



## 2010 SMALL GRANTS for ...

### Student developed workplace health and safety resources

Are your students 'doing' OHS? Have they come up with some great ideas or produced some resources on workplace health and safety? Perhaps you expect they will come up with some great resources?

Do they need a little help to finish their resource / product – some additional expertise, software or materials??

VALA, as part of the SAFE-T1 project, is offering small grants (approx \$500) to assist students (15 – 24 years) to take their ideas / resources to the next level.

#### Who can apply?

While individuals may apply for the grants, preference will be given to groups of students (5 or more) who are between 15 and 24 years of age.

Applications will only be accepted from students attending a secondary school or other post compulsory education provider in Victoria.

The applications must have the support of the school or education provider. Funding will be provided to the school/education provider for the provision of expertise or materials.

#### How do you apply?

Students should read the Guidelines and Conditions and then complete the attached application form.

The application form asks students to:

- specify the area of workplace health and safety their resource / product will target
- describe what it is expected the final product will be like
- specify what the money is to be used for
- include a budget showing how the money will be used.

A limited amount of money has been allocated for the SAFE-T1 2010 Small Grants. **Applications will be assessed** (see the Guidelines and Conditions for criteria, etc) **as they are received and the money will be available only until it has been used – so get in quickly.** Applications will be accepted from the beginning of the 2010 school year until Friday 25<sup>th</sup> June 2010 *unless* the money set aside for the 2010 Small Grants is expended earlier.

#### What do students have to do?

- Work together to produce a resource / product that addresses some aspect of workplace health and safety.
- Allow the final product to be made available on the SAFE-T1 website
- Complete their product by the end of 2010.

#### Links to VCAL and VELs

By applying for the funding, students are likely to cover learning outcomes in Reading and Writing, Numeracy and Personal Development Skills units of VCAL.

The development of the workplace health and safety products / resources can be

- used to meet VCAL learning outcomes, particularly those from Work Related Skills and Personal Development Skills strands
- mapped to the Strands and Domains of VELs, particularly Interpersonal Development in the Physical, Personal and Social Learning Strand.

#### Further information

Ring Jan Hagston, VALA Project Manager on 9687 0336 or email her at [jan@vala.asn.au](mailto:jan@vala.asn.au)



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### APPLICATION FORM

Applications for the 2010 SAFE-T1 Small Grants will be accepted and considered until 25<sup>th</sup> June 2010 *unless* the money set aside for the 2010 Small Grants is expended earlier.

Name of students	Student signature By signing, students agree to abide by the guidelines and conditions of the grant.	Age of student
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Name of school or education provider</b>			
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name of teacher (or equivalent) who will oversee the project.</b>			
<b>Phone</b>		<b>Email</b>	
<b>Signature of teacher who will oversee the project</b>			
<b>What area of workplace health and safety will the product or resource cover?</b> Eg. hazards at work, bullying, health and safety issues for retail workers.			



The SAFE-T1 project is funded by WorkSafe Victoria



Describe what you expect the final product will be like.	
What will the money be used for?	
Budget	

The above described project has the support of [name of school/education provider].

Name of school / provider representative: .....

Position: .....

Signature of school / provider representative: .....



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## 2010 SAFE-T1 SMALL GRANTS

### GUIDELINES AND CONDITIONS



1. To apply, you must complete the application form and send it to:

[jan@vala.asn.au](mailto:jan@vala.asn.au)

OR

VALA, PO Box 938, Springvale South 3172

All sections of the application form must be completed. Additional information may be included, if (and only if) appropriate.

2. Applications received will be acknowledged.
3. Applications will only be considered from students attending a secondary school or other post compulsory educational provider in Victoria. Preference will be given to groups of students.
4. Applications will be assessed by a sub-committee of the SAFE-T1 project Steering Committee. The decisions of the sub-Committee on all matters relating to the allocation of funds are final.
5. Applications will be assessed against the following criteria:
  - direct relevance of product / resource to an aspect of workplace health and safety
  - how easily the product / resource could be used by teachers and other students to develop knowledge and understanding of workplace health and safety
  - extent to which project is likely to develop the participating students' knowledge and understanding of workplace health and safety
  - value for money.
6. The safety of those involved in the project must be maintained throughout the project. If you are on a work site, seek written permission, take all appropriate health and safety precautions, and follow all applicable health and safety policies and regulations.
7. Funding will be provided to the school/education provider.
8. Projects will be overseen and supported by one or more teachers from the school / education provider.
9. The use of copyrighted materials, sounds, music, unlicensed or illegal software is not permitted. Entries must not include any trademarked materials without the written permission from the owners of these materials. The participants will be held responsible for any infringement of copyright of materials used in their products.
10. The use of libellous, offensive, or defamatory content is not permitted.
11. Written permission must be obtained from any people whose photos are used in the resource / product.
12. By accepting a grant, each applicant and the school/education provider, consents to the use, reproduction, publication, transmission and/or broadcasting of their name, organisation and age in any VALA advertising, publicity or promotion, and/or for general news and information purposes.
13. By accepting a grant, each applicant and the school/education provider, also consent to the project product being made available on or through the SAFE-T1 website and in publicity associated with the project. Acknowledgement of the project participants and the school/education organisation will be made. Products will not necessarily be made available on or through the SAFE-T1 website.
14. Products / resources must be completed by the end of 2010.
15. At completion of the project, the Principal (or equivalent) will be required to sign an acquittal indicating that the grant was received and used in accordance with the conditions of the grant and how the grant was used.
16. All resources developed must comply with the *Occupational Health and Safety Act 2004* and the *Education and Training Reform Act 2006*. They must be consistent with the policies and procedures within the Department of Education and Early Childhood Development's (DEECD) *Work Experience Manual* available at [www.education.vic.gov.au/sensecyouth/careertrans/worklearn/workmanual.htm](http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/workmanual.htm) and DEECD's *Structured Workplace Learning Manual* available at [www.education.vic.gov.au/sensecyouth/careertrans/worklearn/structuredlearning.htm](http://www.education.vic.gov.au/sensecyouth/careertrans/worklearn/structuredlearning.htm)



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