Unlocking Potential: Principal Preparation

Application and selection process

Step 1: Principal endorsement
You should seek the endorsement of your principal before applying for the Unlocking Potential (UP) program. If you are shortlisted for interview, your principal will be required to formally endorse your application and participation in the program. Bastow will contact your principal via email to seek their endorsement.

Step 2: Initial application to Bastow
Navigate to the UP page on the Bastow website and click on the orange ‘Apply Now’ button in the top right corner to be taken to the online application form. Complete and submit your application. You will then receive a confirmation email with instructions on how to compose and submit your responses to the six key selection criteria.

Note:
- The key selection criteria for this program are derived from the AITSL Australian Professional Standard for Principals. You are strongly encouraged to familiarise yourself with the standard before responding to these criteria.
- You will be able to compose and edit your responses to the key selection criteria in the online form as many times as required until submission.
- You are encouraged to seek feedback and advice about your draft responses to the key selection criteria from your principal and/or other colleagues before submitting your final application.

Step 3: Candidate shortlisting and interviews
An evaluation panel that includes experienced principals and regional nominees is responsible for shortlisting applicants based on the selection criteria. If your application is shortlisted, you will be invited to participate in a telephone interview.

Step 4: Telephone interview
The 20-minute telephone interview will be based on three of the six selection criteria from your application. Your responses should provide a deeper level of detail about the examples you gave in your application.

Preparation for any interview is important – a phone interview requires the same preparation as a face-to-face interview:
- Ensure you practise your possible responses beforehand.
• Where possible use a landline, as mobile phones can often drop out.
• It's important to stay focused in an interview, and that can be harder on the phone than in person. Be sure to listen to the question; ask for clarification if you're not sure what the interviewer is asking; and speak slowly, carefully and clearly when you respond. It's fine to take a few seconds to compose your thoughts before you answer.
• Make sure you have a printout of your application with you to refer to as a prompt.
• Bring along some pre-prepared questions about the program.

Step 5: Offer of place
If you are deemed suitable following the interview, you will be offered a place in the program subject to the endorsement of your principal.

Step 6: Admission into the Graduate Certificate of Principal Preparation (Victoria)
If you are offered a place in the UP program you will be required to proceed through the following process in order to be admitted into the Graduate Certificate of Principal Preparation (Victoria):
1. apply online to Monash (link to be provided by Monash—the portal is not open yet)
2. upload required documents
3. Monash acknowledges your application
4. Monash informs you of the outcome of your application (within one week). This will be one of the following:
   a. a letter of offer providing instructions on how to accept and enrol
   b. a conditional offer, which means you will need to provide certified copies or need to meet English Language Requirements
   c. a request for further information, required to finalise the outcome of your application.

Certified copies of the following documents will be required as part of this process:
• proof of identification (passport or birth certificate)
• evidence of prior studies (academic transcripts with proof of completion)
• detailed resume
• proof of change of name (if applicable).

Further information
You can find more information on the application process in the Unlocking Potential: Principal Preparation – Candidate Frequently Asked Questions.

For more information on the UP program, including workshop dates, visit the Bastow website.
If you have any questions, please contact Emma Winter, Course Coordinator, on 03 8199 2929 or at winter.emma.c@edumail.vic.edu.au