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Department of Education and
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Authorised by the Department of Education and Early Childhood Development,
2 Treasury Place, East Melbourne, Victoria, 3002.
1. Background

Equipment Grants are available to assist Victorian government schools to purchase major items of essential, specialised equipment for students with vision impairments who do not meet the eligibility requirements of the Program for Students with Disabilities.

Applications must:

- demonstrate that the equipment is essential to enable the student to access the curriculum
- include a report from the student’s visiting teacher outlining the nature of the student’s visual impairment and why the equipment is essential to support the student
- include evidence of the student’s visual condition

In considering the equipment requirements of students with vision impairments who do not meet the eligibility requirements of the Program for Students with Disabilities, schools should contact their regional office to ensure that the suitable equipment is not in excess at another school.

Eligibility requirements

To be eligible for an Equipment Grant, the student must have a vision impairment and not be supported through the Program for Students with Disabilities.

2. Application Process

Submitting the documentation


Completed applications should be forwarded to the appropriate Regional Disabilities Coordinator.

It is essential that all necessary documentation is included with the application. The following checklist sets out the required documentation:

- A completed application form signed by the principal
- A report from the student’s visiting teacher outlining the nature of the student’s visual impairment and why the equipment is essential to support the student
- Evidence of the condition of the student’s vision

Do not staple or bind your application as this will interfere with efficient processing – one paperclip or foldback clip is sufficient. Faxed or hand-delivered applications cannot be accepted.

Timelines

Application period

The application period opens on 15 December 2009 and closes on 26 February 2010.

Post-application period

Applications received after 26 February 2010 will only be accepted for:

- students transferring from other schools systems in 2010, including interstate and overseas.

When consideration is requested after 26 February 2010, the application should be completed according to the usual process. In addition, a covering letter from the school principal should be provided detailing the reasons the application was submitted after the application period.
3. Administration Process

Notification of outcome
Outcomes of finalised applications submitted during the 2010 application period will be sent to the principal’s email account before the end of Term 1 2010. It is the principal’s responsibility to notify the parent/guardian/carer(s) of the outcome of the application and the type of equipment provided.

Procedure for principals following eligible outcome
On receipt of notification from the Department of Education and Early Childhood Development that an equipment grant has been approved, the principal should:

- organise for the payment and delivery of the equipment, or collection of the equipment from the Statewide Vision Resource Centre, if required
- inform the parent/guardian/carer(s) of the outcome
- ensure that the equipment is available for the student’s use
- ensure that the equipment is appropriately entered onto the school’s Assets Register.

Procedure for principals following ineligible outcome
On receipt of notification from the Department of Education and Early Childhood Development that the student is not eligible, the principal should:

- contact their Regional Disabilities Coordinator for feedback as to why the application was not successful
- inform the parent/guardian/carer(s) of the outcome, assuring them that the needs of the student can be met by the school

4. Funding arrangements

Resources provided to the school
The funding amount granted will be provided as a one-off cash grant paid directly into the official school account.

In some instances, the Statewide Vision Resource Centre will purchase the equipment on behalf of the school. In these cases, the school’s Visiting Teacher is required to liaise with Deb Lewis, Manager, Statewide Vision Resource Centre regarding collection of the equipment.

Any equipment provided through this program remains the property of the Department. If the student in receipt of the equipment transfers to another Victorian government school, the equipment may be transferred to the student’s new school.

If the equipment provided through this program is transferred to another school or no longer in use, schools are required to notify the Manager, Statewide Vision Resource Centre.
5. Further information

Websites

Equipment Grants

Program for Students with Disabilities

Statewide Vision Resource Centre
www.svrc.vic.edu.au

Department of Education and Early Childhood Development

Regional offices

Schools may contact their Regional Disabilities Coordinator for support with their application. Completed applications should be forwarded to the appropriate Regional Disabilities Coordinator.

<table>
<thead>
<tr>
<th>Region</th>
<th>Coordinator</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Barwon South Western Region</td>
<td>Andrew Taylor</td>
<td>(03) 5225 1000</td>
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<tr>
<td>Eastern Metropolitan Region</td>
<td>Marilyn McKeown</td>
<td>(03) 9265 2400</td>
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<tr>
<td>Gippsland Region</td>
<td>Tonia Wright</td>
<td>(03) 5127 0400</td>
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<tr>
<td>Grampians Region</td>
<td>Laura Carrington</td>
<td>(03) 5337 8444</td>
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<tr>
<td>Hume Region</td>
<td>Wendy Fletcher</td>
<td>(03) 5761 2100</td>
</tr>
<tr>
<td>Loddon Mallee Region</td>
<td>Carol Brown</td>
<td>(03) 5440 3111</td>
</tr>
<tr>
<td>Northern Metropolitan Region</td>
<td>Ann Cupples</td>
<td>(03) 9488 9488</td>
</tr>
<tr>
<td>Southern Metropolitan Region</td>
<td>Deb Maher</td>
<td>(03) 9794 3555</td>
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<tr>
<td>Western Metropolitan Region</td>
<td>Judy Baker</td>
<td>(03) 9291 6500</td>
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Central office

Student Wellbeing Division
33 St Andrews Place
East Melbourne 3002
Telephone: (03) 9637 2083
Email: disability.services@edumail.vic.gov.au

Statewide Vision Resource Centre

Deb Lewis, Manager, Statewide Vision Resource Centre
370-380 Springvale Road, Donvale 3111
Telephone: (03) 9841 0242
Email: lewis.debra.d@edumail.vic.gov.au