

# Early Childhood Scholarships Program Guidelines – Effective 1 December 2025

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## Audience

These guidelines apply to all Early Childhood Scholarships Program (ECSP) applications received from 1 December 2025. All queries related to ECSP Guidelines can be directed to BUSY at Work via:

- Email: [EC.financial.support@education.vic.gov.au](mailto:EC.financial.support@education.vic.gov.au)
- Phone: [1300 161 396](tel:1300161396)

## About the program

The Department of Education (department) offers financial support through the ECSP to people who are commencing, or have recently commenced, study to become a registered early childhood teacher or are upskilling to become a Diploma-level educator.

The following scholarship funding (**before tax**) is available:

- Bachelor's degree: up to **\$25,000**
- Master's degree: up to **\$18,000**
- Diploma of Early Childhood Education and Care (ECEC): up to **\$7,000**

Scholarship funding is paid in instalments during a recipient's study and employment periods. Refer to [Recipient Agreements](#) and [Appendices 3-5](#) of these Guidelines for more information.

Recipients can use the scholarship funding at their own discretion, including to help with any expenses associated with studying, placements or working, such as study materials, IT equipment, accommodation and living expenses.

## Recipient Support and Check-ins

The ECSP is administered by BUSY At Work (BUSY) on behalf of the department. BUSY provide a range of supports and check-ins with scholarship recipients over the term of their Agreement with the department. For recipients, these include:

### *Study Period*

- Optional online drop-in information sessions held every two months to share program information, outline recipient obligations and provide a platform for questions.
- Individual check ins are sent via email in the first 3 and 6 months, then annually to confirm the recipient's ongoing enrolment in course.

### *Grace Period* (the time between completion of study and commencing employment)

- Connection with a BUSY mentor and check ins.
- Invitation to join the BUSY Member Network, an online platform for scholarship recipients who have completed their qualifications, offering professional connection and networking opportunities to support them as they progress their employment milestones.
- Workshops on preparing CVs for job applications, run quarterly to support the transition into employment.

### *Employment Period*

- Employment progress check-in at 12 months and again at two years.
- Opportunity to share feedback including at conclusion of the scholarship agreement.

## Aboriginal Pathways Scholarships Program

The Department also offers more generous scholarships for people who identify as Aboriginal and Torres Strait Islander and want to become an early childhood teacher or a Certificate III or Diploma level educator. Further information about these scholarships are available in the [Early Childhood Aboriginal Pathway Scholarships Guidelines](#).

## Eligibility requirements

To receive financial support under this program, applicants must:

- be an Australian or New Zealand citizen, or hold a permanent residency visa.
- live in Victoria, or in a cross-border local government area listed on the Victorian Cross-Border Commissioner [website](#).
- have been accepted into an *Approved Course* at an *Approved Institution* (refer to [Appendix 2](#)) that commences within 3 months of lodging their application OR have completed less than 50 per cent of the required units of study in an *Approved Course* at an *Approved Institution*.
- not be receiving any other scholarship, financial support or grant from the department for the approved course they have been accepted into or are studying. This excludes Free TAFE for those studying a Diploma of ECEC.
- have repaid any previous funding owed to the department from an Early Childhood Scholarships Program, Early Childhood Aboriginal Pathways Scholarships Program, Certificate III Upskill Support Program, a scholarship for an Early Childhood Innovative Initial Teacher Education course or any other course funded by the department.
- have completed all milestone conditions if they previously received financial support from the department to study a Diploma of ECEC and are now applying for a scholarship for an early childhood teaching qualification.

Checklists are provided at [Appendix 1](#) to help applicants consider their eligibility for the program before applying. Note a completed checklist is not required to be submitted as part of the application process.

## Prioritisation of applications

The department reserves the right to prioritise applications at its discretion, including on the following basis:

- if the applicant is early in their studies or has not yet started
  - if the applicant lives in a priority location, including areas listed in the [Roll-out schedule for more hours of 4-Year-Old Kinder](#)
  - if the applicant is already working at a Victorian Government funded kindergarten at time of application.
- The department reserves the right to amend these guidelines, including eligibility requirements at any time.

## Approved courses and tertiary providers

| To become:                              | Course                                                                                                                                                                                                                                       | Tertiary provider type                                                                 |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>A Diploma-level educator</b>         | Diploma of Early Childhood Education and Care (ECEC) CHC50125*                                                                                                                                                                               | <a href="#">Skills First training provider</a> at time of application for this program |
| <b>An early childhood teacher (ECT)</b> | A Bachelor or Master's level early childhood teaching degree approved by the Australian Children's Education and Care Quality Authority (ACECQA). This does not include dual qualifications in early childhood teaching and school teaching. | A university or higher education provider defined in <a href="#">Appendix 2</a>        |

\* Applicants enrolled under the preceding Diploma course reference (CHC50121) are still eligible to apply.

## Application process

The ECSP is administered by BUSY on behalf of the department. Applications must be lodged online with BUSY at: <https://bawecsip-cp.enquire.cloud/rounds>.

As part of the application process, applicants will need to provide BUSY with evidence to show they meet the eligibility requirements listed above.

Applications will be generally assessed within 10 business days of submission. If further evidence or information is required to support the assessment of an application, the assessment timeframe may be extended.

## Considerations before applying

The department acknowledges that everyone's circumstances are different. It is important that applicants:

- Consider personal financial circumstances. Recipients are responsible for paying all additional costs associated with their approved course, above the amount awarded by the department.
- Seek independent advice regarding the impact of scholarship funding on taxation and government benefit schemes, including, but not limited to, those administered through Centrelink.
- Recipients are solely responsible for obtaining employment to meet employment milestones under this program. The department does not guarantee employment in the early childhood sector; however, it does provide further supports to help graduates transition into the sector (refer to [Further information](#)).

## Recipient agreements and conditions

To receive the scholarship, successful applicants must review, accept and sign a Recipient Agreement. The Recipient Agreement is a legal document between the recipient and the department. It includes:

- the recipient's obligations during the term of the Agreement.
- the milestone conditions (including evidence required) that a recipient must meet to receive each Scholarship Funding Payment.
- the repayment requirements for a recipient if they withdraw from the program or if their Agreement is terminated.
- the circumstances where the department can terminate a Recipient Agreement including but not limited to breaches of Child Safety Laws or Child Safe Standards.

## Scholarship Funding Payments

Scholarship Funding Payments are linked to the achievement of milestones during a recipient's study period and employment period. To receive each payment, recipients need to provide BUSY with evidence to show they have met the milestone conditions outlined in their Recipient Agreement.

The value, timing and evidence requirements for Scholarship Funding Payments vary depending on the qualification studied. Detailed information on these payments, milestone conditions and evidence requirements can be found in:

- [Appendix 3: Bachelor's degree](#)
- [Appendix 4: Master's degree](#)
- [Appendix 5: Diploma of ECEC](#)

**Failure to provide the evidence required to demonstrate milestone conditions have been met may result in termination of the Recipient Agreement and an obligation to repay some or all Scholarship Funding Payments.** Further information about circumstances of termination and repayment requirements is outlined in the Recipient Agreements.

## Compassionate consideration

Where a recipient is experiencing unforeseen circumstances that may prevent them from meeting their milestone conditions, they should contact BUSY to discuss the situation.

The recipient may be able to access a leave of absence or, in exceptional circumstances, request that the department waive some, or all, of the repayment obligation. The department will assess waiver requests on a case-by-case basis and may require evidence to support this assessment.

## Further information

These guidelines, including program settings and eligibility, may change from time to time. The most up to date guidelines and a list of Frequently Asked Questions are published on the [department's website](#).

## About the program

- Information about the Early Childhood Scholarships Program is available at <https://www.vic.gov.au/financial-support-study-and-work-early-childhood>.
- Applicants and recipients can contact BUSY At Work for more information (including help checking your eligibility) at [EC.Financial.Support@education.vic.gov.au](mailto:EC.Financial.Support@education.vic.gov.au) or 1300 161 396.

## Department initiatives to support searching for employment

- Use the Find a Kinder Program interactive map to find potential employers that deliver kinder programs funded by the Victorian Government in locations convenient to you: <https://findakinder.vic.gov.au>
- Get in touch with the panel of specialist recruitment agencies working with the department to fill vacant roles across Victoria : <https://www.vic.gov.au/register-recruiter-find-early-childhood-jobs>

## Appendix 1: Scholarship eligibility checklists

These checklists are designed to help you understand your eligibility for the relevant scholarship. A completed checklist is not required to be submitted with your scholarship application.

### To become a Diploma-level educator

You must tick Yes or Not applicable for every requirement to be eligible

|   | Requirement                                                                                                                                                                                                                                                                                                                                                                                           | Answer                                                                                                 |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1 | Are you an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa?                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                            |
| 2 | Do you live in Victoria or one of the cross-border local government areas listed on the Victorian Cross-Border Commissioner <a href="#">website</a> ?                                                                                                                                                                                                                                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                            |
| 3 | Have you been accepted into the Diploma of Early Childhood Education and Care CHC50125 and will commence studies within 3 months of lodging your application?<br>OR<br>Are you currently studying and have completed less than 50 per cent of the units of study of the Diploma of Early Childhood Education and Care CHC50125?                                                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                            |
| 4 | Will you be, or are you, studying at a <a href="#">Skills First training provider</a> ?                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                            |
| 5 | Will this be the only scholarship, financial support or grant from the Department of Education you receive for this course? Note this excludes Free TAFE.                                                                                                                                                                                                                                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                            |
| 6 | If you have previously received financial support through the Early Childhood Scholarships Program, Early Childhood Aboriginal Pathways Scholarships Program, Certificate III Upskill Support Program, or a scholarship for an Early Childhood Innovative Initial Teacher Education course or any other course funded by the department, have you repaid any funds as per that scholarship agreement? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not applicable |

## To become an Early Childhood Teacher

You must tick Yes or Not Applicable for every requirement to be eligible.

|   | Requirement                                                                                                                                                                                                                                                                                                                                                                                           | Answer                                                                                                                                                                                                                                                                        |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Are you an Australian citizen, a New Zealand citizen or the holder of a permanent residency visa?                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                   |
| 2 | Do you live in Victoria or one of the cross-border local government areas listed on the Victorian Cross-Border Commissioner <a href="#">website</a> ?                                                                                                                                                                                                                                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                   |
| 3 | Have you been accepted into a <u>Bachelor or Masters' early childhood teaching program</u> approved by ACECQA and will commence studies within 3 months of lodging your application<br>OR<br>Are you currently studying and have completed less than 50 per cent of the units of study of, a <u>Bachelor or Masters' early childhood teaching program</u> approved by ACECQA?                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br>* Note – if you are a qualified ECT wishing to study a Master's qualification to extend your skills and knowledge of early childhood education and care, please contact BUSY At Work for more information. |
| 4 | Will you be, or are you, studying at an ECSP <i>Approved Institution</i> for ECT qualifications? (refer to <a href="#">Appendix 2</a> )                                                                                                                                                                                                                                                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                   |
| 5 | Will this be the only scholarship, financial support or grant from the Department of Education you receive for this course?                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                                                                                                                                   |
| 6 | If you have previously received financial support through the Early Childhood Scholarships Program, Early Childhood Aboriginal Pathways Scholarships Program, Certificate III Upskill Support Program, or a scholarship for an Early Childhood Innovative Initial Teacher Education course or any other course funded by the department, have you repaid any funds as per that scholarship agreement? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not applicable                                                                                                                                                                        |
| 7 | If you have previously received financial support to complete a Diploma of Early Childhood Education and Care through the Certificate III Upskill Support Program or the Early Childhood Scholarships Program, have you completed all milestones?                                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Not applicable                                                                                                                                                                        |

## Appendix 2: Approved Institutions for the Early Childhood Scholarships Program

### Approved Institutions for Early Childhood Teaching Qualifications

All Early Childhood Scholarships Program applications (early childhood teaching qualifications only) received from 1 December 2025 must be enrolled at one of the following institutions delivering early childhood teaching qualifications both face to face and online in Victoria.

Deakin University  
Federation University  
La Trobe University  
Monash University  
RMIT University  
Swinburne University of Technology  
University of Melbourne  
Victoria University  
Australian Catholic University  
Box Hill Institute  
Melbourne Polytechnic

### Approved Institutions for Diploma of Early Childhood Education and Care

Any tertiary institution that is a [Skills First training provider](#) at the time of application is an *Approved Institution* for the purpose of Diploma applications and recipients in the Early Childhood Scholarships Program.



## Appendix 3: Bachelor's degree - Scholarship payments, conditions and evidence

|                             | Study period                                                                          |                                                                                                     |                                                              | Employment period                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | Milestone 1                                                                           | Milestone 2                                                                                         | Milestone 3                                                  | Milestone 4                                                                                                                                                                                                                                                                                                                              | Milestone 5                                                                                                                                                                                                                                                                                                                                                                                          | Milestone 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Milestone condition</b>  | Commenced study in <i>Approved Course</i> <sup>1</sup>                                | Completed 50% of <i>Approved Course</i>                                                             | Completed <i>Approved Course</i>                             | Commenced employment in <i>Approved Role</i>                                                                                                                                                                                                                                                                                             | Completion of one year of employment in an <i>Approved Role</i>                                                                                                                                                                                                                                                                                                                                      | Completion of 2 years of employment in an <i>Approved Role</i><br><br>[Total value of scholarship: up to \$25,000]                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Payments</b>             | <b>\$5,000</b>                                                                        | <b>\$5,000</b>                                                                                      | <b>\$5,000</b>                                               | <b>\$5,000</b>                                                                                                                                                                                                                                                                                                                           | <b>\$0<sup>2</sup></b>                                                                                                                                                                                                                                                                                                                                                                               | <b>\$5,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Evidence<sup>3</sup></b> | Confirmation of enrolment from your Approved Institution.                             | Evidence that you have completed 50% (or more) of the total credit points for your Approved Course. | Evidence that you have completed your Approved Course.       | Evidence that you have commenced employment <b>with an Approved Provider as an Early Childhood Teacher and/or Diploma level Early Childhood Educator<sup>4</sup></b> (in an ongoing, fixed-term or casual role), registered with the Victorian Institute of Teaching, and which is based in Victoria for a minimum of 15 hours per week. | Evidence that you completed one year of continuous employment <b>with an Approved Provider as an Early Childhood Teacher and/or Diploma level Early Childhood Educator</b> (in an ongoing, fixed-term or casual role), registered with the Victorian Institute of Teaching, and which is based in Victoria for a minimum of 15 hours per week.                                                       | Evidence that you have completed a second year of continuous employment in an Approved Role. Also that this second year was a <b>fixed term or ongoing role with an Approved Provider as an Early Childhood Teacher</b> , registered with the Victorian Institute of Teaching, and which is based in Victoria for a minimum of 15 hours per week.<br><br><b>Please note:</b> casual employment and/or a diploma-level educator role is not an Approved Role following the first year of employment. |
| <b>Format</b>               | Statement of enrolment OR student verification letter from your Approved Institution. | Academic transcript from your Approved Institution.                                                 | Official Academic transcript from your Approved Institution. | A contract of employment for your Approved Role, a payslip that shows you commenced your employment within the Grace Period <sup>5</sup> and evidence of VIT registration.                                                                                                                                                               | An <i>Employment Confirmation Letter</i> from each Approved Provider who employed you in this year of employment. <u>Alternatively</u> , this information may be provided in a different format as agreed with the department. For example, through a mix of the following: payslips, employment income tax assessment, employment contract, VIT registration number and/or a statutory declaration. | An <i>Employment Confirmation Letter</i> from each Approved Provider who employed you in this year of employment. <u>Alternatively</u> , this information may be provided in a different format as agreed with the department. For example, through a mix of the following: payslips, employment income tax assessment, employment contract, VIT registration number and/or a statutory declaration.                                                                                                |

<sup>1</sup> A maximum study timeframe of 8 years applies for all ECT qualifications.

<sup>2</sup> Whilst there is no payment attached to Milestone 5, completion is required to continue participating in the program. If it is not completed, you will not be eligible for Milestone 6, which does include a payment.

<sup>3</sup> You must provide the evidence listed under each milestone to BUSY at Work by the due date specified in your Recipient Agreement. For all queries related to evidence, please contact [BUSY at Work](#).

<sup>4</sup> If you held a Diploma of Early Childhood Education and Care prior to completing your Bachelor's degree, you must seek an Early Childhood Teacher role to satisfy these Milestone Conditions and are not eligible to work as an Educator post completion of Approved Course.

<sup>5</sup> You have a 12-month period in which to commence employment in an Approved Role at an Approved Provider (Grace Period) from the completion of your Approved Course.

## Appendix 4: Master's degree – Scholarship payments, conditions and evidence

|                             | Study period                                                                          |                                                              | Employment period                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | Milestone 1                                                                           | Milestone 2                                                  | Milestone 3                                                                                                                                                                                                                                                                                                                              | Milestone 4                                                                                                                                                                                                                                                                                                                                                                                             | Milestone 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Milestone condition</b>  | Commenced study in <i>Approved Course</i> <sup>6</sup>                                | Completed <i>Approved Course</i>                             | Commenced employment in <i>Approved Role</i>                                                                                                                                                                                                                                                                                             | Completion of one year of employment in an <i>Approved Role</i>                                                                                                                                                                                                                                                                                                                                         | Completion of 2 years of employment in an <i>Approved Role</i><br><br>[Total value of scholarship: Up to \$18,000]                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Payments</b>             | <b>\$5,000</b>                                                                        | <b>\$5,000</b>                                               | <b>\$3,000</b>                                                                                                                                                                                                                                                                                                                           | <b>\$0<sup>7</sup></b>                                                                                                                                                                                                                                                                                                                                                                                  | <b>\$5,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Evidence<sup>8</sup></b> | Confirmation of enrolment from your Approved Institution.                             | Evidence that you have completed your Approved Course.       | Evidence that you have commenced employment <b>with an Approved Provider as an Early Childhood Teacher and/or Diploma level Early Childhood Educator<sup>9</sup></b> (in an ongoing, fixed-term or casual role), registered with the Victorian Institute of Teaching, and which is based in Victoria for a minimum of 15 hours per week. | Evidence that you completed one year of continuous employment <b>with an Approved Provider as an Early Childhood Teacher and/or Diploma level Early Childhood Educator</b> (in an ongoing, fixed-term or casual role), registered with the Victorian Institute of Teaching, and which is based in Victoria for a minimum of 15 hours per week.                                                          | Evidence that you have completed a second year of continuous employment in an Approved Role. Also that this second year was a <b>fixed term or ongoing role with an Approved Provider as an Early Childhood Teacher</b> , registered with the Victorian Institute of Teaching, by an Approved Provider and which is based in Victoria for a minimum of 15 hours per week.<br><br><b>Please note:</b> casual employment and/or a diploma-level educator role is not an Approved Role following the first year of employment. |
| <b>Format</b>               | Statement of enrolment OR student verification letter from your Approved Institution. | Official Academic transcript from your Approved Institution. | A contract of employment for the Approved Role; a payslip that shows you commenced your employment within the Grace Period <sup>10</sup> and evidence of VIT registration.                                                                                                                                                               | An <i>Employment Confirmation Letter</i> from each Approved Provider who employed you in this year of employment.<br><u>Alternatively</u> , this information may be provided in a different format as agreed with the department. For example, through a mix of the following: payslips, employment income tax assessment, employment contract, VIT registration number and/or a statutory declaration. | An <i>Employment Confirmation Letter</i> from each Approved Provider who employed you in this year of employment.<br><u>Alternatively</u> , this information may be provided in a different format as agreed with the department. For example, through a mix of the following: payslips, employment income tax assessment, employment contract, VIT registration number and/or a statutory declaration.                                                                                                                     |

<sup>6</sup> A maximum study timeframe of 8 years applies for all ECT qualifications.

<sup>7</sup> Whilst there is no payment attached to Milestone 4, completion is required to continue participating in the program. If it is not completed, you will not be eligible for Milestone 5, which does include a payment.

<sup>8</sup> You must provide the evidence listed under each milestone to BUSY at Work by the due date specified in your Recipient Agreement. For all queries related to evidence, please contact [BUSY at Work](#).

<sup>9</sup> If you held a Diploma of Early Childhood Education and Care prior to completing your Master's degree, you must seek an Early Childhood Teacher role to satisfy these Milestone Conditions and are not eligible to work as an Educator post completion of Approved Course,

<sup>10</sup> You have a 12-month period in which to commence employment in an Approved Role at an Approved Provider (Grace Period) from the completion of your Approved Course.

## Appendix 5: Diploma of Early Childhood Education and Care - Scholarship payments, conditions and evidence

|                              | Study period                                                                          |                                                              | Employment period                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | Milestone 1                                                                           | Milestone 2                                                  | Milestone 3                                                                                                                                                                                                                                    | Milestone 4                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Milestone condition</b>   | Commenced study in <i>Approved Course</i>                                             | Completed <i>Approved Course</i>                             | Commenced employment in <i>Approved Role</i>                                                                                                                                                                                                   | Completion of one year of employment in an <i>Approved Role</i><br>[Total value of scholarship: Up to \$,7000]                                                                                                                                                                                                                                                                  |
| <b>Payments</b>              | <b>\$2,500</b>                                                                        | <b>\$2,500</b>                                               | <b>\$0<sup>11</sup></b>                                                                                                                                                                                                                        | <b>\$2,000</b>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Evidence<sup>12</sup></b> | Confirmation of enrolment from your Approved Institution.                             | Confirmation that you have completed an Approved Course.     | Evidence that you have commenced employment <b>with an Approved Provider as a Diploma level Early Childhood Educator</b> (in an ongoing or fixed-term role <sup>13</sup> ), and which is based in Victoria for a minimum of 15 hours per week. | Evidence that you completed one year of continuous employment <b>with an Approved Provider as a Diploma level Early Childhood Educator</b> (in an ongoing or fixed-term role), and which is based in Victoria for a minimum of 15 hours per week.                                                                                                                               |
| <b>Format</b>                | Statement of enrolment OR student verification letter from your Approved Institution. | Official Academic transcript from your Approved Institution. | A contract of employment for the Approved Role and a pay slip that shows you commenced your employment within the Grace Period <sup>14</sup> .                                                                                                 | An <i>Employment Confirmation Letter</i> from each Approved Provider who employed you in this year of employment.<br><u>Alternatively</u> , this information may be provided in a different format as agreed with the department. For example, through a mix of the following: payslips, employment income tax assessment, employment contract, and/or a statutory declaration. |

<sup>11</sup> Whilst there is no payment attached to Milestone 3, completion is required to continue participating in the program.

<sup>12</sup> You must provide the evidence listed under each milestone to BUSY at Work by the due date specified in your Recipient Agreement. For all queries related to evidence, please contact [BUSY at Work](#).

<sup>13</sup> The department will consider requests from Diploma scholarship recipients to work in casual roles, on a case-by-case basis.

<sup>14</sup> You have a 12-month period in which to commence employment in an Approved Role at an Approved Provider (Grace Period) from the completion of your Approved Course.

## Appendix 6: Early Childhood Scholarships Program - Definitions

| <b>ECSP Definitions applicable to all Qualifications</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Approved Provider</i>                                                                               | An employee, person or entity that provides centre-based early childhood services and receives kindergarten funding from the department to deliver three-year-old and four-year-old kindergarten.                                                                                                                                                                                                                                                       |
| <i>Continuous employment</i>                                                                           | Employment is deemed continuous unless you leave your Approved Role, or you're away from work without approved leave. Approved absences like annual, parental, carer's or sick leave don't break your continuity. If you start another Approved Role within 12 weeks of leaving, your continuity is preserved. Unpaid leave or time not working in an Approved Role doesn't count toward the length of your continuous employment, but paid leave does. |
| <i>Employment Confirmation Letter</i>                                                                  | A letter confirming your employment at an Approved Provider. It must include: name of Approved Provider, address where employment was based; confirmation you were employed in an Approved Role, the period of employment, confirmation of Victorian Institute of Teaching (VIT) registration (not applicable for Diploma scholarship recipients) and details of any leave taken.                                                                       |
| <i>Grace period</i>                                                                                    | You have a 12 month period in which to commence employment in an Approved Role at an Approved Provider (Grace Period) from the completion of your Approved Course.                                                                                                                                                                                                                                                                                      |
| <b>BACHELOR – ECSP Definitions specific to recipients on a Bachelor's degree Scholarship Agreement</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Approved Course</i>                                                                                 | A bachelor's degree in early childhood teaching that has been approved by the Australian Children's Education and Care Quality Authority (ACECQA) but excludes any bachelor level early childhood teaching degree course that leads to dual qualifications in early childhood teaching and school teaching.                                                                                                                                             |
| <i>Approved Role: M4 &amp; 5</i>                                                                       | Employment with an Approved Provider as an Early Childhood Teacher and registered with VIT and/or Diploma level Early Childhood Educator (in an ongoing, fixed-term or casual role), which is based in Victoria for a minimum of 15 hours per week. If you held a Diploma of ECEC prior to completing your Bachelor's degree, an Approved Role for the purposes of Milestone 4 and 5 excludes an Educator role.                                         |
| <i>Approved Role: M6</i>                                                                               | Employment as a registered Early Childhood Teacher with an Approved Provider (in an ongoing or fixed-term role) and which is based in Victoria for a minimum of 15 hours per week.                                                                                                                                                                                                                                                                      |
| <b>MASTER – ECSP Definitions specific to recipients on a Master's degree Scholarship Agreement</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Approved Course</i>                                                                                 | A Master's degree in early childhood teaching that has been approved by ACECQA but excludes any Master's level early childhood teaching degree course that leads to dual qualifications in early childhood teaching and school teaching.                                                                                                                                                                                                                |
| <i>Approved Role: M3 &amp; 4</i>                                                                       | Employment with an Approved Provider as an Early Childhood Teacher registered with VIT and/or Diploma level Early Childhood Educator (in an ongoing, fixed-term or casual role), and which is based in Victoria for a minimum of 15 hours per week. If you held a Diploma of ECEC prior to completing the Master's degree, an Approved Role for the purposes of Milestone 3 and 4 excludes an Educator role.                                            |
| <i>Approved Role: M5</i>                                                                               | Employment as a registered Early Childhood Teacher with an Approved Provider (in an ongoing or fixed term role) and which is based in Victoria for a minimum of 15 hours per week.                                                                                                                                                                                                                                                                      |
| <b>DIPLOMA – ECSP Definition specific to recipients on a Diploma Scholarship Agreement</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Approved Course</i>                                                                                 | Diploma of Early Childhood Education (CHC501251) or a recognised preceding or superseding Diploma of ECEC qualification.                                                                                                                                                                                                                                                                                                                                |
| <i>Approved Role</i>                                                                                   | Employment with an Approved Provider as a Diploma level Early Childhood Educator (in an ongoing or fixed-term role), and which is based in Victoria for a minimum of 15 hours per week. The department will consider requests from Diploma scholarship recipients to work in casual roles, on a case-by-case basis.                                                                                                                                     |