Australian Centre for Student Equity and Success

## **Equity in Higher Education – Impact Evaluation Provider Directory**

## Application Template

Application requirements

The *Application Template* must be used. All applications must be presented as follows:

* **Length:** a maximum of 5 pages for each individual
* **Spacing:** Single space typing
* **Margins**: Standard margins (as set in the template)
* **Type face:** 11-point Arial
* **Page size**: A4 only
* **Cover Sheet:** Page 1 of the Application Template serves as a cover sheet. An additional covering letter is not required.
* **Format:** Word and PDF format

Please refer to the *ACSES Equity in Higher Education – Impact Evaluation Provider Directory 2025 Application Guidelines* (available [on our website](https://www.acses.edu.au/trials-evaluation/ie-provider-directory/)) when responding to the Call for Applications.

Accessibility

All documents produced by the applicant in the application must meet accessibility guidelines. For more information refer to these Disability Gateway guidelines on how to “[Create accessible materials – print and digital documents](https://www.disabilitygateway.gov.au/print-digital-document)”.

Submission

Email submissions to [acses@curtin.edu.au](mailto:acses@curtin.edu.au)

Submissions should include in the subject line: **Equity in Higher Education – Impact Evaluation Provider Directory**

Address the email to the attention of Tim Pitman, Director – Trials and Evaluation Program

Application documentation

The *Equity in Higher Education – Impact Evaluation Provider Directory Application Template* (this document) is available on the [ACSES website](https://www.acses.edu.au/trials-evaluation/ie-provider-directory/).

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|  | **(Applicant to complete this column)** |
| **Name of company (as relevant) or individual applicant submitting the application** |  |
| **Australian Business number (as relevant)** |  |
| **Accessibility** | To ensure your application is accessible, please run an accessibility checker on your work before submitting it and resolve any identified issues. Please confirm that this has been done.  Yes |

Application

**Please note:   
Each individual person must complete a separate application form.**

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| **1. Name:** Provide applicant’s name and professional title. |
|  |
| **2. Employment and contact information:** Provide applicant’s employment information and contact details. |
| * Employer: * Role: * Contact email: * Contact phone (optional): * Website (optional): |
| **3. Impact Evaluation stream:** Select one or both streams relevant to this applicant. |
| Quantitative Impact Evaluation  Theory-Based Impact Evaluation |
| **5. Qualifications relevant to the evaluation criteria:** List awarded qualification(s) relevant to this application, as: degree awarded, qualification topic and/or thesis title, year awarded, institution and department. |
| **Qualification 1**   * Degree: * Year awarded: * Qualification topic: * Institution & department:   **Qualification 2**   * Degree: * Year awarded: * Qualification topic: * Institution & department: |
| **6. Completed training courses relevant to the IE stream:** List any completed courses relevant to this application, including course name, length of training as approximate hours or credits, institution, and year. |
| **Course 1**   * Course name: * Year completed: * Institution: * Credits/Hours:   **Course 2**   * Course name: * Year completed: * Institution: * Credits/Hours: |
| **7. Other credentials:** List any other credentials relevant to this application. |
|  |
| **8. IE Experience*:*** *List between 1-4 publicly available and externally peer reviewed IE publications in AMA referencing style with URL, demonstrating relevant methods. For each report, identify information about the IE (for example, IE design, brief description, and publication type) and specific IE technical role/task of the applicant.* |
| **IE publication 1**   * IE publication: * IE Design: * IE description: * Publication type (journal publication or grey literature): * Applicant’s role(s):   **IE publication 2**   * IE publication: * IE Design: * IE description: * Publication type (journal publication or grey literature): * Applicant’s role(s):   **IE publication 3**   * IE publication: * IE Design: * IE description: * Publication type (journal publication or grey literature): * Applicant’s role(s):   **IE publication 4**   * IE publication: * IE Design: * IE description: * Publication type (journal publication or grey literature): * Applicant’s role(s): |
| **9. Referees:** List two referees with direct experience working with the applicant on an impact evaluation. |
| **First referee**   * Name: * Job title / Role: * Employer: * Email contact: * Relevant IE Project:     **Second Referee**   * Name: * Job title / Role: * Employer: * Email contact: * Relevant IE Project: |

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| **10. Certification** |

I certify that the information I have provided in this application is true and correct to the best of my knowledge.

I understand that ACSES will request feedback periodically from the equity sector about Directory providers, and this feedback may be made available to those using the Directory, to help them make an informed decision.