Request for Quote

The Australian Collaborative Education Network Limited (ACEN) Board invites quotes to provide a scoping document for the development of a professional learning program: 

Capacity Building for WIL in Australia.

The Request for quotes closes on 26th May 2014. Email responses to Don MacDowall at admin@acen.edu.au

ACEN will provide a return email confirming receipt.

Background

ACEN is the professional association for practitioners and researchers from the tertiary sector, industry, community and government representatives involved in work integrated learning (WIL) in Australia. ACEN provides strategic leadership for WIL research, scholarship and practice in Australia for members and other stakeholders.

ACEN’s focus is to enhance WIL for tertiary students as a strategy to increase the work readiness of graduates in order to improve national productivity and competitiveness. Enhancing the capacity of key stakeholders involved in WIL through the provision of appropriate professional learning is a priority for ACEN.

Purpose

The aim of this phase of the project is to produce a scoping document outlining appropriate topics, learning experiences and delivery methods for a professional learning program in relation to WIL in Australia. The aim of the professional learning program is to build staff capacity to enhance WIL in Australian and international contexts to ensure work-ready graduates. The scoping project report and recommendations will be used to guide the ACEN Board’s decisions relating to the implementation of a professional learning strategy.

The proposed audience for the professional learning program includes professional and academic staff in tertiary Institutions and industry and community organisations in Australia that support students WIL experiences

Key Factors

The following key factors need to be considered in the research and recommendations of this scoping project:

- Potential demand for a professional learning program
- Multi-mode delivery strategies including eWIL delivery and synchronous and asynchronous delivery
- Sustainability
- Certification/pathways

The scoping project will focus on WIL in Australia as defined by the WIL Report (Patrick, Peach, Pocknee, Webb, Fletcher & Pretto 2009)

‘work integrated learning’ as an umbrella term used for a range of approaches and strategies that integrate theory with the practice of work within a purposefully designed curriculum ( Page 9 )
**Timeframe**

It is anticipated that the scoping project will be completed within six weeks of project commencement.

The following meetings with the ACEN Board or representatives will be required:

- An initial meeting to agree on the project plan
- A progress meeting at the midpoint of the project
- A presentation of the projects findings at the conclusion of the project

**Project Deliverables**

A Scoping report including the following:

- Demand including identification of the potential markets for programs across all topics – professional staff, academic staff and industry/community representatives
- Professional Learning Model including:
  - existing resources to inform suitable topics
  - recommended list of topics in order of priority, based on an analysis of needs of the sector
  - recommended program outline which includes topic outcomes, suitable resources, and suggested activities
  - suggested delivery strategy
  - assessment profile
- Financials: budget outlining the projected cost of the professional learning models proposed and the suggested price structure for participants
- Sustainability: overview of potential business models to ensure sustainability and management model
- Recommendations for further development of the professional learning program

**Additional Information**

It is expected that this project will not require any travel but can be completed through desktop research, telephone interviews and email communication.

It is expected that consultation will be undertaken with key stakeholders including ACEN Board members who will form a key part of the project plan.

**Evaluation Criteria**

The ACEN Board will assess proposals based on the following criteria:

- Demonstrated broad understanding of WIL in Australia and the project purpose
- Demonstrated expertise in project development and implementation
- Familiarity with the tertiary sector in Australia
- Value for money
- Evidence of a high standard of written and oral communication skills
- Demonstrated capacity to analyse and synthesise information
- Experience in using a range of technologies to undertake research and develop reports

Quotes should include

- Name and ABN
- Address
- Contact details of two referees for whom the tenderer has undertaken similar services
- Price on a GST inclusive basis with any GST component separately identified.
- Insurance held including type of insurance and sum insured

**Payment schedule**

Payment will be made on submitted tax invoices as follows

- 30% of the agreed fee on signing of the agreement
• 30% of the agreed fee subject to successful progress based on progress plan at the midpoint
• 40% of the agreed fee on satisfactory completion of the project.

**Background Information**

- Outcomes of recent OLT projects:
- ACEN membership Survey 2013
- Statement of Intent work integrated learning - Strengthening university and business partnerships [www.acen.edu.au](http://www.acen.edu.au)

May 1, 2014