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

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](#) 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.*

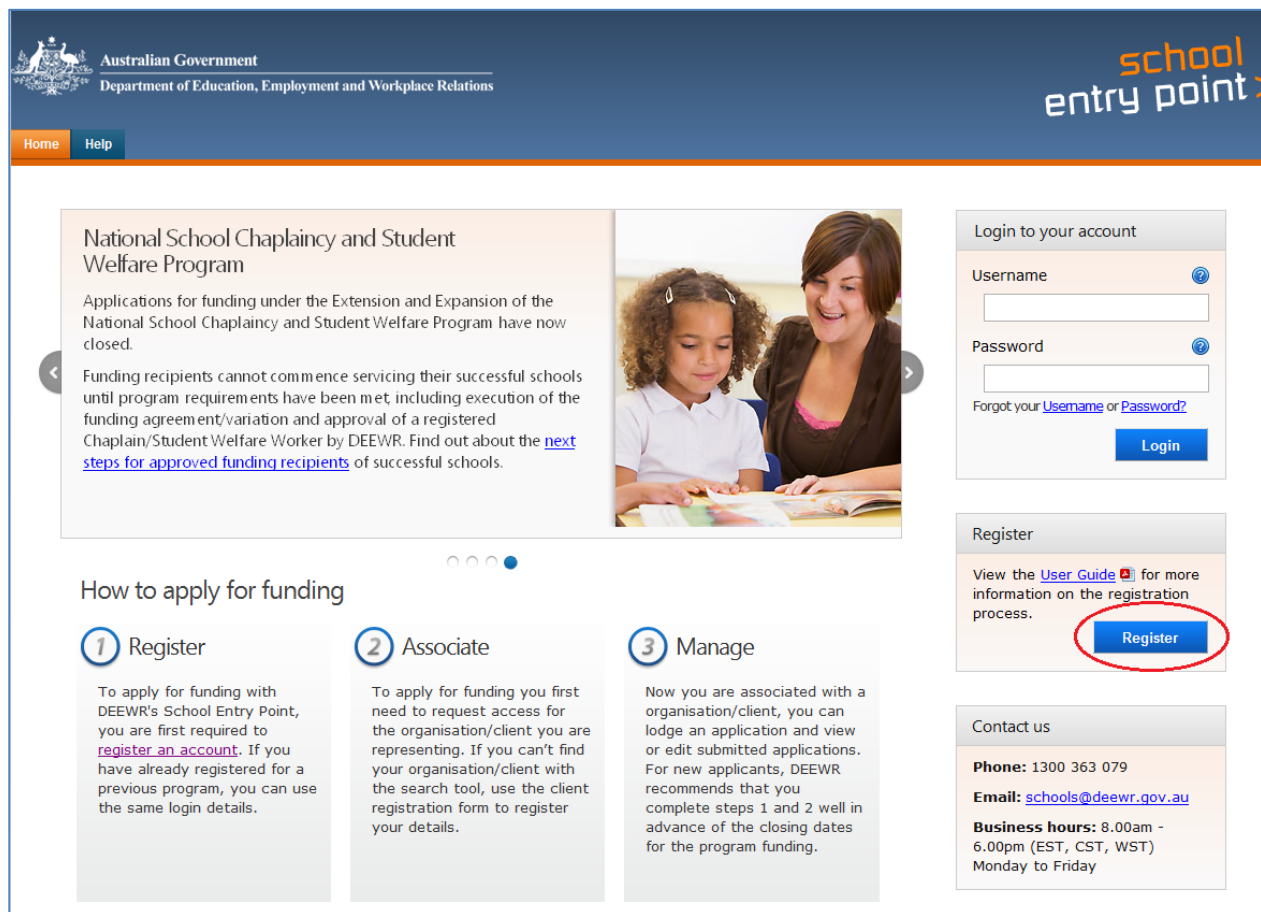*You must also have the Reporting Authority role.  This access role is only available to Funding Recipients.*

# 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 1)* available on our website.

# 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.*

## 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.*

# 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.

**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

school entry point >

Home | Clients | Programs | Forms | My Account | Help

Test Account (Chaptest-01) | Logout

*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 ▶ ▶|                          1 items in 1 pages

| ☑ | Reference # ▲ | Name |
|---|---|---|
| ☑ | 44073 | NSCSWP St Paul's College 375 |
| | Client: 375 Example School A | |

|◀ ◀ 1 ▶ ▶|                          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.

## 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.



File Download

Do you want to open or save this file?

Name: DEEWR_NSCSWPProjectVariationV2.pdf
Type: Adobe Acrobat Document
From: semissep.test.idc.hosts.network

Open    Save    Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
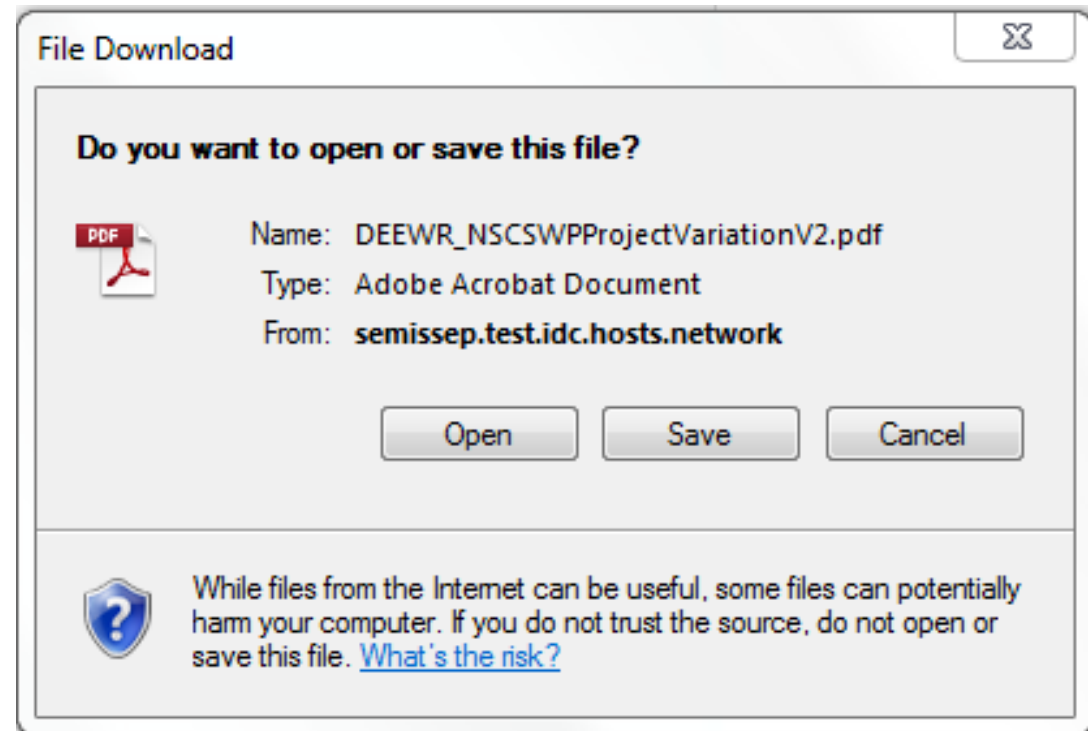
## PDF Form

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
or
Telephone: 1300 363 079 between EST business hours (local call charges apply).

### Part A: Funding Recipient Details

| DEEWR ID | Legal Name |
|---|---|
| 22414 | 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.

## 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.

**Validate Form**

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.

## 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.