



Australian Government

# The National School Chaplaincy and Student Welfare Program

## User Guide for School Entry Point: How to complete a Project Variation Form

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The National School Chaplaincy and Student Welfare Program (NSCSWP) Project Variation form is required in order to obtain and maintain funding during the life of the programme. You are required to provide details of the service delivery pattern, cluster arrangements, confirmation of a negotiated service agreement and if the chaplain/student welfare worker has ceased employment. The term “project” refers to the school.

When these details change throughout the life of the agreement you must update the details via the Project Variation Form and submit that form to the Department of Education. For example if your chaplain/student welfare worker resigns you must download a Project Variation form and enter an end date for the Project Worker. Once you have appointed a replacement chaplain/student welfare worker you can add the details to the Project variation form. You can add multiple chaplains/student welfare workers to a project.

**The Project Variation form must be filled out prior to the chaplain/student welfare worker commencing their service.**

## School Entry Point

To begin filling out a Project Variation Form you need to obtain a form from School Entry Point.

You can find [School Entry Point](https://schools.deewr.gov.au/SchoolEntryPoint/Default.aspx) at (https://schools.deewr.gov.au/SchoolEntryPoint/Default.aspx) or by using a search engine and entering 'School Entry Point'.

**Note:** To complete a Project variation form you must have previously lodged a Chaplain or Student Welfare Worker Details form and have received your worker's unique identification number from the Department of Education by email confirmation.

You must also have the Reporting Authority role. This access role is only available to Funding Recipients.

The screenshot shows the 'School Entry Point' website. At the top, there is a header with the Australian Government logo, the text 'Australian Government Department of Education, Employment and Workplace Relations', and the 'school entry point' logo. Below the header, there are 'Home' and 'Help' buttons. The main content area features a banner for the 'National School Chaplaincy and Student Welfare Program' with a text box stating that applications for funding have now closed. To the right of the text is an image of a teacher and a student. Below the banner, there is a 'Your session has expired' message. The 'How to apply for funding' section is divided into three steps: 1. Register, 2. Associate, and 3. Manage, each with a brief description of the process. On the right side, there are three panels: 'Login to your account' with fields for Username and Password, a 'Forgot your Username or Password?' link, and a 'Login' button; 'Register' with a link to the 'User Guide' and a 'Register' button; and 'Contact us' with phone, email, and business hours information.

Australian Government  
Department of Education, Employment and Workplace Relations

Home Help

school  
entry point

National School Chaplaincy and Student Welfare Program

Applications for funding under the Extension and Expansion of the National School Chaplaincy and Student Welfare Program have now closed.

Funding recipients cannot commence servicing their successful schools until program requirements have been met, including execution of the funding agreement/variation and approval of a registered Chaplain/Student Welfare Worker by DEEWR. Find out about the [next steps for approved funding recipients](#) of successful schools.

Your session has expired.

How to apply for funding

- 1 Register  
To apply for funding with DEEWR's School Entry Point, you are first required to [register an account](#). If you have already registered for a previous program, you can use the same login details.
- 2 Associate  
To apply for funding you first need to request access for the organisation/client you are representing. If you can't find your organisation/client with the search tool, use the client registration form to register your details.
- 3 Manage  
Now you are associated with a organisation/client, you can lodge an application and view or edit submitted applications. For new applicants, DEEWR recommends that you complete steps 1 and 2 well in advance of the closing dates for the program funding.

Login to your account

Username

Password

Forgot your Username or Password?

Login

Register

View the [User Guide](#) for more information on the registration process.

Register

Contact us

Phone: 1300 363 079

Email: [schools@deewr.gov.au](mailto:schools@deewr.gov.au)

Business hours: 8.00am - 6.00pm (EST, CST, WST) Monday to Friday

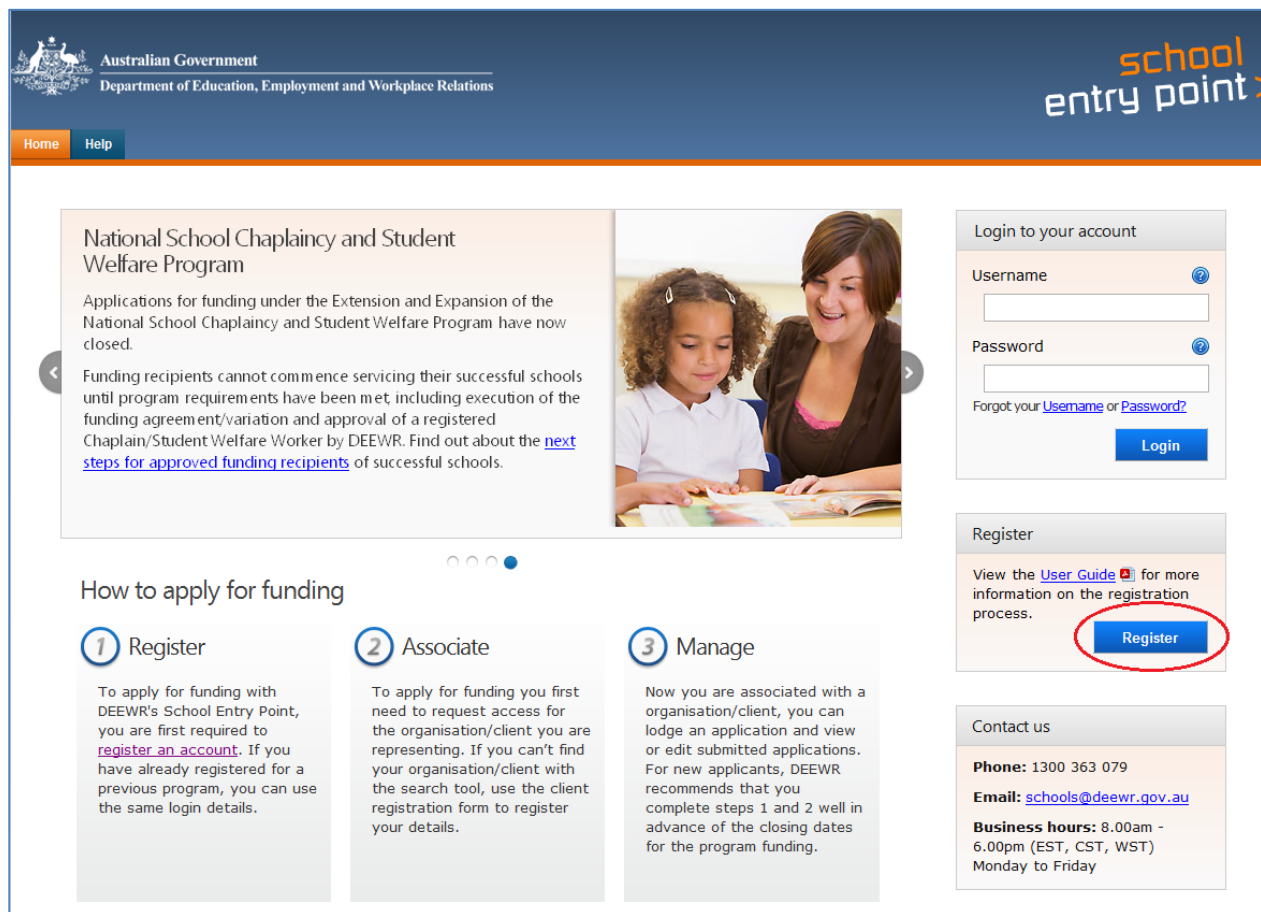
## Register

If you do not have access to School Entry Point, you will need to register by clicking the **Register** button.

If you received general School Entry Point access but you have not applied for the Reporting Authority role (Step 2 of the registration process) you will need to register for access to that role.

For more information about registering and applying for the Reporting Authority role, please see the ***User Guide for School Entry Point***: [How to 'Register' and how to request Reporting Authority and Finance Contact access](http://docs.education.gov.au/node/3466)

(<http://docs.education.gov.au/node/3466> 1) available on our website.



Australian Government  
Department of Education, Employment and Workplace Relations

Home Help

**National School Chaplaincy and Student Welfare Program**

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**How to apply for funding**

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**Login to your account**

Username

Password

Forgot your [Username](#) or [Password](#)?

Login

**Register**

View the [User Guide](#) for more information on the registration process.

Register

**Contact us**

**Phone:** 1300 363 079

**Email:** [schools@deewr.gov.au](mailto:schools@deewr.gov.au)


**Business hours:** 8.00am - 6.00pm (EST, CST, WST) Monday to Friday

## Login

If you are a registered user enter your Username and Password and select **Login**.

**Note:** When you originally registered you created a User Id and Password. You need to use those details to login.

**Note:** If you have forgotten your details please use the *Forgot your User Id* or *Forgot your Password* function to reset the log in details. If you have further problems please use the 'Contact Us' feature on the School Entry Point homepage.




Australian Government  
Department of Education, Employment and Workplace Relations

HomeHelp

### National School Chaplaincy and Student Welfare Program

Applications for funding under the Extension and Expansion of the National School Chaplaincy and Student Welfare Program have now closed.

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#### How to apply for funding

1 Register

To apply for funding with DEEWR's School Entry Point, you are first required to [register an account](#). If you have already registered for a previous program, you can use the same login details.

2 Associate

To apply for funding you first need to request access for the organisation/client you are representing. If you can't find your organisation/client with the search tool, use the client registration form to register your details.

3 Manage

Now you are associated with a organisation/client, you can lodge an application and view or edit submitted applications. For new applicants, DEEWR recommends that you complete steps 1 and 2 well in advance of the closing dates for the program funding.

Login to your account

Username

Password

Forgot your [Username](#) or [Password](#)?

Login

Register

View the [User Guide](#) for more information on the registration process.

Register

Contact us

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## Accessing Forms

Once you have logged into School Entry Point, the **Home** tab should be highlighted in orange. If it is not - click on it.

There will be a number of boxes on this page. Click the '**Vary a Project**' link in the Projects box.

**Note:** If you have accidentally clicked the Projects box click the **Home** tab and then click the **Vary a project** link. This will take you to the next screen.

The screenshot shows the School Entry Point dashboard. At the top, there is a header with the Australian Government logo and the Department of Education, Employment and Workplace Relations. The 'Home' tab is highlighted in orange. The dashboard displays a 'Welcome Test Account' message and a prompt to 'Select a link below for quick access.' There are four main boxes: 'Clients', 'Projects', 'Reports', and 'My Account'. The 'Projects' box contains three links: 'Find a project', 'Vary a project' (highlighted with a red box), and 'Find a variation'.

Australian Government  
Department of Education, Employment and Workplace Relations

school  
entry point >

Home Clients Programs Forms My Account Help

Test Account (Chaptest-01) | Logout

Welcome Test Account

Select a link below for quick access.

**Clients**  
Includes: Organisations and Funding Recipients  
View Clients

**Projects**  
Manage and edit projects  
Find a project  
**Vary a project**  
Find a variation

**Reports**  
Upload and Submit Reports  
Start report  
Submit a report  
Find reports

**My Account**  
Update your access details and personal information  
Request access  
View current requests

## Start Variation

You will have a screen that looks similar to this. Complete each field.

### Programme:

Select 'National School Chaplaincy and Student Welfare Program' in the Program dropdown using the dropdown arrow.

### Recipient:

Select your organisation (Funding Recipient name) using the dropdown arrow.

### Variation Type:

Select 'Single' or 'Multiple' project variation for the Variation Type using the dropdown arrow.

The screenshot shows the 'Start Variation' page of the 'school entry point' system. The header includes the Australian Government logo and the Department of Education, Employment and Workplace Relations. A navigation bar contains links for Home, Clients, Programs, Forms, My Account, and Help. The 'Programs' link is highlighted. On the right, it says 'Test Account (Chaptest-01) | Logout'. A sidebar on the left has a 'Projects' dropdown menu with options: 'Find Projects >', 'Find Variations >', 'Start Variation >' (highlighted), and 'Upload Variation >'. Below this is a 'Reporting' dropdown. The main content area is titled 'Start variation' and includes instructions: 'To search for a project select the program, recipient and variation type. Refine your search by selecting a client, to add another client click 'Add client'. Click 'Find Projects' to search.' Below the instructions is a 'Search Projects' section with a red box highlighting the 'Program:', 'Recipient:', and 'Variation Type:' dropdowns. The 'Program:' dropdown is set to 'National School Chaplaincy and Student Welfare Program'. The 'Recipient:' dropdown is set to '22414 - Example B Approved Authority, GILLES PLAINS, SA'. The 'Variation Type:' dropdown is set to 'NSCSWP Single Project Variation'. Below these is a 'Client:' dropdown with the text 'Search for Client ...'. At the bottom of the search section are two buttons: 'Add client' and 'Search'. A red asterisk indicates a required field.

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Department of Education, Employment and Workplace Relations

school entry point >

Home Clients Programs Forms My Account Help Test Account (Chaptest-01) | Logout

Projects

- Find Projects >
- Find Variations >
- Start Variation >
- Upload Variation >

Reporting

### Start variation

To search for a project select the program, recipient and variation type.  
Refine your search by selecting a client, to add another client click 'Add client'.  
Click 'Find Projects' to search.

Search Projects

Program: \*  
National School Chaplaincy and Student Welfare Program

Recipient: \*  
22414 - Example B Approved Authority, GILLES PLAINS, SA

Variation Type: \*  
NSCSWP Single Project Variation

Client:  
Search for Client ...

Add client Search

\*Indicates a required field



### Client:

Use the dropdown arrow to select the client (school).

If there are multiple clients listed, select the applicable client in the dropdown list, then press the **Search** button.

By pressing the **Search** button the client will appear below the **Vary Selected Projects via PDF** button.

If this is the correct school check the tick box next to the school name to highlight it in orange THEN press the **Vary Selected Projects via PDF** button to open up your form.

Client:  
Search for Client ...

All Clients

375 - Example School A, GILLES PLAINS, SA

15341 - Example School B, WOODFORDE, SA

Items 1-2 out of 2

Australian Government  
Department of Education, Employment and Workplace Relations

Home Clients Programs Forms My Account Help

Test Account (Chaptest-01) | Logout

school entry point >

\*Indicates a required field

Projects

Find Projects >  
Find Variations >  
Start Variation >  
Upload Variation >  
Reporting

### Start variation

To search for a project select the program, recipient and variation type.  
Refine your search by selecting a client, to add another client click 'Add client'.  
Click 'Find Projects' to search.

Search Projects

Program: \*  
National School Chaplaincy and Student Welfare Program

Recipient: \*  
22414 - Example B Approved Authority, GILLES PLAINS, SA

Variation Type: \*  
NSCSWP Single Project Variation

Client:  
375 - Example School A, GILLES PLAINS, SA

Add client Search

### Projects

Select your project(s) from the list below; then, download the projects from the available format(s).

Vary Selected Projects via PDF

1 items in 1 pages

	Reference #	Name
<input checked="" type="checkbox"/>	44073	NSCSWP St Paul's College 375

Client: 375 Example School A

1 items in 1 pages

To refresh page click

## Multiple Variation

In this example we have selected Variation Type as – Multiple Project Variation from the dropdown.

You can add up to up to 25 clients to a Multiple Project Variation form by using the dropdown to find a client, clicking on the clients name to select it then pressing the **Search** button. For each additional client you wish to add, press the **Add client** button then use the dropdown to find the client. You then need to click on the name and press the **Search** button. Repeat until you have added all the clients you wish to vary. If you make a mistake, you can use the **Remove** button.

Once you have finished adding schools and you have confirmed they are correct, check the tick box in the header to highlight the schools in orange THEN press the **Vary Selected Projects via PDF** button to open up your form.

The screenshot shows the 'Start variation' page on the Australian Government School Entry Point website. The page has a header with the Australian Government logo, the Department of Education, Employment and Workplace Relations, and the 'school entry point' logo. A navigation bar includes links for Home, Clients, Programs, Forms, My Account, and Help. A user is logged in as 'Test Account (Chaptest-01)' with a 'Logout' link.

The 'Start variation' section includes instructions: 'To search for a project select the program, recipient and variation type. Refine your search by selecting a client, to add another client click 'Add client'. Click 'Find Projects' to search.' Below this is a 'Search Projects' form with the following fields:

- Program: \* (National School Chaplaincy and Student Welfare Program)
- Recipient: \* (22414 - Example B Approved Authority, GILLES PLAINS, SA)
- Variation Type: \* (NSCSWP Multiple Project Variation)
- Client: (All Clients)

Buttons for 'Add client' and 'Search' are at the bottom of the form.

Below the search form is the 'Projects' section, which says: 'Select your project(s) from the list below; then, download the projects from the available format(s).' There is a button 'Vary Selected Projects via PDF' and a '+/-' button.

The projects list is a table with 2 items in 1 page:

Reference #	Name
44073	NSCSWP St Pauls College 375
44350	NSCSWP Rossmore College 15341

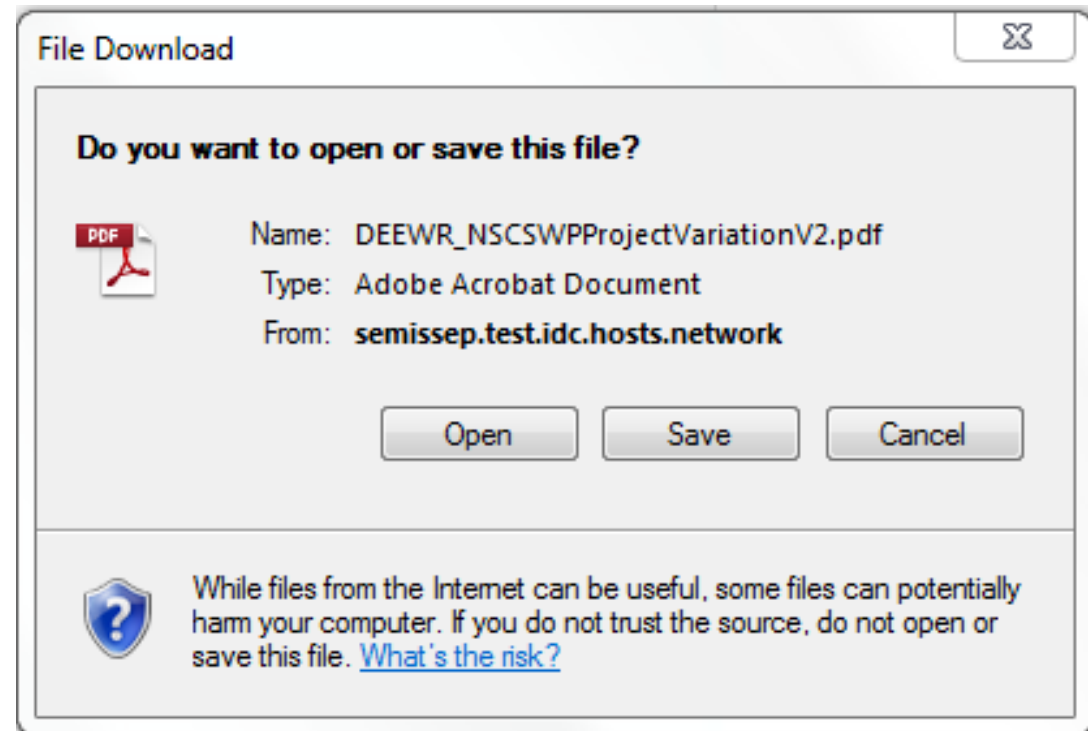
Each row has a checkbox in the first column and a 'Client' label in the second column. The first row's checkbox is checked, and the second row's checkbox is also checked. The 'Client' labels are 'Client: 375 Example School A' and 'Client: 15341 Example School B' respectively.



## Save Document

You will have the option to Open or Save.

Select **Open** if you would like to work on the form now or **Save** if you wish to work on it later.



## PDF Form

The NSCSWP Project Variation form will open and you will now be able to fill out the form.

**Note:** If part A does not contain any details then you do not have the Reporting Authority role. Once you have applied for the role and it has been processed by the Department of Education you will need to download another form for Part A to populate with the Funding Recipient information.

You cannot submit the form if Section A is blank.

### NSCSWP Project Variation

#### Before you begin

Before filling out the Project Variation Form, Funding Recipients should have read the [National School Chaplaincy and Student Welfare Program \(NSCSWP\) Guidelines](#).

#### How to use this form

This form allows Funding Recipients to notify DEEWR of their service details in order to receive and maintain payments under the NSCSWP.

- If you have selected Multiple Variation, you can add and vary the Project details of up to 25 schools and their chaplains/student welfare workers.
- You can still submit the form if you determine that some of the selected schools in the form do not need to be varied as long as the mandatory Service Agreement question has been answered.
- You cannot reuse this form once you have submitted it. You must log back into School Entry Point and download a new form.
- You can save a local copy of this form to your computer at any time by clicking the **Save to My Computer** button on the last page of the form. When you have completed this form, click the **Submit to DEEWR** button which is located on the last page. You will be required to enter your username and password in order to submit the form. This is the same username and password that you used to log into School Entry Point. If you cannot submit the form an error report with the details of the error or omission will be displayed on the last page of the form.

You must correct each error before you attempt to resubmit the form.

- A reference number is generated on the form after it has been submitted. You can view your submitted requests by logging into School Entry Point and viewing your requests under the Project section.
- You can withdraw the Project Variation request prior to DEEWR processing your form by logging into School Entry Point and selecting the In Process request in the Project section and withdrawing the request or by contacting DEEWR.

#### Conditions

- Please note that submitting a Project Variation to DEEWR does not guarantee that the request will be approved.
- This form **must** be submitted online. DEEWR cannot accept faxed, emailed or posted copies.

#### Contact us

If you have any difficulties in completing the form please click the Help Icon available in each section of the form. If you continue to experience problems contact DEEWR at:

Email: [schoolchaplaincyandwelfare@deewr.gov.au](mailto:schoolchaplaincyandwelfare@deewr.gov.au)  
or  
Telephone: 1300 363 079 between EST business hours (local call charges apply).

#### Part A: Funding Recipient Details



DEEWR ID

22414

Legal Name

Example B Approved Authority

Telephone

Email

email@stpauls.sa.edu.au

## Save or Submit form

Once the form is completed you will need to Enter your School Entry Point Login Details and click the '**Submit to School Entry Point**' button.

Save or Submit

Save to my computer

'Save to my computer' allows you to save a draft copy of your project variation to your local computer so you can access the application without being connected to the internet.

Or

To Submit to School Entry Point, enter your School Entry Point User Id and Password then select 'Submit to School Entry Point'.

User Id

Password

When you are ready to submit your project variation:


Submit to School Entry Point

'Submit to School Entry Point' allows you to submit your completed project variation to DEEWR for processing. User Id and Password must be supplied above.

## Errors Found in Form

If there are any issues with the form they will be highlighted at the bottom of the form and you will need to correct the errors before you can proceed.

**Note:** The form has mandatory fields which *MUST* be completed properly before it can be submitted.

 **Errors found in form**

The following errors were found in the form. Please correct them before attempting to submit the form.

If you have any issues completing the form, contact the DEEWR Helpdesk on for assistance.

To go directly to the errors in the form, double click on the error message(s) provided below:

Section F: You must certify that the information provided in this form is true and correct.

Section F: You must declare you understand that providing false or misleading information is a serious offence under the Criminal Code.

Section F: You must declare that you understand that DEEWR must be notified when information changes.

Section F: You must declare that you understand that disclosure of personal information may be a breach of the NSCSWP.

Validate Form

## Form Submitted

Once all of the issues are fixed you can submit the form. When successfully submitted, you will be provided with a Reference number in the form that you should note if you wish to follow up with the department.

At this point you can save or print your completed form.

Form Submitted

Your New Chaplain/Student Welfare worker registration has been successfully submitted to School Entry Point.

Your Reference number is: 136429

For your records, we recommend that you print this form and/or save it to your computer. Your Reference number will be used in all future correspondence.

Print Form

Save to my computer

**Note:** the Department of Education will contact you by email if any of the information you have provided requires clarification.

### Use this form to notify the Department of Education of the following:

- *Initial notification:* which worker is providing service at the school, the pattern of service and confirmation of a Service Agreement between the funding recipient and the school.
- *Change of worker at the school:* this may be due to the current worker ceasing employment (an end date needs to be entered) and another worker starting at the school.
- *Change in the Service Delivery Pattern:* this may be due to an increase/decrease in service or the worker having a period of prolonged leave.