### Workforce Qualification Assistance Grant

### Frequently Asked Questions

Q 1. Can I use this grant to assist my staff in completing Certificate III or Diploma qualifications?

**A**. No. This grant is specifically for educators working towards their ECT qualification or if the service has no ECT at all.

Q 2. Can the funding be used to cover the educator's subject and associated university fees?

A. Yes.

Q 3. Can the funding be used to purchase a laptop or desktop computer for the educator to complete their studies?

**A**. Yes. The service should consider that any equipment and resources that are purchased to support completion of studies remains the property of the service to enable other educators in the future to also complete studies toward legislatively required qualifications.

Q 4. Can the funding be used to purchase the educator's text books or other literature to support their studies?

A. Yes.

Q 5. Can this funding be used to pay the educator's wages so they can attend practicum or take time off work to study, so they do not need to use any of their personal leave entitlements?

**A.** Yes. This funding should ensure that the educator is not disadvantaged in any way.



Q 6. Can this funding be used to pay for relief staff while the educator is studying or on practicum?

A. Yes

# Q 7. Regarding claiming for salaries and wages to cover relief staff for ECT student placement coverage and study leave, is there a restriction on qualifications of relief staff?

**A**. A service can meet their legislated ECT requirements when:

an educator is actively working towards an approved early childhood teaching qualification; **and** 

- the educator has completed at least 50 per cent of the course; or
- holds an approved diploma level education and care qualification (National Regulation 242).

If this educator is undertaking practicum or study leave, they must be replaced with a qualified ECT or another educator who can be taken to be the ECT under Regulation 242. If neither of these options are possible, the service must apply to the regulatory authority for a temporary staffing waiver.

In regards to compliance with the QKFS Funding Requirements, the service will be unable to claim funding unless the replacement educator meets the qualification requirements for an ECT under both the QKFS Funding Requirements and the National Law.

# Q 8. Will there be any support or advice available to assist us to complete the application?

**A**. Yes, you can call or email the Department using the contact details available in the Funding Information Paper. A regional officer will also be available. Departmental staff will not assist in writing the application but will be able to provide guidance on the types of issues and solutions you may like to consider to include in your application.

#### Q 9. Can this funding be used to pay for a tutor for the educator?

**A**. Yes if this has been identified as a barrier to completing the qualification.



Q 10. Can this funding be used to employ or contract a workforce planner?

A. Yes.

## Q 11. Can the funding be used to pay for or subsidise childcare arrangements for educators working towards their ECT qualification?

**A.** Yes if childcare is a barrier for the educator to complete their ECT studies or practicum requirements.

#### Q 12. When will the funding be paid?

**A.** Funding will be paid in a single instalment within one month of the scheduled start date of the service agreement.

#### Q 13. What is the service agreement term?

**A.** The department will negotiate a service agreement with successful applicants to implement the activities and expenditure up until 31 December 2021. Organisations will be legally responsible for complying with the requirements and conditions of their service agreement.

#### Q 14. Will there be reporting requirements associated with the funding?

**A.** Successful applicants will be expected to meet performance and financial reporting requirements in relation to the grant. These reporting requirements will be outlined in the service agreement.

#### Q 15. How will my application be assessed?

**A.** Applications will be assessed by an independent assessment panel comprising departmental subject matter experts. Applications will be assessed against the selection criteria outlined in the Funding Information Paper based on the identified priorities.



#### Q 16. Where can I get help with QGrants?

**A.** Organisations need to be correctly registered in QGrants before they can submit an application. There are QGrants guides available on the department's website which can be accessed at: <a href="https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants">https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management/how-to-use-qgrants</a>. Contact information is also included on the website. Please note that QGrants assistance can only be provided during business hours (i.e. 8.30am to 5.00pm) so organisations are strongly encouraged to submit their applications during this time and not leave it until the last minute.

#### Q 17. When will I know if my application has been successful?

**A.** The department anticipates being able to advise both successful and unsuccessful organisations in writing in April, once assessment and approval processes have been completed.

#### Q 18. Who can I speak with to obtain feedback about my unsuccessful application?

**A.** Feedback to unsuccessful organisations can be provided by the Director, Quality and Workforce, Early Childhood and Community Engagement division, upon request.

### Q 19. If we are successful but we still do not currently have an ECT or equivalent, do we still need a waiver?

**A**. Yes. If the service is not meeting the legislated ECT requirements the service must apply to the regulatory authority for a temporary staffing waiver.

# Q. 20. What happens if an ECT leaves during the term of the agreement – is this transferrable to another ECT or recruitment of another ECT?

**A**. Yes. This grant should support the service not an individual person. Part of your sustainability strategy could outline the possible mitigation strategies if the ECT leaves the service.



## Q. 21. What happens if the studying ECT leaves during the term of the agreement and is replaced by a fully qualified ECT?

**A**. Any funds that are not expended will be recouped by the Department. However, the objective of the Workforce Qualification Assistance Grant is to increase the number of ECTs across the sector. The funds can be used to support any educators in completing an ECT qualification. This could be addressed in your application.

Q. 22. Can the Workforce Qualification Assistance Grant cover costs of professional development to upskill the ECT, when the professional development is in addition to their studies towards an ACECQA approved ECT qualification?

**A**. No. The grant is to address barriers to the completion of ACECQA approved ECT qualifications only.

### Q. 23. Regarding the use of funds for travel and accommodation expenses, is there a minimum distance for travel?

**A.** If applying for travel and accommodation, the service and the educator/s should consider if the travel and accommodation is necessary; and to consider what study or activities will occur whilst travelling. Is the cost of travel (and/or accommodation) to the campus or place of study a barrier for the educator that is inhibiting their progress?

Q. 24. Can we apply for more than one form of assistance? For example, can we apply to pay for relief staff while the educator is studying or on practicum in conjunction with paying for the educator's wages so they can attend practicum or take time off work to study?

A. Yes.

# Q. 25. Can this grant be used to support English as Second Language support and/or tutoring?

**A**. Yes. If this is a barrier in staff completing qualifications.



- Q. 26. How detailed is it recommended the staff register be? Is recommended to include information on all staff/educators across the service or only the staff with the relevant / working towards qualifications?
- **A**. This is at the discretion of the service. However, a full staff register that the service is required to maintain to be compliant with Regulations 145, 146 and 147, will give the assessment panel a better understanding of the overall staffing arrangements available at the service.

### Q.27. What is maximum size of the attachment to be uploaded for the supporting documentation?

**A.** There isn't a limit however, it's preferable for services to upload PDFs where possible.

