



Early Childhood Practicum Placement Grant Application Form

Please read the ECPPG Grant [Eligibility Criteria](#) before applying.
Submit this [Application Form](#) and [Supporting Documents](#) to
PracGrant.EC@qed.qld.gov.au

APPLICANT DETAILS

Title		First Name	
Date of Birth		Last Name	

RESIDENTIAL ADDRESS AND TELEPHONE NUMBER

Unit, Level			
Street address			
Suburb		State	Postcode
Preferred Email		Mobile Number	

POSTAL ADDRESS (if different from residential address)

PO Box		State	Postcode
Suburb			

AUSTRALIAN CITIZEN OR PERMANENT RESIDENT

Are you an Australian citizen or permanent resident?	Yes	No
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QUALIFICATION

In 2025, did you graduate from an ACECQA approved early childhood: <ul style="list-style-type: none"> Undergraduate degree (bachelor) OR Postgraduate qualification (Graduate certificate; Graduate diploma; or Masters)? 	Yes	No
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What was the name of your qualification?			
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What was the learning phase of your qualification?	Birth to 5	Birth to 12	Birth to 8
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At what university did you complete your qualification?			
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EMPLOYMENT ARRANGEMENTS

Were you employed (full-time, part-time, casually or on unpaid, sick, recreation or long service leave) in a Queensland early childhood education and care service while completing your qualification?	Yes	No
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Were you employed (full-time, part-time, casually or on unpaid, sick, recreation or long service leave) by the Queensland Department of Education in any role, while completing your qualification?		Yes Employee ID#	No
Are you currently employed (full-time, part-time, casually or on unpaid, sick, recreation or long service leave) by the Queensland Department of Education, in any role?		Yes Employee ID #	No
Provide the full name, email address and phone number of your university practicum placement officer.	First Name		
	Last Name		
	Email		
	Mobile		
PRACTICUM PLACEMENT			
Did you complete your final practicum placement during 2025?		Yes	No
What was the name and address of the Queensland early childhood education and care service where you completed your final practicum placement?	Service Name		
	Service Address		
	Suburb		
	State		
	Postcode		
During your practicum placement, was your principal place of residence in Queensland or a location that immediately borders Queensland?		Yes	No
How many consecutive days was your final practicum placement?		Days	
What were the start and end dates of your final practicum placement?	Start:	End:	
Was the early childhood education and care service where you undertook your final practicum placement located in an outer regional, remote or very remote area (refer list of services)?		Yes	No
Was your principal place of residence located more than 2 hours drive, each way, to this service, calculated using the NRMA Trip planner ?		Yes	No
MARKETING			
I would like to receive updates on workforce initiatives, subsidies and incentives for the Queensland early childhood educators, students and/or services (optional):		Yes	No
APPLICANT DECLARATION			
<p>Failure to declare or consent to the below means that the Department of Education may not be able to process your grant application.</p> <p>I declare that I have emailed the Department of Education (PracGrant.EC@qed.qld.gov.au) with evidence of my:</p> <ul style="list-style-type: none"> (1) Australian citizenship/permanent residency (2) Official university academic record showing completion of qualification (3) Practicum placement details and (4) Principal place of residence. 			

I declare that the documents are true and correct copies of the original documents.

I declare I have understood and agree to the **Conditions for Payment**.

I understand that giving false or misleading information is a serious offence under the *Criminal Code 1899*.

I understand that the information I provide to the Department of Education may be verified with the university and service where I completed my final practicum placement. In providing these documents, I consent to the Department of Education validating the documents submitted with the university and/or service where I undertook my final practicum placement.

I understand and consent to the university and the service where I completed my final practicum placement to disclose my personal information to the Department of Education for the purposes of confirming my eligibility for the ECPGG.

Applicant Signature

Date DD/MM/YYYY

PRIVACY STATEMENT

The Department of Education (the Department) manages personal information in accordance with the *Information Privacy Act 2009*.

Personal information collected as part of the Early Childhood Practicum Placement Grant (the grant) application process will be accessed and used by the Department to assess your eligibility for the grant.

Personal information, specifically university enrolment information and details of where you undertook your practicum placement, may be disclosed to relevant third parties (such as your university and the service where your paid practicum was undertaken) to verify or confirm the information provided in your application.

Successful applicants will also be asked to provide their banking details to the Department for the purpose of facilitating the grant payments.

Only de-identified statistical information will be used for departmental reporting processes. Personal information will only be used or disclosed for the purposes outlined in the Applicant Declaration. It will otherwise not be used or disclosed without consent unless authorised or required by law.



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Supporting documents

PRINCIPAL PLACE OF RESIDENCE

Submit a copy of:

1. the front and back of your Driver's License or Photo Identification Card with your residential address OR
2. A copy of your Council rates, Water Utility or Electricity notice which contains your name and address.

CITIZENSHIP AND RESIDENCY DETAILS

Submit a copy of your:

1. Australian citizenship certificate **OR**
2. full birth certificate issued by an Australian Registry of Births, Deaths and Marriages **OR**
3. an Australian passport.

OFFICIAL ACADEMIC TRANSCRIPT

Submit a copy of your **official** academic transcript demonstrating you have **completed** your [ACECQA approved](#) early childhood teaching undergraduate (bachelor) or post graduate qualification (graduate certificate, graduate diploma or master's).

PLACEMENT AND SERVICE CONFIRMATION

Submit a copy of the following details **on the same page**:

1. **Placement program** – a snip/screenshot/PDF that shows the:
 - a. early childhood education and care (ECEC) service's name
 - b. service's address
 - c. the start and end dates of the placement
 - d. your name or student number (Sonia Online) or student number (InPlace) in the top right under the program logo.

(NB. The required evidence only shows on a computer, not a tablet or smartphone).

OR

2. **Email confirming practicum placement** - A PDF of the email from the university placement coordinator or service where the placement was completed stating:
 - a. the service's name
 - b. the service's address
 - c. the start and end dates of the placement
 - d. your email address and the email addresses of the sender
 - e. the date the email was received; and
 - f. the signature block of the sender.

CONDITIONS OF PAYMENT

Read and agree to the **Conditions for Payment**.



Early Childhood Practicum Placement Grant

Conditions for Payment

1. Definitions

In these terms and conditions:

Applicant means the person submitting the Application to the Department of Education (the Department) relating to the Early Childhood Practicum Placement Grant.

Application means the application for a Grant submitted by the Applicant including the Application Form, and Supporting Documents.

Department means the State of Queensland (acting through the Department of Education).

Early Childhood Paid Practicum Grant or **Grant** provides financial support of \$5,000 to eligible students studying an [ACECQA approved](#) early childhood (EC) teaching undergraduate degree or postgraduate qualification on completion of their final practicum placement of their qualification in an EC service that delivers an approved kindergarten program. A further grant of up to \$5,000 is available to eligible students if this final placement is undertaken in an outer regional, remote or very remote EC service.

Eligibility Requirements means the Applicant:

- (a) is an Australian citizen or permanent resident; and
- (b) is a Queensland resident or reside in a location immediately bordering Queensland; and
- (c) was enrolled in an ACECQA approved early childhood undergraduate degree (e.g. Bachelor) or postgraduate qualification (Graduate Certificate, Graduate Diploma or Masters); and
- (d) completed 15 consecutive days* of final practicum placement during 1 January 2025 to 30 June 2025, in a Queensland EC service that delivers an approved kindergarten program (e.g. a long day care service or sessional kindergarten service). *Successful applicants that complete less than 15 consecutive days will have their grant pro-rated; and
- (e) was NOT employed (e.g. part-time, full-time, or on unpaid or paid leave) in a Queensland EC service at the time they completed their final practicum placement.

Funding Agreement means the funding agreement between the Department and the successful Applicant which is formed on the Start Date and is comprised of:

- (a) the Application; and
- (b) the Grant Approval Letter from the Department to the successful Applicant; and
- (c) these Terms and Conditions; and

(d) any other terms and conditions agreed in writing between the parties.

Where any inconsistency exists between these documents, the provisions will take precedence in that order to the extent necessary to resolve the inconsistency.

Grant means the Early Childhood Practicum Placement Grant.

Grant Decision Letter is the letter emailed to Applicants informing them of the outcome of their Application for a Grant.

Personal Information has the same meaning as in the *Information Privacy Act 2009* (Qld).

Start Date means the date on which the successful Applicant confirms acceptance of the Department's Grant Approval Letter.

Terms and Conditions means the terms and conditions as outlined in this document.

2. Applications

- 2.1. Applying for a Grant is deemed acceptance of these Terms and Conditions.
- 2.2. Applicants acknowledge that submitting an Application does not guarantee that the Applicant will be eligible to receive a Grant.
- 2.3. Applicants are responsible for submitting the Application and supporting material prior to the closing time/date. Any documentation provided after the closing date may not be considered and the Application deemed ineligible at the discretion of the Department.
- 2.4. The Grant is only open to Applicants who meet the Eligibility Requirements, otherwise the Applicant will not be considered any further for Grant funding by the Department.
- 2.5. The conduct of inviting an Application does not give rise to any legal or equitable relationship between the Department and the Applicant.
- 2.6. In circumstances where Applications are over-subscribed, the Department reserves the right to prioritise Applications according to the date the Application is received by the Department.

3. Applicant Obligations

- 3.1. The Applicant must provide only true and correct information and documentation as part of the grant application process. This includes the information contained in the Application and any evidence submitted to support the Application, including but not limited to documents verifying the Applicant's citizenship or residency status, higher education institution (HEI) academic transcript, principal place of residence, practicum placement details and employment status at the time of completing their practicum placement.
- 3.2. The Applicant must advise the Department (by email to PracGrant.EC@qed.qld.gov.au) immediately of any errors in the details outlined in the Application, including, but not limited to mistakes in relation to the practicum placement and EC service details (location, start and end dates, address), HEI academic transcript, employment status, residency/citizenship status or an Applicant's personal details or employment status at the time of completing their practicum placement.
- 3.3. The Applicant must advise the Department (by email to PracGrant.EC@qed.qld.gov.au) immediately of any changes to the Applicant's personal details outlined in the Application.

4. Information recording, use and disclosure

4.1. By applying for a Grant, the Applicant:

- (a) acknowledges and authorises that the Department, and its employees may record, use and disclose any of the information provided with the Application, including Personal Information, to other business units within the Department, to process the Grant payment;
- (b) authorises the use and disclosure by the Department any of the information provided with the Application, including Personal Information, to the HEI and the Queensland early childhood (EC) service identified in the Application, to verify and/or confirm the evidence submitted by the Applicant;
- (c) acknowledges that the Department is bound by the privacy and confidentiality requirements of the *Information Privacy Act 2009* (Qld) in how it deals with the Personal Information of individuals;
- (d) acknowledges that the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under this Act.

5. Assessment of Applications

- 5.1. All Applications will be assessed by an authorised representative of the Department according to the Eligibility Requirements and any other assessment criteria deemed relevant by the assessor. The assessor will then provide recommendations to the relevant Department delegate for approval.
- 5.2. Applicants will be notified of the Department's decision on the Application by email using the contact details provided with the Application (Grant Decision Letter).

6. Grant Payment

Successful Applicants will receive a lump sum payment, following receipt of bank account details submitted by the Applicant to the Department on the *Personal Details Advice* (PDA) form.

7. Breach of Conditions for Payment

If the Applicant breaches these Terms and Conditions, the Department may, by written notice at any time:

- 7.1. Revoke the grant offer and terminate the payment (if awaiting payment). The Department will make reasonable attempts to discuss possible termination in advance with the Applicant.
- 7.2. Recoup the grant payment in full or in part, noting that:
 - (a) an opportunity will be afforded to the Applicant to 'show cause' (within a specified timeframe) as to why the Department should not recoup the payment; and
 - (b) recoupment of the grant is assessed on a case-by-case basis, taking into consideration the 'show cause' and any supporting evidence submitted by the Applicant. The Department may contact the HEI, EC service and other parties identified in the Application, if required; and

- (c) recoupment of the grant is to occur within 28 business days from the date provided on the notice advising the outcome of the 'show cause', if applicable.

8. Overpayments or payments in error

- 8.1. In the event of an overpayment, or a payment made in error, the Department reserves the right to seek repayment from the Applicant. Should this occur, the Department will write to the Applicant and outline:
 - (a) the reason for the overpayment or payment error;
 - (b) the amount of money overpaid or paid in error; and
 - (c) the way the money is to be repaid (e.g. cash, electronic transfer) and how often (e.g. fortnightly or monthly).
- 8.2 An opportunity will be afforded to the Applicant to negotiate the repayment arrangements with the Department.

9. Release and Indemnity

- 9.1 The Applicant acknowledges and agree that:
 - (a) the Department is to be released (to the full extent permitted by law) and indemnified from and against all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special or, arising in any way out of the Application or the Grant;
 - (b) all costs associated with the preparation of an Application and any associated costs will be the Applicant's sole responsibility.