

Workforce Qualification Assistance Grant

Sector Support

Funding Information Paper

FUNDING INFORMATION PAPER



1. Snapshot of the Funding Initiative	
Purpose	The purpose of this grant is to support the early childhood sector to increase the number of qualified Early Childhood Teachers (ECTs).
Funding available	Non-recurrent funding of up to \$30,000 (GST exclusive) will be available to eligible services to support them to meet legislatively required ECT qualifications under National Law.
Who can apply?	Queensland early childhood services that are required, under National Law, to comply with <i>Education and Care Services National Regulations 130 to 134</i> (Requirement for an early childhood teacher in centre based services).
Use of Funding	Funding is available for eligible services to procure and implement: <ul style="list-style-type: none"> • relief staff to support ECT student placement and study leave; • travel and accommodation costs associated with ECT placement and study leave; and • purchase of equipment and resources for the service to support its educators to complete legislatively required ECT qualifications.
Prioritisation of Funding	<ol style="list-style-type: none"> 1. All applications will be assessed against selection criteria outlined in Section 6. Applications will be prioritised as follows: <ul style="list-style-type: none"> • Priority 1: Services with staff who are due to complete their ECT qualification by the end of 2021 and may be experiencing barriers to completion. • Priority 2: Services that have no staff working towards appropriate ECT qualifications and do not currently employ an ECT.
Opening date	3 February 2020
Closing date	28 February 2020

2. Purpose

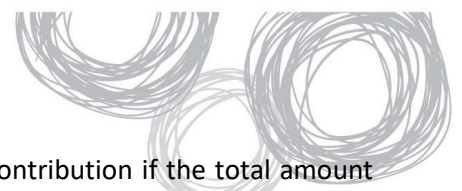
The National Quality Framework Review, Early Childhood Education and Care (ECEC) Workforce Action Plan (WAP) Reviews and ECEC Census data have highlighted that sufficient supply of qualified Early Childhood Teachers (ECTs) remains an ongoing issue for the sector in Queensland.

Services operating without appropriately qualified staff will not meet legislative requirements under the National Law at the end of 2021. There is significant evidence that children participating in a quality program delivered by an early childhood teacher, in the year before school, contributes to positive learning outcomes.

The purpose of this grant is to support the early childhood and education and care sector to increase the number of qualified Early Childhood Teachers (ECTs) to deliver quality early learning programs to all Queensland children regardless of their location or circumstance.

3. Funding Details

Non-recurrent funding of up to \$30,000 (GST exclusive) is available to eligible services.



Applicants can supplement the cost of the proposed project/s through a co-contribution if the total amount exceeds the capped amount available through this grant. Payments to successful applicants will be made by 30 June 2020 and funding must be expended prior to 31 December 2021.

4. Eligibility

Services eligible to apply are Queensland early childhood services that are required, under National Law, to comply with *Education and Care Services National Regulations* 130 to 134 (Requirement for an early childhood teacher in centre based services).

All eligible organisations for the *Workforce Qualification Assistance Grant* will receive correspondence from the Department inviting them to apply for funding.

5. Use of Funding

Funding is available for an eligible organisation to procure and implement items as per the following table:

Examples of eligible resources/items	
Relief staff to support student placement and study leave	Salaries and wages to cover relief staff for ECT student placement coverage and study leave
Travel and/or accommodation costs associated with placement and study leave	Travel for ECT student placement, study leave or summer school
	Accommodation for ECT student placement, study leave or summer school
Purchase of equipment and resources for services to support its educators to complete legislatively required qualifications	Text books
	Computers
	Subscriptions relevant to ECT qualification

Please contact the Department on (07) 3328 6687 or WorkforceQualificationGrant@qed.qld.gov.au if you are unsure whether your proposed resources/items are eligible under this grant program.

6. Application Assessment

The Department will assess applications in accordance with the following selection criteria and supporting evidence. Services will need to respond to each selection criterion listed below using the application form template provided.

The Application Form and information regarding lodgement of the application can be found at <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding>.

Selection Criteria	Supporting Evidence Required
1. Approved Providers' demonstrated willingness, ability and commitment to supporting services' ongoing staffing compliance.	<ul style="list-style-type: none"> Provide a brief statement outlining the current qualifications held by staff currently employed by the service and the steps taken by the service to support staff in gaining appropriate qualifications.
2. Demonstrated workforce plan and implementation of sustainable attraction and retention strategies.	<ul style="list-style-type: none"> Provide a detailed workforce plan clearly identifying the strategies in place to attract, upskill and retain staff to ensure compliance and sustainability.
3. Demonstrated value for money	<ul style="list-style-type: none"> List proposed expenditure plan and associate costs, including any co-contribution, in the budget table provided in the Application Form.

7. Conditions of Funding

To receive funding, the successful applicants will be required to enter into a Service Agreement with the Department and will be legally responsible for achieving the outcomes associated with the provision of the funding and complying with the requirements and conditions of the service agreement. This includes the provision of a performance report outlining your achievement of or progress towards achieving the funding outcomes, and financial statement/s to acquit the non-recurrent funds.

Successful applicants will be required to participate in periodic review meetings with the Department to ensure milestones identified in applications are being achieved.

Upon the expiration of your Service Agreement unspent funds of more than \$300 will be required to be returned to the Department. Unspent funding under \$300 can be retained by the organisation, to be expended in-line with the purpose of the original grant.

The Standard Terms and Conditions for Queensland Government service agreements are available at: <http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdateServiceAgreementStandardTerms.pdf>

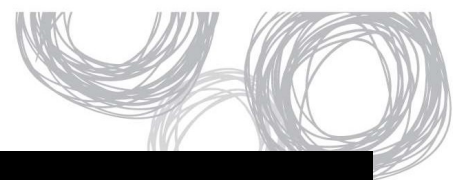
8. Funding Process

Assessment of applications will be undertaken by an approved Assessment Panel who will consider selection criteria noted in Section 6 and the factors listed under 'Prioritisation of Funding' in section 1.

Other factors that will be considered when prioritising applications include:

- Australian Early Development Census data to determine additional or significant vulnerabilities being experienced by children attending the service;
- Socio Economic Indexes for Areas relative to the children attending the service;
- ECT waivers and qualification compliance history;
- Previous funding and regulatory interactions with the department; and
- National Quality Standard rating.

During the assessment process, organisations may be asked to provide further information to clarify their application. These written requests will be made to the organisation's nominated contact officer and written responses will be required within the timeframe specified in the request.



9. Lodging Applications – QGrants

To apply for funding please complete the Application Form for the *Workforce Qualification Assistance Grant* which is available on the Department’s website at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding>.

If an organisation is seeking funding for more than one service, separate Application Forms are required to be completed for each service.

Affiliate Kindergartens with a Voluntary Management Committee are required to attach a copy of their most recent Annual General Meeting minutes to their application.

All completed Application Forms, including any attached supporting documentation, must be lodged by **5pm, 28 February 2020** via the Department’s grants management system, QGrants <https://qgrants.osr.qld.gov.au/portal/>

When submitting an application choose **Sector Support** from the list of grant programs.

For more information about QGrants, including a step-by-step process for how to register and lodge grant applications, please refer to the Department’s webpage at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management>.

If your organisation is having trouble accessing or using QGrants, please contact the Department on (07) 3328 6687

10. Information and Assistance

Funding information sessions will be held via teleconference facility on the following dates:

- Tuesday, 11 February at 10:30am to 11:30am
- Tuesday, 18 February at 4:00pm to 5:00pm
- Tuesday 25 February at 8:30am to 9:30am

These sessions will provide an overview of the funding criteria and process your organisation will need to undertake to lodge an application. Please call the Department on 3328 6687 to register.

Further information including all funding documentation is available on the Department’s website at: <https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding>.

Services whose application is deemed to be unsuccessful may request feedback regarding the decision from the Director, Quality and Workforce, Early Childhood and Community Engagement on (07) 3328 6733.

11. Glossary of Terms

Application	The document completed by the organisation, including supporting evidence, that is submitted to the Department and reviewed by an Assessment Panel to determine the successful applicants and the amount of funding awarded.
Organisation	The legal entity (as listed on your ABN) applying for funding.
Beneficiary	The service account linked to the Organisation applying for funding.
QGrants	QGrants is a whole of government grants management system, a portal which allows organisations to apply online for grants across a range of Queensland Government agencies.



Service Agreement	The legal contract entered into by a successful applicant and the Department which details the grant provided to the organisation for the purposes of this grant program. The service agreement will include specified performance measures and reporting requirements for the organisation.
The Department	The Department of Education formerly the Department of Education and Training.