University of Wollongong Social Inclusion Project Scheme (SIPS) Guidelines, 2011

Background

The University of Wollongong Social Inclusion Project Scheme (SIPS) has been established to support initiatives to improve: access to undergraduate courses; retention rates and completion rates for students from low socio economic status (LSES) backgrounds. SIPS initiatives may be proposed by Faculties, Administrative and Professional Units across the University.

The Social Inclusion Project Scheme aims to assist the University of Wollongong in meeting the Federal Government’s goal that by 2020, 20% of domestic undergraduate students will be from LSES backgrounds.

In 2011 the focus of SIPS grants will be on initiatives to support the participation of students at UOW rather than outreach and partnership.

The SIPS Guidelines outline the process to be used in determining the distribution of available funds across UOW. Appendix A includes the SIPS application form. Appendix B includes the draft UOW Social Inclusion Principles and Priorities.

The Higher Education Participation and Partnership Program (HEPPP) is an Australia wide program supporting the national social inclusion agenda. This program is the funding source for SIPS.

Further details of HEPPP are available at: www.deewr.gov.au/HigherEducation/Programs/Equity/Pages/HEPPProgram.aspx

Information Session – 5th August 2011, 12.30-1.30pm, Bld 20.2

A SIPS Information Session will take place on Friday 5th August 2011 on the Wollongong Campus in Building 20 Lecture Theatre 2. General information regarding the SIPS round for 2011 and insights gained from the inaugural SIPS round will be presented. There will be time for questions regarding the 2011 SIPS applications.

Who can apply?

SIPS is open to all Faculties, Administrative and Professional Units across UOW Campuses and Education Centres. Applications may be made by groups within/ across Faculties, Administrative and Professional Units.
**How to submit an application?**

Applications should be prepared using the SIPS Application Form (See Appendix A). All parts of the form must be completed. Applicants should email questions to Marion Allen, Office of the Dean of Students.

One electronic copy of the completed SIPS Application Form, in PDF format, should be emailed to marion_allen@uow.edu.au. A submission receipt will be emailed back to the sending address to confirm receipt of the application.

**When are applications due?**

The closing date is **Monday 29th August 2011 (by 5pm)**. Late applications will not be accepted. The announcement of successful applicants will be made the first week of September 2011.

**Funds available**

SIPS applications may be submitted by academic, professional or administrative staff. Collaborative projects are encouraged. In this round, funding will be available for projects in the following areas:

1. Projects that include team members from a single Faculty with the objective of offering a **Faculty wide** initiative
2. Projects that include team members from a single Faculty with the objective of offering an initiative to only **part** of a Faculty e.g. a School or program.
3. Collaborative projects that include team members from across multiple organisational units e.g. Faculty + Professional Unit etc.
4. Projects that include team members from a single Professional Unit or a single Administrative Unit.

There will be one call for funding in 2010. Two broad categories of funding are available:

- **Category A** – Maximum funding $40,000.
- **Category B** – Maximum funding $15,000.

**What would be an acceptable project?**

SIPS funding will only be awarded to projects that principally target LSES undergraduate students. SIPS initiatives that aim for sustained, longer term impact will be favoured. Substantial progress on the Social Inclusion initiative needs to be achieved within the next 12 months.
The following is an extract from the HEPPP guidelines and clearly states the types of Participation projects that can be funded through HEPPP. UOW is obliged to adhere to these guidelines in determining Social Inclusion Project Funding.

**HEPPP - Conditions of funding**

1.65.1 Examples of acceptable Participation activities that an eligible provider may undertake include, but are not limited, to the following:

- (a) developing and implementing appropriate support services and programs for domestic undergraduate students from low SES backgrounds enrolled or seeking enrolment, such as, but not limited to:
  - (i) inclusive entry processes;
  - (ii) transition programs to support cultural and geographical issues of inclusion;
  - (iii) academic preparation;
  - (iv) modifications to teaching delivery and learning methods to better meet the needs of students from a low SES background;
  - (v) mentoring, peer support, tutoring and continued academic support;
  - (vi) education programs for parents of low SES students\(^1\), particularly those with children who are first in their families to access higher education;
  - (vii) monitoring of student progress\(^2\)

**Timeframes for Projects and Reporting Requirements**

A progress report will be required by mid March 2012. A final report, including report on impacts and expenditures, will be expected by July 2012.

A report template will be provided for the progress and final reports well before the expected completion date.

**The following items will not be funded:**

- Expenses pertaining to conference travel and attendance
- Room upgrades and major equipment (>\$2,000)
- Extensive travel for site visits

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\(^1\) This refers to low SES students who are enrolled at UOW

\(^2\) Including those students identified by UOW as being ‘at risk’
Assessment Criteria

Projects will be assessed on the following criteria:

1. Demonstrated benefits of the proposed project to the LSES undergraduate students (Impact must be clear)
2. Relevance to UOW Social Inclusion Principles and Priorities, refer to Appendix B
3. The financial plan:
   a. The relationship between the request for funds and planned initiatives is clear
   b. Financial calculations are clearly explained (e.g. In terms of costs, quantities, rates of pay including salary on-costs)
4. Inclusion of plans to sustain and extend the project in the longer term
5. Inclusion of outcomes to enable evaluation of the project and a description of the approach to gathering necessary evidence to assist project evaluation
6. Theoretical/evidence bases that underpins the proposal.

N.B: Projects targeting individual students\(^3\) will not be funded e.g. scholarship

Selection Process

All applications received by the due date will be considered by the SIPS assessment panel. This is a panel of four staff members chaired by the Dean of Students. The panel will consider all proposals and make recommendations to the Deputy Vice-Chancellor (Academic). The panel reserves the right to suggest a joint project for applicants whose SIPS proposals complement each other and whose collaboration would result in greater benefit to the University. The panel also reserves the right to recommend that a grant not be awarded in a particular category.

Notification Process

The final selection of projects to be funded will be made in September 2011. All applicants will be advised of the results in writing by the Deputy Vice-Chancellor (Academic).

\(^3\) The HEPPP Guidelines call for programs to support cohorts of students rather than initiatives that only benefit an individual.
Appendix A

Faculty, Administrative and Professional Unit Social Inclusion Project Scheme (SIPS)
Application Form 2011

Due: 5pm Monday 29th August 2011.

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<thead>
<tr>
<th>Social Inclusion Participation Project - Working Title</th>
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<th>Project Contact</th>
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<tr>
<th>Contact Telephone Number</th>
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<th>Contact email</th>
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<tr>
<th>Organisational Unit(s) involved in project</th>
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<table>
<thead>
<tr>
<th>Funding category</th>
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<tr>
<td>Category A: maximum $40,000</td>
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<tr>
<th>Brief description of Project</th>
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<tr>
<td>Provide a succinct description of the project. More details of objectives, resources etc will be provided below.</td>
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<table>
<thead>
<tr>
<th>Which UOW Social Inclusion Principles and Priorities are addressed by this project?</th>
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<tbody>
<tr>
<td>The UOW Social Inclusion Principles and Priorities are listed in Appendix B.</td>
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<tr>
<th>How will this project benefit LSES students at UOW?</th>
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<td>Please use succinct dot points to describe the benefits</td>
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<tr>
<th>What are the major milestones for the project?</th>
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<td>Provide dates and brief one or two sentence description of each milestone.</td>
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<tr>
<th>Resource estimates</th>
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<tr>
<td>Provide an estimate of the resources required for the project including consumables, staff hourly rates including on-costs, hourly estimates, equipment expenses etc.</td>
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<th>Long term sustainability</th>
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<tr>
<td>Briefly outline plans for sustainability of the project initiatives.</td>
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<th>Project outcomes for evaluation</th>
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<tr>
<td>Briefly describe the project outcomes against which the project will be evaluated.</td>
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<tr>
<td><strong>Gathering evidence</strong></td>
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<td>-----------------------</td>
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<tr>
<td><strong>Existing body of knowledge</strong></td>
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<tr>
<td><strong>Dean or Unit Manager’s statement</strong></td>
</tr>
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</table>
| **Dean or Unit Manager’s signature** | *Signature: ____________________________  
Faculty/Unit Name___  
Date: ___/___/____* |

Email completed application form in PDF format to Marion Allen, marion_allen@uow.edu.au by 5pm Monday 29th August 2011.
Appendix B

Draft SOCIAL INCLUSION PRINCIPLES

This section of the strategy sets out the University’s guiding Social Inclusion Principles. These Principles facilitate a shared understanding of social inclusion and future directions at UOW.

Principle 1: Socially Responsible

UOW Social Inclusion initiatives are driven by our commitment to providing higher education opportunities to a diverse Australian society consistent within the National Social Inclusion agenda.

Principle 2: Committed to Quality

Widening participation at UOW enables a diverse student group to join the UOW community and work towards the attainment of learning outcomes and Graduate Qualities in an environment defined by curriculum and inclusive pedagogy that are responsive to diversity and the maintenance of academic standards.

Principle 3: Conducted in Partnership

UOW collaborates with a diverse group of Government Corporate, Education and Community Partners in working towards the achievement of our Social Inclusion objectives.

Principle 4: Evidence-based, Sustainable and Proactive

The Social Inclusion Strategy is informed by evidence of effective practice. Sustainable, proactive approaches are adopted to support UOW’s long-term commitment to Social Inclusion. Continuous monitoring and improvement of the effectiveness of initiatives is ensured by the regular gathering of evidence about UOW’s Social Inclusion Strategy.

Principle 5: Transparent Operation

All aspects of our Social Inclusion agenda from aspiration raising, capacity building, access, retention and progression, are transparent to ensure that expectations and opportunities are widely understood.

Principle 6: Leadership and Resourcing

UOW is committed to developing a deep understanding of Social Inclusion in Higher Education, and to providing the leadership, staffing and other resources required to achieve our goals.
Draft SOCIAL INCLUSION PRIORITIES

The priorities are informed by (1) International and Australian research and (2) the needs of our local communities. Six Social Inclusion priorities have been proposed.

**Priority 1: Schools and Community Engagement**

In association with our community partners we aim to engage in outreach to our local communities to raise education aspiration and build academic capacity of young people who have been traditionally underrepresented in higher education.

**Priority 2: Fair Access**

The provision of fair access for a diverse group of capable students is an important aspect of our Social Inclusion agenda.

**Priority 3: Pedagogy and Curriculum**

Provision of fair access to study will be supported by enhancements to transition pedagogy and curriculum. We aim for an Institutional commitment to the importance of teaching in aiding student success.

**Priority 4: Student Success Enablers**

Provision of appropriate services, programs and initiatives that target academic development and support for student well-being will grow in importance. In 2011-2013, specific initiatives to aid success of students from under-represented targeted groups are a priority.

**Priority 4: Leadership and Management**

Responsibility for Social Inclusion priorities are shared across the Institution. Leadership is provided by the Deputy Vice Chancellor (Academic) with direction from the new Social Inclusion Management Committee including the Dean of Students. Business intelligence in support of Social Inclusion is prioritised through improved resourcing of information systems for capture, analysis and reporting of all initiatives pertaining to the Social Inclusion Strategy 2011-2013.

**Priority 6: Participate and contribute to the body of knowledge relating to Social Inclusion**

Actively participate and contribute to the developing body of knowledge relating to Social Inclusion in higher education. In particular, UOW aims to be early adopters of improved evaluation and reporting mechanisms concerning the effectiveness of Social Inclusion programs.