


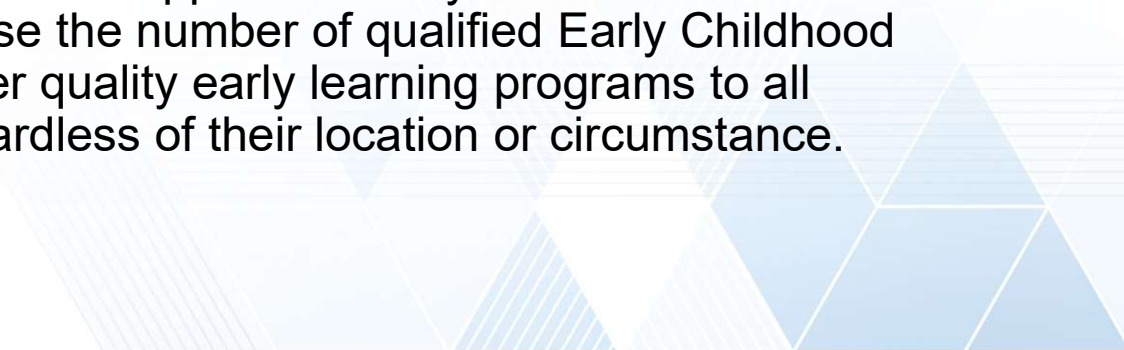
# Workforce Qualification Assistance Grant

Information Session  
February 2020

# Overview of session

- Purpose
  - Eligibility
  - Prioritisation of Funding
  - Use of Funding
  - Selection Criteria
  - Assessment of applications
  - Timeline
  - Questions?
  - QGrants application process
- 

# Purpose

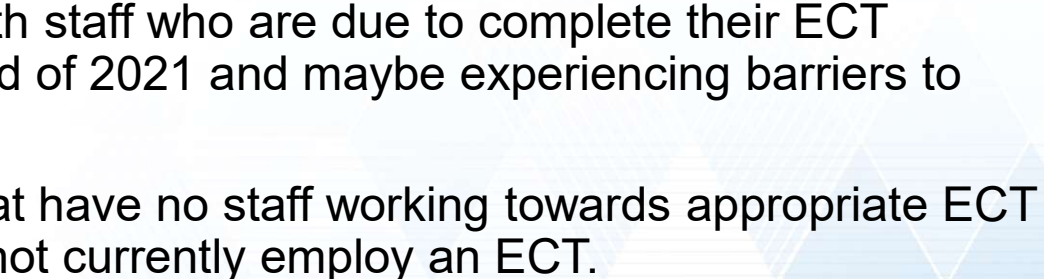
- The National Quality Framework Review, the Early Childhood Education and Care (ECEC) Workforce Action Plan (WAP) Reviews and ECEC Census data have highlighted that sufficient supply of qualified Early Childhood Teachers (ECTs) remains an ongoing issue for the sector in Queensland.
  - Services operating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

# Eligibility

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).

# Priorisation of Funding

All applications will be assessed against selection criteria outlined in Section 6. Applications will be prioritised as follows:

- Priority 1: Services with staff who are due to complete their ECT qualification by the end of 2021 and maybe experiencing barriers to completion.
  - Priority 2: Services that have no staff working towards appropriate ECT qualifications and do not currently employ an ECT.
- 

# Use of Funding

Funding is available for eligible services to procure and implement:

- 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;
- any activities or incidental costs that will reduce barriers for educators to complete their ECT qualification.

❖ Applications for funding are to be submitted for individual services.

# Selection Criteria

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"><li>• 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.</li></ul>
2. Demonstrated workforce plan and implementation of sustainable attraction and retention strategies.	<ul style="list-style-type: none"><li>• Provide a detailed workforce plan clearly identifying the strategies in place to attract, upskill and retain staff to ensure compliance and sustainability.</li></ul>
3. Demonstrated value for money	<ul style="list-style-type: none"><li>• List proposed expenditure plan and associate costs, including any co-contribution, in the budget table provided in the Application Form.</li></ul>

# Application Assessment – SC1

Approved Providers' demonstrated willingness, ability and commitment to supporting services' ongoing staffing compliance.

- 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.



# Application Assessment – SC2

Demonstrated workforce plan and implementation of sustainable attraction and retention strategies.

- Provide a detailed workforce plan clearly identifying the strategies in place to attract, upskill and retain staff to ensure compliance and sustainability.





# Application Assessment – SC3

Demonstrated value for money

- List proposed expenditure plan and associate costs, including any co-contribution, in the budget table provided in the Application Form.



# Assessment of applications

Every application will be assessed upon receipt for eligibility.

A panel of assessors review and assess every application against:

- the two priorities
- the responses to each of the three criteria



# Timeline

Frequently Asked Questions will be updated on the night of 25 February after all information sessions have been conducted.

Applications Close 28 February 5pm

Successful and unsuccessful applicants will be notified by 30 April 2020

If you are successful you will be sent a Service Agreement for signing which must be returned by 1 June 2020 to ensure payment by 30 June 2020



# Questions?



# QGrants - Applications

## CREATE APPLICATION

Under the application tab:

- select 'new'
- then select 'EYS Sector Support' as the grant program.



# Step 1: Accounts

**QGrants**

Program Name : Information and Resources R1 Exit

1 2 3 4 5 6 7 8

Accounts Budgets Details Service Details Bank Detail Attachment Declaration Summary

[Back](#) [Next](#) [Exit](#)

### Accounts

\* Applicant: Applicant = Organisation/Legal Entity

\* Contact Person:

\* Beneficiary: Beneficiary = Service


### Help

**Please note:** There are 8 steps in the Application process (roadmap) that should be completed for the application to be assessed.

- Select your organisation name (legal entity) from the Applicant field drop down menu.
- Select the contact person for the application from the Contact Person field drop down menu.
- Select the name of the service delivering the Early Years Service from the Beneficiary field drop down menu.
- If the Applicant, Contact Person or Beneficiary field drop down menus do not provide the appropriate information required to complete the application, exit the application. Then click on the Account tab and confirm that the required information has been provided and that a relationship (contact or responsible person) exists between the individual and organisational accounts.
- Complete all fields and click on "Next" to continue.

**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**

# Step 2: Budget

Program Name : Information and Resources R1Exit

1Accounts

2Budgets

3Details

4Service Details

5Bank Detail

6Attachment

7Declaration

8Summary

< Back

Next >

Draft Save

Exit

## Enter Budgets

Annual Employee Budget (\$)	0.00
Annual Operating Budget (\$)	0.00
Annual Organisational Budget (\$)	0.00
Annual Non-Recurrent Budget (\$)	
Annual Capital Budget (\$)	

## Help

Only enter amounts for the relevant budget items. Ensure the budgets entered at this step matches those proposed in your application form.

NOTE: Please enter the full numerical dollar amount, e.g. '10,000,000.00', **do not** use the '\$' symbol or words.

Click "Next" to continue.


**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**


< Back

Next >

Draft Save


Exit

Great state. Great opportunity.

Queensland Government

Provide total funding amount requested (GST EXCL) in non-recurrent section

# Step 3: Details

Program Name : Information and Resources R1Exit

1Accounts

2Budgets

3Details

4Service Details

5Bank Detail

6Attachment

7Declaration

8Summary

< Back

Next >

Draft Save

Exit

### Current Service Address Insurance

Public Liability Insurance start date	01.07.2013
Public Liability Insurance expiry date	30.06.2014
Value of insurance coverage (\$)	10,000,000.00

< Back

Next >

Draft Save

Exit

Enter insurance details

### Help



All questions must be answered before proceeding to Step 4.

If the proposed service is not operating enter details for the Organisation (legal entity).

NOTE: Please enter the full numerical dollar amount, e.g. '10,000,000.00', **do not** use the '\$' symbol or words for the Insurance Value.

Click on 'Next' to continue.

**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**

Great state. Great opportunity.



# Step 4: Service Details

The screenshot shows the 'QGrants' application interface. At the top, a progress bar indicates eight steps: 1. Accounts, 2. Budgets, 3. Details, 4. Service Details (current step), 5. Bank Detail, 6. Attachment, 7. Declaration, and 8. Summary. Below the progress bar are navigation buttons: '< Back', 'Next >', 'Draft Save', and 'Exit'. The main content area is titled 'Service Details' and contains three input fields: 'When will service delivery commence?' with a dropdown menu showing 'Unknown.', 'Service delivery commencement date', and 'Proposed Service name:'. A red box highlights the 'Unknown.' selection, and another red box highlights the 'Proposed Service name' field with the text 'Service name = Beneficiary Name provided at Step 1.' To the right, a 'Help' section provides instructions on selecting 'Known' or 'Unknown' for the commencement date and entering a service name. At the bottom, there are navigation buttons, the 'QGrants' logo, the slogan 'Great state. Great opportunity.', and the 'Queensland Government' logo.

Program Name : Information and Resources R1 Exit

1 Accounts 2 Budgets 3 Details 4 **Service Details** 5 Bank Detail 6 Attachment 7 Declaration 8 Summary

< Back Next > Draft Save Exit

### Service Details

When will service delivery commence? \* Unknown.

Service delivery commencement date

Proposed Service name:

Service name = Beneficiary Name provided at Step 1.

### Help

If you have a proposed start date for service delivery or project commencement select "Known" from Question 1 – "When will service delivery commence?" field drop down menu.

If you do not know when service delivery will commence select "Unknown" from the "When will service delivery?" commence field drop down menu.

If you selected "Known" in question 1 enter a commencement date at Question 2.

Enter a proposed service name at Question 3.


Click on 'Next' to continue.

**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**

< Back Next > Draft Save Exit

QGrants Great state. Great opportunity. Queensland Government

# Step 5: Bank Details

**Program Name : Information and Resources R1**Exit

1Accounts

2Budgets

3Details

4Service Details

**5Bank Detail**

6Attachment

7Declaration

8Summary

< Back


Next >

Draft Save

Exit

## Bank Details

Create new bank account

Select		BSB	Account No.	Account Name	Acct ID
<input type="checkbox"/>		923-100	00001111		

## Help

If your organisation has previously provided bank details, entries will be pre-populated. If details for more than one account have previously been provided you must select one account.

You have the option of providing alternative details for this service or project by selecting 'Create new bank account' and entering required details.


**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**

< Back


Next >

Draft Save

Exit



Great state. Great opportunity.

 Queensland Government

# Step 6: Attachment

The screenshot shows the 'QGrants' application interface. At the top, the 'Program Name' is 'Information and Resources R1'. A progress bar below it shows eight steps: 1. Accounts, 2. Budgets, 3. Details, 4. Service Details, 5. Bank Detail, 6. Attachment (highlighted in blue), 7. Declaration, and 8. Summary. Navigation buttons include '< Back', 'Next >', 'Draft Save', and 'Exit'. The main content area is divided into 'Specified Attachments' and 'Optional Attachments'. The 'Specified Attachments' table lists required documents like the 'Application Form'. The 'Optional Attachments' section has an 'Upload' button and a table for additional documents. A 'Help' section on the right provides instructions on attachments. A green callout box at the bottom right states: 'All documents can be uploaded in one attachment under Specified Attachments'. The footer includes the 'QGrants' logo and the 'Queensland Government' logo.

**QGrants**

Program Name : Information and Resources R1 [Exit](#)

1 Accounts 2 Budgets 3 Details 4 Service Details 5 Bank Detail 6 Attachment 7 Declaration 8 Summary

< Back Next > Draft Save Exit

### Specified Attachments

File Name	Description	Required	Action	Delete
	Application Form	<input checked="" type="checkbox"/>	<a href="#">Upload</a>	<a href="#">Delete</a>

### Optional Attachments

[Upload](#) [Delete](#)

File Name	Description
<a href="#">Click "upload" to attach documents</a>	

< Back Next > Draft Save Exit

### Help

Attachments prescribed through the application guidelines, for example an application form and budget must be attached to ensure that application assessment can be completed.

Click "Upload" and attach the relevant documents.

Optional attachments may also be uploaded to support your application.

**Assistance in completing the application process available via the Kindy Hotline on 1800 KINDY (1800454 639)**

**All documents can be uploaded in one attachment under Specified Attachments**

**QGrants** Queensland Government

# Step 7: Declaration

The screenshot displays the QGrants application interface. At the top, the 'QGrants' logo is on the left, and the 'Program Name : Information and Resources R1' is in the center, with an 'Exit' link on the right. Below this is a progress bar with eight steps: 1 Accounts, 2 Budgets, 3 Details, 4 Service Details, 5 Bank Detail, 6 Attachment, 7 Declaration (highlighted in blue), and 8 Summary. Below the progress bar are buttons for '< Back', 'Next >', 'Draft Save', and 'Exit'. The main content area is titled 'Declaration' and contains the text 'Please view the [Terms and Conditions](#)'. Below this is a checkbox labeled 'I have read the guidelines relating to grant funding. The information supplied in this submission is, to my knowledge, true and correct.' which is checked. A large green box with a red border contains the text 'Click on Terms and Conditions before proceeding.' To the right of the main content is a 'Help' section with a paragraph and three bullet points. At the bottom of the page, there are buttons for '< Back', 'Next >', 'Draft Save', and 'Exit'.

**QGrants**

Program Name : Information and Resources R1 Exit

1 Accounts 2 Budgets 3 Details 4 Service Details 5 Bank Detail 6 Attachment 7 Declaration 8 Summary

< Back Next > Draft Save Exit

### Declaration

Please view the [Terms and Conditions](#)

☒ I have read the guidelines relating to grant funding. The information supplied in this submission is, to my knowledge, true and correct.

Click on Terms and Conditions before proceeding.

### Help


You must view the Terms and Conditions by clicking on the link before proceeding. The Terms and Conditions will open in another window.

- If you are unable to view the Terms and Conditions, the pop-up blocker on the web browser may be turned on. To view the Terms and Conditions, right click the information bar and select 'download' or copy and paste the link into the new web browser.
- By selecting the checkbox you indicate that you have read the Terms & Conditions, and the information supplied in this application is true and correct.
- Click 'Next' to continue.

Assistance in completing the application process is available via the Kindy Hotline on 1800 4 KINDY (1800 454 639)

< Back Next > Draft Save Exit

# Step 8: Summary



Program Name : Information and Resources R1

Exit

1Accounts

2Budgets

3Details

4Service Details


5Bank Detail

6Attachment

7Declaration

8Summary

< Back

 SUBMIT

Exit

### Summary

**Early Childhood Education & Care  
Information and Resources R1**

**Accounts involved with this submission**

Applicant	
Contact Person	
Beneficiary	

**Submission Details**

Annual Employee Budget (\$)	
Annual Operating Budget (\$)	
Annual Organisational Budget (\$)	
Annual Non-Recurrent Budget (\$)	
Annual Capital Budget (\$)	
Public Liability Insurance start date	
Public Liability Insurance expiry date	
Value of insurance coverage (\$)	
When will service delivery commence?	
Service delivery commencement date	
Proposed Service name:	

### Help

Should you wish to review or clarify application information entered click on the 'Back' and 'Next' navigation buttons.

Click on 'Submit' button to submit the funding application for assessment.

**Assistance in completing the application process is available via the Kindy Hotline on 1800 4 KINDY (1800 454 639)**

Review summary and click submit to finalise application!

# Qgrants Support

All applications must be lodged via QGrants **prior to 5pm, 28 Febraury 2020.**

Refer to QGrants Application Guide

<https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/grants-management/grants-management>

Contact us **ASAP** if you are having difficulty lodging your application through QGrants

Telephone: **3328 6687**

Email: **WorkforceQualificationGrant.qed.qld.gov.au**



# QED Contact Officers

Beth Bugden

Project Officer

Quality and Workforce

Early Childhood and Community Engagement

Department of Education

**P:** 07 332 86687 | **E:** [beth.bugden@qed.qld.gov.au](mailto:beth.bugden@qed.qld.gov.au) |

Alexis Spencer

Manager

Quality and Workforce

Early Childhood and Community Engagement

Department of Education

**P:** 07 3513 6672 | **E:** [Alexis.Spencer@qed.qld.gov.au](mailto:Alexis.Spencer@qed.qld.gov.au) |