

# 2023-24 Provisionally Registered Early Childhood Teacher (PRT) Grants Program Terms and Conditions

A one-off change to the Provisionally Registered Early Childhood Teacher (PRT) Grants Program schedule was required in 2023-24 and only one grant round will be conducted. To reduce the impact of this change on early childhood teachers (ECTs) and approved providers, the grant round features the following 2 funding streams:

**Funding Stream A:** Funding sought by approved providers to support one or more PRTs in their employ to move to full registration with the Victorian Institute of Teaching (VIT) in the next 12 months.

**Funding Stream B:** Funding sought by approved providers as a reimbursement for costs incurred while supporting one or more early childhood teachers in their employ to move to full registration with the VIT between April 2023 and April 2024.

Approved providers can apply for funding in the 2023-24 PRT Grants Program through one or both funding streams in the same application form. The funding stream/s through which funding is sought (and if successful, received) will determine the terms and conditions that will apply.

## Funding Stream A:

### 1. Collection and Use of Personal Information

The applicant must provide to the Department of Education (hereafter referred to as the department) the following information:

- their name
- their role in the organisation
- the name and ID of the approver provider on whose behalf they are submitting the application
- the name and ID of the early childhood service at which the provisionally registered early childhood teacher (PRT) they are seeking funding to support is employed.

The applicant must also provide to the department the names, work email addresses, and VIT registration numbers of the PRTs on whose behalf they are seeking funding. This personal information must be collected and provided to the department with the informed consent of the teachers, in compliance with all applicable privacy laws.

The PRTs must also consent to the disclosure of their personal information to a third-party supplier, procured to undertake the administration of the PRT Grants Program.

The department and/or the third-party supplier may use the information provided by the applicant to monitor compliance and the outcomes of the program.

## 2. Approval of Funding

The applicant acknowledges and agrees that:

- this is a competitive grants process and there is no guarantee that every approved provider that meets the eligibility criteria will be funded
- funding is confirmed only when the applicant is notified that their application was successful
- if successful, they must notify the PRT once the funding has been received.

## 3. Payment of Funding

The applicant (hereafter referred to as grant recipient) must make the funding available to the early childhood service where the PRT is employed.

## 4. Use of Funding

The grant recipient agrees that funding must be used in any way that supports the PRT(s) to gain proficiency against the Australian Professional Teacher Standards and move to full teacher registration in the 12 months following the issuing of the funding.

This includes:

- providing paid time release, travel or accommodation expenses for both the PRT and a mentor/experienced teacher to work with each other
- employing a casual relief teacher to backfill the PRT and/or the mentor/experienced teacher
- supporting the PRT to undertake formal professional learning.

The grant recipient agrees that no funding can be used in respect of activities which involve delivering services to children.

## 5. Reporting Requirements

The grant recipient agrees to provide the department with any information, record or report that relates to the use of funding or shows how the funding has been spent by the grant recipient in accordance with the below schedule as and when requested by the department (in a format to be determined by the department).

Requirement	Due date
Progress update	6 months after funding is issued
Funding acquittal form	12 months after funding is issued

Funding acquittal form\*

Every 3 – 6 months after the 12-month funding period, until the funding is acquitted\*

\*Only applicable if the department has granted permission to the grant recipient to continue to support the PRT(s) after the 12-month funding period using unspent funding

Any further request for information, record or report must be received by the department within thirty (30) days of receiving the request from the department.

The grant recipient agrees that failure to comply with the above schedule and any request by the department may, at the discretion of the department, make an approved provider ineligible to receive funding in future PRT grant rounds.

In its absolute discretion, the department may approve the grant recipient to continue supporting PRTs using unspent funding after the 12-month funding period to which these Terms and Conditions will still apply.

## 6. Employment Cessation

The grant recipient agrees that if a PRT listed in the funding application ceases employment with the grant recipient, or any other event occurs which reasonably affects the funding, the department must be informed as soon as possible by emailing [EC.Mentoring@education.vic.gov.au](mailto:EC.Mentoring@education.vic.gov.au).

The grant recipient acknowledges that the department will then confirm the next steps, which may include, but is not limited to, transferring the funding to a different PRT employed by the grant recipient or returning the unused funding to the department.

## Funding Stream B:

### 1. Collection and Use of Personal Information

The applicant must provide to the Department of Education (hereafter referred to as the department) the following information:

- their name
- their role in the organisation
- the name and ID of the approver provider on whose behalf they are submitting the application
- the name and ID of the early childhood service at which the fully registered early childhood teacher is employed.

The applicant must also provide to the department the names, work email addresses, and VIT registration numbers of the fully registered teachers on whose behalf they are seeking funding as a reimbursement for costs incurred between April 2023 and April 2024. This personal information must be collected and provided to the department with the informed consent of the teachers, in compliance with all applicable privacy laws.

The fully registered teachers for whom the funding will be applied must also consent to the disclosure of their personal information to a third-party supplier, procured to undertake the administration of the PRT Grants Program.

The department and/or the third-party supplier may use the information provided by the applicant for the purposes of monitoring compliance and the outcomes of the program.

## 2. Approval of Funding

The applicant acknowledges and agrees that:

- this is a competitive grants process and there is no guarantee that every approved provider that meets the eligibility criteria will be funded
- funding is confirmed only when the applicant is notified that their application was successful.

The applicant must demonstrate in its application that funding (if successful) will be applied retrospectively to cover costs that may have been incurred to:

- provide paid time release, travel or accommodation expenses for the teacher and their mentor to work with each other
- employ a casual relief teacher to backfill for the teacher and/or their mentor.

## 3. Payment of Funding

The applicant (hereafter referred to as grant recipient) acknowledges that the funding is a reimbursement for costs incurred to support the fully registered teacher/s to move to full registration with the VIT between April 2023 and April 2024.

The grant recipient agrees that the funding is provided on the condition that costs it will cover were not costs incurred in respect of activities which involve delivering services to children.

## 4. Reporting Requirements

The grant recipient agrees to provide the department with any information, record or report that relates to the use of funding as a reimbursement for costs incurred to support the fully registered teacher/s to move to full registration with the VIT between April 2023 and April 2024.

Requirement	Due date
Funding acquittal form	1-2 months after funding is issued

Any further request for information, record or report must be received by the department within thirty (30) days of the grant recipient receiving the request from the department.

The grant recipient agrees that failure to comply with the above schedule and any request by the department may, at the discretion of the department, make an approved provider ineligible to receive funding in future PRT grant rounds.