.

### Nominee's Declaration

I nominate as an Equity Fellow and agree to the terms and conditions of the Fellowship.

I confirm that I have read, acknowledge and accept the Privacy Notice and Privacy Consent in this form.

Signature		Date	
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**Head of Faculty's / Organisational Unit's Support for Nomination and Authorisation**

I support this nomination on the basis of the attached documentation. I undertake to support this nominee in the activities associated with the Fellowship in accordance with the attached statement of institutional support.

I confirm that the information above is true and correct and that the nominee named on this form is currently a staff member of this institution.

I confirm that I have read, acknowledge and accept the Privacy Notice and Privacy Consent in this form.

Position			
Faculty/ Organisational Unit			
Signature		Date	

**Vice-Chancellor's / Chief Executive Officer's Declaration**

I support this nomination on the basis of the attached documentation. I undertake to support this nominee in the activities associated with the Fellowship in accordance with the attached statement of institutional support.

I confirm that the information above is true and correct and that the nominee named on this form is currently a staff member of this institution.

I confirm that I have read, acknowledge and accept the Privacy Notice in this form.

Name			
Institution			
Signature		Date	

**Details of Institutional Contact Officer for Fellowships**

Name			
Position			
Email address			
Telephone		Fax	