



Digital Education Revolution

NATIONAL SECONDARY SCHOOLS COMPUTER FUND (NSSCF)

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The Association of Independent Schools of New South Wales Limited

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Residual Funds

What are residual funds? If your school has reached the 1:1 target ratio, any funds left over are referred to as 'residual funds'. This may have come about due to achieving economies of scale from the bulk purchases of computers, laptops or thin clients, or by purchasing access devices that were less than \$1,000 each.

What can you do with residual funds? Residual funds can be used for the 'effective deployment' of the access devices purchased in order to get to 1:1 – that is, computers purchased for students in Years 9-12. Residual funds is only applicable to the **Computer** element of the funding, not to the **On-Cost** element of funding (see below).

What is meant by Effective Deployment? Eligible infrastructure and installation costs relating to effective deployment may include items such as:

- networking;
- air-conditioning;
- security (including appropriate specialist furniture);
- contribution to the additional power requirements;
- internet connection;
- technical support;
- servers;
- software*; and
- learning resources and where essential for effective deployment, professional development of teachers.

* Software includes items such as intranets, student portals, server backup software, and appropriate client licenses that are required for the efficient use of the computers purchased to get to 1:1.

If you have residual funds left over... residual funds may then be applied to the purchase of:

- interactive whiteboards
- printers
- scanners
- data projectors
- photocopiers, or
- digital cameras.

What can't you use On-Cost Funding for? Schools may NOT use **On-Cost Funding** to purchase interactive whiteboards, printers, scanners, data projectors and /or digital cameras. On-cost funding is only to be used to address the actual costs incurred through the effective deployment of computers and to contribute to the costs associated with this. On-Cost funding can not be used for purchasing staff computers, nor can it be used for purchasing equipment that is not accessible or for use by students in Years 9-12 (ie school administration office or primary school areas). If in doubt, please contact one of the Grants Administration team.

AIS Website - Documentation Uploads

We are pleased to advise the addition of a new facility on the AIS website that will assist you to manage the transmission of documentation associated with the NSSCF program. You will now be able to upload your:

- (a) signed Acceptance of Grant Offer for any instalments that you have been offered;
- (b) ICT Strategic Plan updates;
- (c) *Certificate of Financial Accountability* by Qualified Accountant and/or *Certificate by School Authority* when you wish to make a claim for payment of grant instalments.

Using the documentation upload function will provide you with a centralised storage facility of forms and information relating to this program where you will be able to manage and keep track of all documents sent to the AIS.

To upload DER NSSCF documents you should:

1. Ensure you log in to the AIS website
2. Select the My Profile tab at the top of the page
3. Select 'DER Grant Management'

(If you work at more than one Independent school, you may then need to select the school for which you now wish to apply.)

Initially the grant application form will only be visible to the Principal who may undertake to upload documents or may delegate access to it to others within the school to assist with the submissions.

Should this be the need, then:

1. Instruct those involved to register themselves, if they haven't already, on the AIS website (<http://www2.aisnsw.edu.au>)
2. Their registration must be approved by the Principal;
3. The Principal should delegate permissions by selecting:
 - o 'My Profile',
 - o 'Delegate Tasks',
 - o 'Grant Permissions'
 - o and then selecting the staff to whom access to DER Forms should be delegated

Program Deadlines

This phase of the DER NSSCF, which will see schools complete progress to a 1:1 computer to student ratio for students in grades 9-12, is to finish at the end of 2011. To access all available grant instalments before the end of the Program you should:

1. Ensure that you have signed and returned the **Acceptance of Grant Offer** for any outstanding and unpaid instalments to the Grants Management team at AIS;
2. Update and **provide a copy of your updated ICT Strategic Plan** to the Grants Management team (please see the Grant Offer document for more details about the requirements). If you have grants outstanding from earlier instalments, your ICT plan should be revised to cover all these instalments;
3. **Place your order for computers** once your ICT Plan has been reviewed and approved by a member of the BGA DER assessment committee and this has been confirmed to you by a member of the Grants Management team.
4. **Proceed with your expenditure of any and all** unspent allocations.
5. **Submit** your *Certificate of Financial Accountability by Qualified Accountant* and *Certificate by School Authority* for each element to AIS to claim for payment once you have spent the funds or have made a commitment to purchase (the latter as evidenced by provision of an invoice from the supplier).

Please note:

- ***The AIS will not be able to guarantee payment of a school's unexpended or uncommitted funds after 31 December 2011. This date is DEEWR's final deadline for reimbursement by AIS of all funding assistance available to you for the provision of computers to achieve the target ratio of 1:1.***
- DEEWR has agreed that final installation can be completed in early 2012 – before the end of February.
- Ensure you regularly **report** your school's installations to DEEWR on Schools Entry Point (SEP) at <https://schools.deewr.gov.au/SchoolEntryPoint/Default.aspx> to reflect your progress to the 1:1 target ratio. Please contact a member of the Grants Management team should you need assistance with this step.
- You do not have to wait until you have expended the full grant amount provided in any round of computers or on-costs before you can claim reimbursement. Should you wish to make a partial claim for computer purchases or costs associated with the deployment of those computers, you should submit a *Certificate of Financial Accountability by Qualified Accountant* which may be amended which reflects the actual expenditure incurred for reimbursement. Please contact the Grants Management team should you need an additional copy.

Contact Us

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