



## **EXPRESSION OF INTEREST**

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### **PROFESSIONAL DEVELOPMENT AND SUPPORT**

Registered Training Organisations or individuals to be on a panel of preferred providers to deliver professional development and support on a range of areas including but not limited to, leadership and management, relationships and partnerships, play-based curriculum and other mandatory requirements for children's services.

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### **INDIVIDUAL SUPPORT AND CONSULTANCY SERVICES**

Organisations or individuals to provide individual support and consultancy services to children's services

# ABOUT THE ACT PSC

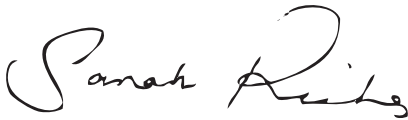
The ACT Professional Support Coordinator (PSC) is part of the Inclusion and Professional Support Program (IPSP), an integrated and nationally consistent approach to meeting the professional and inclusion support needs of eligible children's services, funded by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR).

The outcomes of the Inclusion and Professional Support Program are to:

- Promote and maintain high quality care and inclusion for all children in eligible child care services, by increasing the skill level of carers and service staff in line with nationally consistent priorities; and
- Provide eligible children's services regardless of geographic location with access to quality professional support that is appropriate, relevant and timely.

In the ACT the PSC is managed by Communities@Work, a community not for profit organisation. Further information about the PSC and Communities@Work can be found at the following websites:

- [www.actpsc.com.au](http://www.actpsc.com.au)
- [www.commsatwork.org](http://www.commsatwork.org)



**Sarah Riches**  
Manager  
ACT Professional Support Coordinator

## ESSENTIAL INFORMATION

### LODGEMENT AND ENQUIRES

Lodgement and enquires about this request should be directed to:

**Sarah Riches**  
Manager  
ACT Professional Support Coordinator

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The Inclusion and Professional Support Program (IPSP) Guidelines can be obtained by contacting the ACT PSC Manager.

# SPECIFICATION OF EXPRESSION OF INTEREST

In order to fulfil the National Outcomes of the IPSP, the ACT PSC is seeking to engage Registered Training Organisations or individuals to be on a panel of preferred providers to deliver professional development and support. The ACT PSC is looking to build a diverse range of professional support providers that can conduct or provide a range of services required to address the professional support needs of children's services programs in the ACT region.

The engagement of providers is expected to be for an initial period of one year with provision for extension for a period of up to 3 years. The maximum period of engagement will not extend beyond 30 June 2012.

## TASKS

(Requirements for Professional Support Delivery)

1. Any individual delivering training should have a minimum of Certificate IV in Training and Assessment (or equivalent).
2. Any organisation delivering accredited training must be a Registered Training Organisation
3. Any organisation or individual must have appropriate insurance coverage.

## BACKGROUND

Outlined below is the process of professional delivery:

1. A children's service program will contact the ACT PSC with a request for professional support
2. The ACT PSC will refer to the panel of providers
3. The ACT PSC will allocate the job to the most suitable provider based on availability, cost and ability to meet programs specified needs
4. The provider will deliver professional support
5. The ACT PSC will seek evaluations from the children's services program as well as the Professional Support Provider to ensure that the support delivered has been of a high standard
6. The Professional Support Provider will issue the ACT PSC with a tax invoice
7. The ACT PSC will make payment to the Professional Support Provider within 14 days of receiving a tax invoice

# SPECIFICATION OF EXPRESSION OF INTEREST

(continued)

## REQUIREMENTS

Any party who wishes to register their interest should reply in writing addressing the criteria below.

## SELECTION CRITERIA

1. Capacity to provide innovative and responsive professional support to promote quality practice.
2. Demonstrated experience delivering professional development and support on a range of areas including but not limited to, Leadership and Management, Relationships and Partnerships, Play-based curriculum and other mandatory requirements for children's services.
3. Ability to provide flexible modes of delivery.
4. Ability to customise training to meet the individual needs of each service. This may include working extended or after hours, in a range of different environments
5. Ability to keep up to date with changing legislation and requirements under the National Quality Framework.
6. Ability to provide regular performance and financial management information to the ACT PSC.