

# Funding to support provisionally registered early childhood teachers

## Funding Agreement

This agreement must be completed, signed and attached to your online Smarty Grants application. Funding is not granted until the Department of Education assesses and approves your application and countersigns this agreement

By signing this Funding Agreement, the Service Provider and Early Childhood Service(s) listed below agree to use this funding to support the provisionally registered teacher(s) listed below to achieve full teacher registration with the Victorian Institute of Teaching (VIT) within the next 12 months.

The funding will be used in accordance with the Funding Terms and Conditions outlined in **Attachment A**.

Teacher full name	Teacher email address	Victorian Institute of Teaching (VIT) registration number	Name of early childhood service	Service approval number <i>This begins with SE-</i>	Is this teacher a casual relief teacher? <i>Yes or No?</i>
				SE-	

Your name\*: \_\_\_\_\_

*\*You cannot apply for funding for yourself*

Position\*\*: \_\_\_\_\_

*\*\*You must be in a leadership position such as Service Manager/Director, Nominated Supervisor, Operations Manager, Board Member etc.*

Approved Provider name: \_\_\_\_\_

Approved Provider number: PR-\_\_\_\_\_

*Must be between 11 and 11 characters. Begins with PR-. You can search for your service approval number here:*

[https://www.acecqa.gov.au/resources/national-registers/providers?s=&f%5B0%5D=provider\\_state%3AVIC](https://www.acecqa.gov.au/resources/national-registers/providers?s=&f%5B0%5D=provider_state%3AVIC)

Signature: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Countersigned by the Department of Education

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Attachment A – Funding Terms and Conditions

### 1. Purpose of Funding

Moving from provisional to full registration is an important step in a teacher's career and demonstrates their proficiency against the Australian Professional Standards for Teachers. Early childhood services and their approved provider are invited to apply for funding of \$2,872 (excluding GST) for each provisionally registered early childhood teacher they employ to support them to achieve full teacher registration with the Victorian Institute of Teaching within the next 12 months.

### 2. Eligibility

Early childhood services delivering a state-funded kindergarten program can apply on behalf of each provisionally registered teacher they employ. This includes provisionally registered teachers:

- working in a teaching role in an unfunded room
- employed casually, provided the service can support them to achieve full teacher registration.

### 3. Collection of Personal Information

The Department of Education requires the collection of contact details for beneficiaries of grant programs such as this one. Applicants must provide the email addresses of the provisionally registered teachers on whose behalf they are seeking funding. This personal information must be collected and provided to the department by the applicant/service provider with the informed consent of the teachers, in compliance with all applicable privacy laws. The department may use the contact details provided by the applicant/service provider for the purposes of monitoring compliance and outcomes of the Funding Agreement and the program.

### 4. Approval of Funding

As this is a competitive grants process, there is no guarantee that every early childhood service and approved provider that meets the eligibility criteria will be funded. The Department of Education is not obliged to accept the application, or the Funding Agreement submitted by the early childhood service and their approved provider. Funding is confirmed only when the Funding Agreement is countersigned by the Department of Education, and a copy is emailed back to the contact person listed in the application.

It is the responsibility of the early childhood service and their approved provider to notify the provisionally registered teacher the outcome of the application for funding.

### 5. Payment of Funding

The funding will be paid as a one-off payment to the approved provider listed in the application and Funding Agreement. It is the responsibility of the approved provider to make this funding available to their early childhood service where the provisionally registered teacher is employed. An email will be sent to the contact person provided in the funding application to confirm that the payment has been processed. This funding can be tracked by the approved provider through their service agreement with the Department of Education on the Funded Agency Channel. The web address for this is: <http://fac.dhhs.vic.gov.au/>

### 6. Funding Start Date

The funding start date is the day the funding is received by the approved provider.

### 7. What the funding can be used for

Funding can be used in any way that supports the provisionally registered teacher(s) to move to full teacher registration and gain proficiency against the Australian Professional Teacher Standards. This includes:

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

## Attachment A – Funding Terms and Conditions

### 8. Employment cessation

The Department of Education must be informed as soon as possible if a provisionally registered teacher listed in the funding application ceases employment with approved provider by emailing [EC.Mentoring@education.vic.gov.au](mailto:EC.Mentoring@education.vic.gov.au). The department will then confirm the next steps, which may include transferring the funding to a different provisionally registered teacher employed by the approved provider or returning the funding to the department.

### 9. Funding acquittal

The early childhood service and/or the approved provider will be required to complete a survey approximately nine months after receiving the funding to determine if the funding resulted in the provisionally registered teacher achieving full teacher registration with the Victorian Institute of Teaching. The department may recoup funding that is not spent on supporting provisionally registered teachers.